



Long Lake
CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION MEETING

Tuesday, May 12, 2020

6:00 p.m. Regular Meeting

WebEx Link-

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

+1-646-992-2010 United States Toll (New York City) Global call-in numbers

Join from a video system or application: Dial [476693886@neric.webex.com](tel:476693886)

You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business: Dial [476693886.neric@lync.webex.com](tel:476693886)

Meeting number (access code): 476 693 886

Meeting password: pCk5HYpgw38

I. Call to Order – President of the Board

- a. Pledge of Allegiance
- b. *April 8, 2020 Regular Meeting Minutes
- c. *April 21, 2020 Special Meeting Minutes
- d. Next Regular Meeting Date, Thursday, June 11, 2020 6:00 p.m.
Budget Vote and Board of Education Election, Tuesday, June 9, 2020
Budget Hearing, Monday, June 1, 2020 6:00 p.m.

II. Public Participation

III. Presentations

IV. Superintendent's Update

V. Business Affairs

- a. *March 2020 Treasurer's Reports
- b. Comprehensive Budget and Revenue Status Reports
- c. Warrants
- d. Budget Transfer

VI. Recommendations for Approval

- a. *Resignation of Bridget O'Leary as Grades 7-12 Spanish Teacher Effective Immediately
- b. *Carol Turner as Election Inspector at \$11.80/hour and Victoria Snide as Election Inspector, No Stipend
- c. *Re-establish Tax Certiorari Reserve Fund
- d. *Resignation of Megan Nevins as General Special Education Teacher Effective June 30, 2020
- e. *Noelle Short as Data Protection Officer

- f. *Hannah Klossner as PK-12 Physical Education/Health Teacher for 2020/2021
School Year Pending Certification by September 1, 2020

VII. General Discussion

- a. Capital Project
- b. COVID-19 School Closure
- c. School Bus Maintenance

VIII. Policies, First Readings

- a. #3221 Social Service Dogs, #5676 Privacy and Security for Student Data and Teacher and Principal Data, #7512 Student Physicals, and #7530 Child Abuse and Maltreatment

IX. 2nd Public Participation

X. Executive Session

- a. To Discuss the Employment History of Two Particular Persons
- b. To Discuss a Matter Relating to Personal and Financial Issues of a Particular Person and/or Which is Made Confidential by State or Federal Law

XI. Adjourn

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

Date: April 8, 2020

Time: 6:00 p.m.

Type of Meeting: Regular Meeting

Place: Via WebEx by Phone 1-646-992-2010
Or via WebEx by Video System 479292803@neric.webex.com
Meeting Access Code 479 292 803

Members Present: Michael Farrell via WebEx Phone
Trisha Hosley via WebEx by Video System
Joan Paula via WebEx by Video System
Brian Penrose via WebEx by Video System

Members Absent: Alexandria Harris

Others Present: Noelle Short-Principal/Superintendent via WebEx by Video System, Victoria Snide-Clerk of the Board via WebEx by Video System

Call to Order: The President called the meeting to order at 6:04 p.m.

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

Approved: On Motion by Trisha Hosley, seconded by Michael Farrell, with all in favor, the **minutes of the March 19, 2020 regular meeting.**

The **next regular meeting date is Tuesday, May 12, 2020** at 6 p.m. in the cafeteria. There will be a **special meeting on Tuesday, April 21, 2020** at 3 p.m. via WebEx to vote on the BOCES budget.

Public Participation: None

Presentations: None

Superintendent's Update: The **school closure** continues through April 29, 2020. The Executive Order has waived the 180 mandatory days but Spring break must now be instructional days. Teachers have initiated a district-wide project over Spring break for students.

Regents exams are canceled this school year.

Work schedules are continuing and meals are being delivered daily. Our new custodian Joseph Parent has started work.

Jose Lamos and Annalise Penrose are the winter season Scholars Athletes for Long Lake CSD.

Hamilton County Public Health has **confirmed one coronavirus case** with others quarantined.

Business Affairs:

Approved: On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor, the February 2020 **Treasurer Reports**.

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

Recommendations for Approval

Approved: On Motion by Trisha Hosley, seconded by Brian Penrose, with all in favor, the **2020-2021 School Calendar**.

Approved: On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor, the **2020-2021 School Budget** for presentation to the voters.

Approved: On Motion by Michael Farrell, seconded by Brian Penrose, with all in favor, the **2020-2021 Property Tax Report Card**.

Approved: On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor, **Policy #5741 Drug and Alcohol Testing for School Bus Drivers and #6562 Employment of Retired Persons**.

General Discussion

The Board reviewed the wording of **ACE Funds** to make it eligible for students taking online college courses.

Our **capital project has been approved by NYS Education Department**. Noelle Short will talk to our architects to discuss if the coronavirus situation affects our building and bid timeline. School capital construction projects are considered essential. Noelle Short will also send the Board some information on the Clerk of the Works quote received from Schoolhouse Construction.

All **students are able to connect remotely** to access their lessons. Teachers are not following their same daily routine schedule but have modified it to meet all needs. Faculty meetings are being held remotely also.

Noelle Short is working with Elisha Cohen to see if there is anything our seniors need to make up to **graduate** on time. The ceremony itself may need to be discussed.

Policy 1st Readings: None

2nd Public Participation: Michael Farrell asked about the social service dog policy. This will be put on next month's agenda.

Executive Session: On Motion by Trisha Hosley, seconded by Michael Farrell, with all in favor, to enter Executive Session at 7:15 p.m. to discuss the employment of two particular persons and to discuss a matter relating to personal and financial issues of a particular person(s) and/or which is made confidential by state or federal law.

Approved: On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor, to come out of Executive Session at 7:38 p.m.

Adjournment: On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor, the Board adjourned at 7:38 p.m.

Clerk of the Board

Victoria J. Snide

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

Date: April 21, 2020

Time: 3:00 p.m.

Type of Meeting: Special Meeting

Place: Via WebEx by Phone 1-646-992-2010
Or via WebEx by Video System 475954155@neric.webex.com
Meeting Access Code 475 954 155

Members Present: Michael Farrell via WebEx Phone
Alexandria Harris via WebEx by Video System
Trisha Hosley via WebEx by Video System
Joan Paula via WebEx by Video System
Brian Penrose via WebEx by Video System

Members Absent: None

Others Present: Noelle Short-Principal/Superintendent via WebEx by Video System, Victoria Snide-Clerk of the Board via WebEx by Video System

Call to Order: The President called the meeting to order at 3:10 p.m.

Approved: On Motion by Joan Paula, seconded by Trisha Hosley, with all in favor, to dispense with the Pledge of Allegiance.

Approved: On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, the tentative administrative budget for the **Board of Cooperative Educational Services of the Sole Supervisory District of Franklin, Essex and Hamilton Counties in the amount of \$2,540,107 for the school year 2020-2021.**

Approved: On Motion by Trisha Hosley, seconded by Alexandria Harris, with all in favor, a Resolution casting its vote(s) in the annual election of members of the Franklin-Essex-Hamilton Board of Cooperative Services for Jason C. Brockway and Donald A. Whitmore III.

Adjournment: On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor, the Board adjourned at 3:15 p.m.

Clerk of the Board

Victoria J. Snide

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

For the Period from March 2, 2020 thru March 31, 2020

Total available balance as reported at the end of preceding period \$ 7,254.30

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

<u>Date</u>	<u>Source</u>	
March	Deposits	\$ 834.00
	Interest	\$ 0.06

Total Receipts \$ 834.06

Total receipts, including balance \$ 8,088.36

Disbursements made during the month:

By Check-From Check :#1322-1323

\$ 506.79

EFT Transfers

\$255.82

By Debit Charge

\$ -

Total amount of checks issued and debit charges

\$ 762.61

Cash balance as shown by records

\$ 7,325.75

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month

\$ 7,325.75

Less outstanding checks

See attached

\$ -

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

\$ 7,325.75

Amount of receipts undeposited (See attached schedules)

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

\$ 7,325.75

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.

Kisa Walker
Treasurer of School District

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

For the Period from March 2, 2020 thru March 31, 2020

Total available balance as reported at the end of preceding period \$ 2,240.39

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

<u>Date</u>	<u>Source</u>	
March	Deposits	\$ 150,412.88

Total Receipts \$ 150,412.88

Total receipts, including balance \$ 152,653.27

Disbursements made during the month:

By Check-from check #3077-3081 \$ 2,621.52

EFT Transfers 147,947.05

By Debit Charge

\$ 150,568.57

Total amount of checks issued and debit charges

\$ 2,084.70

Cash balance as shown by records

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month

\$ 2,818.69

less outstanding checks # See Attached

\$ 733.99

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

There are undeposited funds in treasurer's hands)

\$ 2,084.70

Amount of receipts undeposited (See attached schedules)

-

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

\$ 2,084.70

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as a part of the minutes of the Board meeting held

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Clerk of the Board of Education

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bank statement, as reconciled.


Treasurer of School District

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

For the Period from March 2, 2020 thru March 31, 2020

Total available balance as reported at the end of preceding period \$ 15,751.85

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

<u>Date</u>	<u>Source</u>	
March	Deposits	\$ 1,242.60
	Interest	<u> 0.12</u>

Total Receipts \$ 1,242.72

Total receipts, including balance \$ 16,994.57

Disbursements made during the month:

By Check-From Check #2244-2250	\$ 1,943.15
EFT Transfers	<u> 5,136.16</u>

Total amount of checks issued and debit charges \$ 7,079.31

Cash balance as shown by records \$ 9,915.26

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	\$ 9,915.26
Less outstanding checks see attached	<u> -</u>

Net balance in bank (Should agree with Cash Balance above unless There are undeposited funds in treasurer's hands)	\$ 9,915.26
Amount of receipts undeposited	<u> -</u>

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 9,915.26

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

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Clerk of the Board of Education

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

 Lisa Wacker
Treasurer of School District

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

For the Period from March 2, 2020 thru March 31, 2020

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

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

<u>Date</u>	<u>Source</u>	
March	Deposits	95,783.86

Total Receipts \$ 95,783.86

Total receipts, including balance \$ 96,783.86

Disbursements made during the month:

By Check: #16457-16536 \$ 2,075.34

EFT Transfers \$ 93,708.52

\$ -

Total amount of checks issued and debit charges:

\$ 95,783.86

Cash balance as shown by records

\$ 1,000.00

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month

\$ 1,968.17

Less Outstanding Checks - See Attached

\$ 968.17

\$ 1,000.00

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

There are undeposited funds in treasurer's hands)

Amount of receipts undeposited-

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

\$ 1,000.00

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Clerk of the Board of Education

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

Hisa Walker
Treasurer of School District

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

For Period from March 2, 2020 thru March 31, 2020

Total available balance as reported at the end of preceding period \$ 46,321.71

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

<u>Date</u>	<u>Source</u>	
March	Deposits	\$ 439,000.00
	Interest	0.91

Total Receipts \$ 439,000.91

Total receipts, including balance \$ 485,322.62

Disbursements made during the month:

By Check-From Check #16099-16147	\$ 290,738.79
EFT Transfers	145,869.35
	\$ -

Total amount of checks issued and debit charges \$ 436,608.14

Cash balance as shown by records \$ 48,714.48

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 81,432.79

Less outstanding checks see attached \$ 32,718.31

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 48,714.48

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

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 48,714.48

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

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Clerk of the Board of Education

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

Hisa Walker
Treasurer of School District

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

For the Period from March 2, 2020 thru March 31, 2020

Total available balance as reported at the end of preceding period \$ 2,224.43

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

<u>Date</u>	<u>Source</u>	
March	Deposits	\$ -
	Interest	\$ 0.02

Total Receipts \$ 0.02

Total receipts, including balance \$ 2,224.45

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 \$ 2,224.45

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	\$ 2,224.45
less outstanding checks	\$ -
see attached	\$ -

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

There are undeposited funds in treasurer's hands)

\$ 2,224.45

Amount of receipts undeposited (See attached schedules)

_____ -

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

\$ 2,224.45

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

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Clerk of the Board of Education

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

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

For the Period from March 2, 2020 thru March 31, 2020

Total available balance as reported at the end of preceding period \$ 1,450,435.28

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

<u>Date</u>	<u>Source</u>	
March	Deposits	\$ 207,814.63
	Interest	\$ 21.42
	Total Receipts	<u>\$ 207,836.05</u>
	Total receipts, including balance	<u>\$ 1,658,271.33</u>

Disbursements made during the month:

By Check:	
EFT Transfers	\$ 439,000.00
By Debit	\$ -

Total amount of checks issued and debit charges \$ 439,000.00

Cash balance as shown by records \$ 1,219,271.33

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 1,219,271.33

Less outstanding checks

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 1,219,271.33

Amount of receipts undeposited \$ -

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 1,219,271.33

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

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Clerk of the Board of Education

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

Treasurer of School District

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

For the Period from March 1, 2020 thru March 31, 2020

Total available balance as reported at the end of preceding period \$ 1,157,407.68

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

<u>Date</u>	<u>Source</u>	
March	Deposits	\$ -
	Interest	\$ 1,115.73
	Total Receipts	\$ 1,115.73
	Total receipts, including balance	\$ 1,158,523.41

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 1,158,523.41

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 1,158,523.41

Less outstanding checks

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 1,158,523.41

Amount of receipts undeposited \$ -

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 1,158,523.41

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

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Clerk of the Board of Education

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

Hita Wasker
Treasurer of School District

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

For the Period from March 1, 2020 thru March 31, 2020

Total available balance as reported at the end of preceding period \$ 39,153.99

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

Date	Source
March	Deposits
	Interest

\$ 37.73

Total Receipts \$ 37.73

Total receipts, including balance \$ 39,191.72

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 39,191.72

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 39,191.72

less outstanding checks

see attached \$ -
\$ -

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

\$ 39,191.72

Amount of receipts undeposited (See attached schedules)

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

\$ 39,191.72

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

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Clerk of the Board of Education

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

Treasurer of School District

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

For the Period from March 1, 2020 thru March 31, 2020

Total available balance as reported at the end of preceding period \$ 53,414.79

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

<u>Date</u>	<u>Source</u>	
March	Deposits	-
	Interest	\$ 51.49
	Total Receipts	\$ 51.49
	Total receipts, including balance	\$ 53,466.28

Disbursements made during the month:

	By Check-from check #	\$ -
	EFT Transfers	-
	By Debit Charge	-
	Total amount of checks issued and debit charges	\$ -

Cash balance as shown by records \$ 53,466.28

RECONCILIATION WITH BANK STATEMENTBalance as given on bank statement, end of month \$ 53,466.28
less outstanding checkssee attached \$ -
\$ -Net balance in bank (Should agree with Cash Balance above unless
There are undeposited funds in treasurer's hands)

\$ 53,466.28

Amount of receipts undeposited (See attached schedules)

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

\$ 53,466.28

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

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Clerk of the Board of Education

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

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

For the Period from March 1, 2020 thru March 31, 2020

Total available balance as reported at the end of preceding period \$ 33,711.61

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

Date	Source
March	Deposits
	Interest

-
\$ 32.51

Total Receipts \$ 32.51

Total receipts, including balance \$ 33,744.12

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 33,744.12

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 33,744.12

less outstanding checks

see attached
\$ -
\$ -

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

\$ 33,744.12

Amount of receipts undeposited (See attached schedules)

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

\$ 33,744.12

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

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Clerk of the Board of Education

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

hisa walker
Treasurer of School District

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

For the Period from March 1, 2020 thru March 31, 2020

Total available balance as reported at the end of preceding period \$ 72,097.65

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

<u>Date</u>	<u>Source</u>	
March	Deposits	\$ -
	Interest	\$ 69.50

Total Receipts \$ 69.50

Total receipts, including balance \$ 72,167.15

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 72,167.15

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 72,167.15

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands) \$ 72,167.15

Amount of receipts undeposited (See attached schedules)

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

\$ 72,167.15

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

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Clerk of the Board of Education

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

Hisa Walker
Treasurer of School District

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

For the Period from March 1, 2020 thru March 31, 2020

Total available balance as reported at the end of preceding period \$ 9,069.02

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

<u>Date</u>	<u>Source</u>	
March	Deposits	\$ -
	Interest	\$ 8.73

Total Receipts \$ 8.73

Total receipts, including balance \$ 9,077.75

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 \$ 9,077.75

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 9,077.75

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands) \$ 9,077.75

Amount of receipts undeposited (See attached schedules)

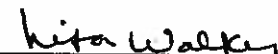
Total available balance (must agree with Cash Balance above if there is a true reconciliation)

\$ 9,077.75

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

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Clerk of the Board of Education

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

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

For the Period from March 1, 2020 thru March 31, 2020

Total available balance as reported at the end of preceding period \$ 2,074.77

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

<u>Date</u>	<u>Source</u>	
March	Deposits	\$ -
	Interest	\$ 2.00
	Total Receipts	\$ 2.00
	Total receipts, including balance	\$ 2,076.77

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 \$ 2,076.77

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	\$ 2,076.77
less outstanding checks	\$ -
see attached	\$ -

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

There are undeposited funds in treasurer's hands)

\$ 2,076.77

Amount of receipts undeposited (See attached schedules)

-

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

\$ 2,076.77

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

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

_____ 20_____

Kiera Walker
Treasurer of School District

Clerk of the Board of Education

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

For the Period from March 1, 2020 thru March 31, 2020

Total available balance as reported at the end of preceding period \$ 6,755.13

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

<u>Date</u>	<u>Source</u>	
March	Deposits	\$ -
	Interest	\$ 6.53

Total Receipts \$ 6.53

Total receipts, including balance \$ 6,761.66

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 6,761.66

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	\$ 6,761.66
less outstanding checks	\$ -
see attached	\$ -

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

There are undeposited funds in treasurer's hands)

\$ 6,761.66

Amount of receipts undeposited (See attached schedules)

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

\$ 6,761.66

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

20

Clerk of the Board of Education

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

Heidi Wacker
Treasurer of School District

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

For the Period from March 1, 2020 thru March 31, 2020

Total available balance as reported at the end of preceding period \$ 78,932.26

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

<u>Date</u>	<u>Source</u>	
March	Deposits	-
	Interest	\$ 76.09

Total Receipts \$ 76.09

Total receipts, including balance \$ 79,008.35

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 \$ 79,008.35

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 79,008.35

less outstanding checks

see attached	\$ -
	\$ -

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

\$ 79,008.35

Amount of receipts undeposited (See attached schedules)

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

\$ 79,008.35

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

LONG LAKE CSD

Revenue Status Report From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C 1440.B</u>	Breakfast - Student Sale of Meals	2,500.00	0.00	2,500.00	2,303.05	196.95
<u>C 1440.L</u>	Lunch - Student Sale of Meals	9,500.00	0.00	9,500.00	7,273.90	2,226.10
<u>C 1445.L</u>	A La Carte Sales	1,800.00	0.00	1,800.00	1,029.15	770.85
<u>C 2401</u>	Interest and Earnings	0.00	0.00	0.00	1.34	-1.34
<u>C 2770</u>	Misc. Revenues	0.00	0.00	0.00	5.85	-5.85
<u>C 3190.FB</u>	Breakfast - Federal Reimbursement	5,500.00	0.00	5,500.00	5,313.00	187.00
<u>C 3190.FL</u>	Lunch - Federal Reimbursement	12,000.00	0.00	12,000.00	11,093.00	907.00
<u>C 3190.FS</u>	Snack - Federal Reimbursement	550.00	0.00	550.00	250.00	300.00
<u>C 3190.SB</u>	Breakfast - State Reimbursement	250.00	0.00	250.00	339.00	-89.00
<u>C 3190.SL</u>	Lunch - State Reimbursement	500.00	0.00	500.00	563.00	-63.00
<u>C 3190.SS</u>	Snack - State Reimbursement	0.00	0.00	0.00	22.00	-22.00
<u>C 4190</u>	USDA Surplus Food	1,800.00	0.00	1,800.00	0.00	1,800.00
<u>C 5031</u>	Interfund Transfer	105,709.00	0.00	105,709.00	55,000.00	50,709.00
C Totals:		140,109.00	0.00	140,109.00	83,193.29	56,915.71
Grand Totals:		140,109.00	0.00	140,109.00	83,193.29	56,915.71

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
C.2860.160-0000	Cafeteria Salaries	59,553.00	0.00	59,553.00	48,920.06	0.00	10,632.94
C.2860.400-0000	Cafeteria Contractual	3,000.00	0.00	3,000.00	1,144.50	0.00	1,855.50
C.2860.410-0000	Cafeteria Food	30,000.00	50.15	30,050.15	21,978.90	4,105.76	3,965.49
C.2860.450-0000	Cafeteria Materials & Supplies	2,500.00	0.00	2,500.00	1,366.65	506.39	626.96
2860	SCHOOL FOOD SERVICE	95,053.00	50.15	95,103.15	73,410.11	4,612.15	17,080.89
28		95,053.00	50.15	95,103.15	73,410.11	4,612.15	17,080.89
2		95,053.00	50.15	95,103.15	73,410.11	4,612.15	17,080.89
C.9010.800-0000	Cafeteria Employees Retirement	9,500.00	0.00	9,500.00	-2,100.00	0.00	11,600.00
9010	STATE RETIREMENT	9,500.00	0.00	9,500.00	-2,100.00	0.00	11,600.00
C.9030.800-0000	Cafeteria Social Security	4,556.00	0.00	4,556.00	0.00	0.00	4,556.00
9030	SOCIAL SECURITY	4,556.00	0.00	4,556.00	0.00	0.00	4,556.00
C.9060.800-0000	Cafeteria Health Insurance	31,000.00	0.00	31,000.00	0.00	0.00	31,000.00
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	31,000.00	0.00	31,000.00	0.00	0.00	31,000.00
90		45,056.00	0.00	45,056.00	-2,100.00	0.00	47,156.00
9		45,056.00	0.00	45,056.00	-2,100.00	0.00	47,156.00
Fund CTotals:		140,109.00	50.15	140,159.15	71,310.11	4,612.15	64,236.89
Grand Totals:		140,109.00	50.15	140,159.15	71,310.11	4,612.15	64,236.89

LONG LAKE CSD

Revenue Status Report From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>A 1001</u>	Real Property Taxes	2,885,565.18	0.00	2,885,565.18	2,885,565.04	0.14
<u>A 1081</u>	Other Payments in Lieu of Taxes	0.00	0.00	0.00	8,472.12	-8,472.12
<u>A 1085</u>	School Tax Relief Reimb (STAR)	32,434.82	0.00	32,434.82	32,434.82	0.00
<u>A 1090</u>	Penalty on Taxes	3,000.00	0.00	3,000.00	3,997.28	-997.28
<u>A 1310</u>	Day School Tuition	3,600.00	0.00	3,600.00	6,650.00	-3,050.00
<u>A 1335</u>	Other Student Fees/Charges	1,000.00	0.00	1,000.00	1,207.00	-207.00
<u>A 2401</u>	Interest on Earnings	15,000.00	0.00	15,000.00	17,687.20	-2,687.20
<u>A 2701</u>	Refunds of Prior Years Expenditures	0.00	0.00	0.00	12,436.43	-12,436.43
<u>A 2770</u>	Other Unclassified Revenues	0.00	0.00	0.00	103.81	-103.81
<u>A 3101.A</u>	General Aid	480,000.00	0.00	480,000.00	380,920.45	99,079.55
<u>A 3101.B</u>	Excess Cost Aid	0.00	0.00	0.00	26,932.46	-26,932.46
<u>A 3102</u>	VLT Lottery Aid	0.00	0.00	0.00	22,697.04	-22,697.04
<u>A 3103</u>	BOCES Aid	45,000.00	0.00	45,000.00	8,581.59	36,418.41
<u>A 3260</u>	Textbook Aid	4,000.00	0.00	4,000.00	3,262.00	738.00
<u>A 3262</u>	Computer Software Aid	0.00	0.00	0.00	884.00	-884.00
<u>A 3263</u>	Library Material Aid	0.00	0.00	0.00	368.00	-368.00
<u>A 3265</u>	Small Government Assistance	0.00	0.00	0.00	158,956.00	-158,956.00
<u>A 4601</u>	Medicaid Assistance, HRSS	4,000.00	0.00	4,000.00	11,933.83	-7,933.83
A Totals:		3,473,600.00	0.00	3,473,600.00	3,583,089.07	-109,489.07
Grand Totals:		3,473,600.00	0.00	3,473,600.00	3,583,089.07	-109,489.07

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1010.400-0000	BOE Contractual Expense	7,920.00	-4,200.00	3,720.00	1,071.51	0.00	2,648.49
A 1010.450-0000	BOE Materials and Supplies	2,500.00	0.00	2,500.00	233.49	36.99	2,229.52
A 1010.490-0000	BOE BOCES Services	7,500.00	0.00	7,500.00	4,693.70	0.00	2,806.30
1010	BOARD OF EDUCATION	17,920.00	-4,200.00	13,720.00	5,998.70	36.99	7,684.31
A 1040.160-0000	BOE District Clerk Salaries	2,284.00	0.00	2,284.00	2,019.41	0.00	264.59
A 1040.400-0000	BOE District Clerk Contractual	3,000.00	5,000.00	8,000.00	7,112.56	0.00	887.44
1040	DISTRICT CLERK	5,284.00	5,000.00	10,284.00	9,131.97	0.00	1,152.03
10	Support Staff Salaries	23,204.00	800.00	24,004.00	15,130.67	36.99	8,836.34
A 1240.160-0000	Central Admin Equipment	117,579.00	0.00	117,579.00	105,170.13	0.00	12,408.87
A 1240.200-0000	Central Admin Contractual	2,000.00	0.00	2,000.00	1,182.00	0.00	818.00
A 1240.400-0000	Central Admin Contractual	12,280.00	-2,670.00	9,610.00	9,575.19	0.00	34.81
A 1240.450-0000	Central Admin Materials & Supplies	2,500.00	0.00	2,500.00	660.02	0.00	1,839.98
1240	CHIEF SCHOOL ADMINISTRATOR	134,359.00	-2,670.00	131,689.00	116,587.34	0.00	15,101.66
12	Finance Business Admin Salaries	134,359.00	-2,670.00	131,689.00	116,587.34	0.00	15,101.66
A 1310.160-0000	Finance BOCES Services	82,966.00	0.00	82,966.00	73,379.34	0.00	9,586.66
A 1310.490-0000	Finance BOCES Services	27,500.00	0.00	27,500.00	19,261.60	0.00	8,238.40
1310	BUSINESS ADMINISTRATION	110,466.00	0.00	110,466.00	92,640.94	0.00	17,825.06
A 1320.160-0000	Finance Auditing Salaries	534.00	0.00	534.00	395.02	0.00	138.98
A 1320.400-0000	Finance Auditor Contractual	8,800.00	0.00	8,800.00	8,750.00	0.00	50.00
1320	AUDITING	9,334.00	0.00	9,334.00	9,145.02	0.00	188.98
A 1325.160-0000	Finance District Treasurer	20,374.00	0.00	20,374.00	17,991.20	0.00	2,382.80
A 1325.450-0000	Finance District Treasurer Supplies	250.00	0.00	250.00	74.22	0.00	175.78
1325	TREASURER	20,624.00	0.00	20,624.00	18,065.42	0.00	2,558.58
A 1330.160-0000	Finance Tax Collector Salary	3,939.00	0.00	3,939.00	3,939.00	0.00	0.00
A 1330.400-0000	Finance Tax Collector Contractual	1,500.00	0.00	1,500.00	1,226.66	0.00	273.34
A 1330.450-0000	Finance Tax Collector Materials & Supplies	100.00	0.00	100.00	0.00	0.00	100.00
1330	TAX COLLECTOR	5,539.00	0.00	5,539.00	5,165.66	0.00	373.34
13	Legal Contractual	145,963.00	0.00	145,963.00	125,017.04	0.00	20,945.96
A 1420.400-0000	Legal Contractual	14,000.00	0.00	14,000.00	6,502.00	0.00	7,498.00
1420	LEGAL	14,000.00	0.00	14,000.00	6,502.00	0.00	7,498.00
A 1430.490-0000	Personnel - BOCES Services	1,950.00	0.00	1,950.00	1,337.60	0.00	612.40
1430	PERSONNEL	1,950.00	0.00	1,950.00	1,337.60	0.00	612.40
A 1480.400-0000	Public Info Contractual	250.00	0.00	250.00	182.00	0.00	68.00

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1480.450-0000</u>	Public Info/Printing Charges	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
1480	PUBLIC INFORMATION & SERVICES	1,250.00	0.00	1,250.00	182.00	0.00	1,068.00
14							
<u>A 1620.160-0000</u>	Central Services Support Staff Salaries	17,200.00	0.00	17,200.00	8,021.60	0.00	9,178.40
<u>A 1620.200-0000</u>	Central Services Equipment	91,375.00	0.00	91,375.00	81,228.09	0.00	10,146.91
<u>A 1620.400-0000</u>	Central Services Contractual	21,300.00	0.00	21,300.00	21,118.77	0.00	181.23
<u>A 1620.410-0000</u>	Central Services Fuel Oil	62,700.00	0.00	62,700.00	46,731.20	0.00	15,968.80
<u>A 1620.420-0000</u>	Central Services Television	80,000.00	0.00	80,000.00	42,727.58	37,272.42	0.00
<u>A 1620.430-0000</u>	Central Services Electricity	1,800.00	0.00	1,800.00	1,619.05	0.00	180.95
<u>A 1620.440-0000</u>	Central Services Water Rent	27,000.00	0.00	27,000.00	13,725.79	0.00	13,274.21
<u>A 1620.450-0000</u>	Central Services Materials & Supplies	1,000.00	0.00	1,000.00	1,000.00	0.00	0.00
<u>A 1620.460-0000</u>	Central Services Telephone	21,500.00	0.00	21,500.00	14,335.86	3,956.30	3,207.84
<u>A 1620.480-0000</u>	Central Services LP Gas	8,500.00	0.00	8,500.00	6,282.93	0.00	2,217.07
<u>A 1620.490-0000</u>	Central Services BOCES	100.00	0.00	100.00	20.37	0.00	79.63
1620	OPERATION OF PLANT	1,000.00	0.00	1,000.00	552.00	0.00	448.00
<u>A 1621.160-0000</u>	Mainten Support Staff Salaries	316,275.00	0.00	316,275.00	229,341.84	41,228.72	45,704.64
<u>A 1621.400-0000</u>	Maintenance Contractual Exp	13,928.00	0.00	13,928.00	12,771.20	0.00	1,156.80
1621	MAINTENANCE OF PLANT	17,500.00	0.00	17,500.00	12,839.26	0.00	4,660.74
<u>A 1670.400-0000</u>	Contractual	31,428.00	0.00	31,428.00	25,610.46	0.00	5,817.54
<u>A 1670.450-0000</u>	Postage	1,200.00	0.00	1,200.00	1,072.59	0.00	127.41
<u>A 1670.490-0000</u>	Printing - BOCES Services	3,200.00	0.00	3,200.00	1,841.32	0.00	1,358.68
1670	CENTRAL PRINTING & MAILING	2,000.00	0.00	2,000.00	160.05	0.00	1,839.95
<u>A 1680.490-0000</u>	Central DP - BOCES Services	6,400.00	0.00	6,400.00	3,073.96	0.00	3,326.04
1680	CENTRAL DATA PROCESSING	37,500.00	0.00	37,500.00	25,284.20	0.00	12,215.80
16							
<u>A 1910.400-0000</u>	Unallocated Insurance	391,603.00	0.00	391,603.00	283,310.26	41,228.72	67,064.02
1910	UNALLOCATED INSURANCE	1,000.00	0.00	1,000.00	740.28	0.00	259.72
<u>A 1920.400-0000</u>	School Association Dues	1,000.00	0.00	1,000.00	4,170.00	0.00	259.72
1920	SCHOOL ASSOCIATION DUES	4,500.00	0.00	4,500.00	4,170.00	0.00	330.00
<u>A 1981.490-0000</u>	BOCES Administrative Costs	19,500.00	0.00	19,500.00	15,524.80	0.00	3,975.20
1981	BOCES ADMINISTRATIVE COSTS	19,500.00	0.00	19,500.00	15,524.80	0.00	3,975.20
<u>A 1983.490-0000</u>	BOCES Capital Expenses	100.00	0.00	100.00	73,310.60	0.00	-73,210.60
1983	BOCES CAPITAL EXPENSE	100.00	0.00	100.00	73,310.60	0.00	-73,210.60

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
19		25,100.00	0.00	25,100.00	93,745.68	0.00	-68,645.68
1		737,429.00	-1,870.00	735,559.00	641,812.59	41,265.71	52,480.70
A 2020.150-0000	Supervision Instructional	25,000.00	0.00	25,000.00	22,115.42	0.00	2,884.58
2020	SUPERVISION - REGULAR SCHOOL	25,000.00	0.00	25,000.00	22,115.42	0.00	2,884.58
A 2070.150-0000	Instructional Salaries	13,180.00	0.00	13,180.00	8,385.00	0.00	4,795.00
A 2070.490-0000	Inservices - BOCES Services	20,000.00	0.00	20,000.00	8,499.60	0.00	11,500.40
2070	INSERVICE TRAINING - INSTRUCTION	33,180.00	0.00	33,180.00	16,884.60	0.00	16,295.40
20		58,180.00	0.00	58,180.00	39,000.02	0.00	19,179.98
A 2110.120-0000	Teaching K-6 Salaries	480,452.00	0.00	480,452.00	335,442.44	0.00	145,009.56
A 2110.130-0000	Teaching 7-12 Salaries	477,469.00	0.00	477,469.00	313,342.66	0.00	164,126.34
A 2110.140-0000	Substitute Teachers	18,000.00	0.00	18,000.00	17,135.00	0.00	865.00
A 2110.160-0000	Support Staff Salaries	53,753.00	-23,627.00	30,126.00	18,090.72	0.00	12,035.28
A 2110.170-0000	Payment in Lieu of Health Insurance	6,000.00	0.00	6,000.00	1,000.00	0.00	5,000.00
A 2110.180-0000	Leave Sellback	0.00	0.00	0.00	7,050.00	0.00	-7,050.00
A 2110.200-0000	Teaching Equipment	10,000.00	0.00	10,000.00	9,139.00	0.00	861.00
A 2110.400-0000	Teaching Contractual	16,650.00	-382.01	16,267.99	11,886.67	0.00	4,381.32
A 2110.410-0000	Field Trips	20,000.00	0.00	20,000.00	2,714.08	0.00	17,285.92
A 2110.411-0000	Conference Attendance	8,500.00	200.00	8,700.00	1,770.99	0.00	6,929.01
A 2110.412-0000	Mileage Reimbursement	2,500.00	0.00	2,500.00	750.50	0.00	1,749.50
A 2110.413-0000	Arts in Education	3,000.00	0.00	3,000.00	1,725.00	0.00	1,275.00
A 2110.450-0000	Teaching Materials & Supplies	9,000.00	-1,504.63	7,495.37	5,576.32	17.76	1,901.29
A 2110.451-0000	Elementary - Grade 1	2,631.00	0.00	2,631.00	1,972.94	0.00	658.06
A 2110.451-1000	Summer School	78.00	0.00	78.00	0.00	0.00	78.00
A 2110.451-2000	Art Program	2,869.00	776.33	3,645.33	2,184.25	584.14	876.94
A 2110.451-4000	Teachers Assistant-Dukett	250.00	0.00	250.00	180.00	0.00	70.00
A 2110.451-5000	English	621.00	63.00	684.00	683.84	0.00	0.16
A 2110.451-7000	Family Consumer Science	675.00	-125.00	550.00	0.00	0.00	550.00
A 2110.451-8000	Health Education	250.00	-1.00	249.00	0.00	0.00	249.00
A 2110.451-9000	Math	500.00	0.00	500.00	408.51	0.00	91.49
A 2110.452-1000	Elementary - Conboy/SPED	750.00	0.00	750.00	339.24	0.00	410.76
A 2110.452-2000	Music	2,366.00	0.00	2,366.00	1,368.81	0.00	997.19
A 2110.452-3000	Phys Ed	300.00	701.00	1,001.00	989.77	0.00	11.23
A 2110.452-4000	Science	750.00	0.00	750.00	657.79	0.00	92.21

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2110.452-5000	Social Studies	900.00	0.00	900.00	0.00	0.00	900.00
A 2110.452-6000	Technology	750.00	521.53	1,271.53	1,267.92	0.00	3.61
A 2110.452-7000	Elementary - PreK/Teaching Assistant	650.00	0.00	650.00	573.62	0.00	76.38
A 2110.452-9000	Teachers Aide Supplies-Kilpatrick	341.00	0.00	341.00	303.79	0.00	37.21
A 2110.453-0000	Elementary - Harkness	270.00	0.00	270.00	154.38	0.00	115.62
A 2110.454-0000	Elementary - Grade 2	913.00	0.00	913.00	570.27	0.00	342.73
A 2110.455-0000	Elementary - Grade 3/4	1,100.00	0.00	1,100.00	583.43	12.00	504.57
A 2110.456-0000	Elementary - Grade 5/6	484.00	345.10	829.10	465.78	0.00	363.32
A 2110.458-0000	Elementary - Grade K	1,160.00	0.00	1,160.00	716.85	0.00	443.15
A 2110.459-1000	Ace Committee	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 2110.459-2000	STEM	1,000.00	0.00	1,000.00	686.88	0.00	313.12
A 2110.480-0000	Teaching Textbooks	3,000.00	0.00	3,000.00	1,100.85	69.45	1,829.70
A 2110.490-0000	Teaching BOCES	20,000.00	609.00	20,609.00	16,250.40	0.00	4,358.60
2110	TEACHING - REGULAR SCHOOL	1,149,432.00	-22,423.68	1,127,008.32	757,082.70	683.35	369,242.27
21		1,149,432.00	-22,423.68	1,127,008.32	757,082.70	683.35	369,242.27
A 2250.150-0000	Instructional Salaries	86,695.00	0.00	86,695.00	70,423.02	0.00	16,271.98
A 2250.160-0000	Non Instructional Salaries	17,929.00	23,627.00	41,556.00	31,363.50	0.00	10,192.50
A 2250.400-0000	Students w/Disab Contractual	4,500.00	-1.00	4,499.00	4,313.81	0.00	185.19
A 2250.450-0000	Special Ed Materials & Supplies	400.00	1.00	401.00	400.44	0.00	0.56
A 2250.470-0000	Special Tuition	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 2250.490-0000	BOCES Services	85,000.00	0.00	85,000.00	21,072.02	0.00	63,927.98
2250	PROGRAM FOR STUDENTS W/DISABILITIES SCHOOL AGE - SCHOOL YEAR	197,024.00	23,627.00	220,651.00	127,572.79	0.00	93,078.21
A 2280.490-0000	BOCES Services	30,000.00	0.00	30,000.00	11,235.20	0.00	18,764.80
2280	OCCUPATIONAL EDUCATION (GRADES 9-12)	30,000.00	0.00	30,000.00	11,235.20	0.00	18,764.80
22		227,024.00	23,627.00	250,651.00	138,807.99	0.00	111,843.01
A 2330.150-0000	Adult Education Salary	10,804.00	0.00	10,804.00	4,382.10	0.00	6,421.90
A 2330.151-0000	Special Schools Salary	20,160.00	0.00	20,160.00	10,810.00	0.00	9,350.00
A 2330.400-0000	Special Schools Contractual	3,398.00	0.00	3,398.00	0.00	0.00	3,398.00
A 2330.450-0000	Special Schools Materials & Supplies	1,000.00	100.41	1,100.41	564.83	0.00	535.58
2330	TEACHING - SPECIAL SCHOOLS	35,362.00	100.41	35,462.41	15,756.93	0.00	19,705.48
23		35,362.00	100.41	35,462.41	15,756.93	0.00	19,705.48

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2610.150-0000	Library Salaries	52,504.00	0.00	52,504.00	37,514.88	0.00	14,989.12
A 2610.450-0000	Library Materials & Supplies	900.00	0.00	900.00	0.00	0.00	900.00
A 2610.460-0000	Library Collections	7,400.00	0.00	7,400.00	293.00	0.00	7,107.00
A 2610.490-0000	Library BOCES Services	8,500.00	0.00	8,500.00	6,440.00	0.00	2,060.00
2610	SCHOOL LIBRARY & AUDIOVISUAL	69,304.00	0.00	69,304.00	44,247.88	0.00	25,056.12
A 2630.220-0000	Computer Hardware	21,000.00	14,113.39	35,113.39	23,862.36	202.14	11,248.89
A 2630.450-0000	Computer Materials & Supplies	1,000.00	334.54	1,334.54	943.63	0.00	390.91
A 2630.460-0000	Computer Software	7,000.00	-859.00	6,141.00	3,369.75	0.00	2,771.25
A 2630.490-0000	Computer BOCES	70,200.00	859.00	71,059.00	57,757.16	0.00	13,301.84
2630	COMPUTER ASSISTED INSTRUCTION	99,200.00	14,447.93	113,647.93	85,732.90	202.14	27,712.89
26		168,504.00	14,447.93	182,951.93	129,980.78	202.14	52,769.01
A 2805.160-0000	Attendance	4,500.00	0.00	4,500.00	3,857.22	0.00	642.78
2805	ATTENDANCE - REGULAR SCHOOL	4,500.00	0.00	4,500.00	3,857.22	0.00	642.78
A 2810.150-0000	Guidance Instructional Salaries	61,455.00	0.00	61,455.00	46,901.05	0.00	14,553.95
A 2810.450-0000	Guidance Materials & Supplies	500.00	0.00	500.00	335.58	0.00	164.42
A 2810.451-0000	Guidance Testing and Materials	1,150.00	229.25	1,379.25	101.25	0.00	1,278.00
2810	GUIDANCE - REGULAR SCHOOL	63,105.00	229.25	63,334.25	47,337.88	0.00	15,996.37
A 2815.160-0000	Support Staff Salaries	30,855.00	0.00	30,855.00	26,655.16	0.00	4,199.84
A 2815.400-0000	Health Contractual	6,800.00	0.00	6,800.00	3,024.50	0.00	3,775.50
A 2815.450-0000	Health Materials & Supplies	1,540.00	0.00	1,540.00	1,439.67	0.00	100.33
2815	HEALTH SERVICES - REGULAR SCHOOL	39,195.00	0.00	39,195.00	31,119.33	0.00	8,075.67
A 2820.400-0000	Psychologist Contractual	40,000.00	0.00	40,000.00	5,009.10	0.00	34,990.90
A 2820.450-0000	Psychologist Materials & Supplies	250.00	0.00	250.00	14.45	0.00	235.55
A 2820.490-0000	BOCES Psychologist	11,000.00	0.00	11,000.00	8,769.00	0.00	2,231.00
2820	PSYCHOLOGICAL SERVICES - REGULAR SCHOOL	51,250.00	0.00	51,250.00	13,792.55	0.00	37,457.45
A 2825.400-0000	Contractual	6,000.00	2,200.00	8,200.00	8,200.00	0.00	0.00
2825	SOCIAL WORK SERVICES - REGULAR SCHOOL	6,000.00	2,200.00	8,200.00	8,200.00	0.00	0.00
A 2850.150-0000	Co-curricular Salaries	25,890.00	0.00	25,890.00	7,765.00	0.00	18,125.00
A 2850.450-0000	Co-curricular Materials & Supplies	1,000.00	0.00	1,000.00	355.93	0.00	644.07
2850	CO-CURRICULAR ACTIVITIES - REGULAR SCHOOL	26,890.00	0.00	26,890.00	8,120.93	0.00	18,769.07
A 2855.150-0000	Interscholastic Salaries	10,000.00	0.00	10,000.00	3,863.00	0.00	6,137.00

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2855.400-0000	Interscholastic Contractual	20,500.00	0.00	20,500.00	17,551.35	0.00	2,948.65
A 2855.450-0000	Interscholastic Materials & Supplies	3,000.00	29.30	3,029.30	1,605.52	640.00	783.78
A 2855.490-0000	BOCES Interscholastic	500.00	0.00	500.00	380.00	0.00	120.00
2855	INTERSCHOLASTIC ATHLETICS - REGULAR SCHOOL	34,000.00	29.30	34,029.30	23,399.87	640.00	9,989.43
28		224,940.00	2,458.55	227,398.55	135,827.78	640.00	90,930.77
2		1,863,442.00	18,210.21	1,881,652.21	1,216,456.20	1,525.49	663,670.52
A 5510.160-0000	Transportation Salaries	78,760.00	0.00	78,760.00	63,978.39	0.00	14,781.61
A 5510.400-0000	Transportation Contractual	15,000.00	0.00	15,000.00	14,039.34	0.00	960.66
A 5510.450-0000	Transportation Materials & Supplies Misc	500.00	0.00	500.00	198.40	0.00	301.60
A 5510.451-0000	Diesel/Gasoline	18,000.00	0.00	18,000.00	6,071.43	0.00	11,928.57
A 5510.452-0000	Tires	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 5510.453-0000	Parts	7,500.00	0.00	7,500.00	3,837.59	0.00	3,662.41
A 5510.454-0000	Labor	13,000.00	0.00	13,000.00	5,968.69	0.00	7,031.31
A 5510.490-0000	BOCES Contractual	1,300.00	0.00	1,300.00	778.75	0.00	521.25
5510	DISTRICT TRANSPORTATION SERVICES	136,560.00	0.00	136,560.00	94,872.59	0.00	41,687.41
55		136,560.00	0.00	136,560.00	94,872.59	0.00	41,687.41
5		136,560.00	0.00	136,560.00	94,872.59	0.00	41,687.41
A 9010.800-0000	NYS Retirement	61,000.00	0.00	61,000.00	42,036.00	0.00	18,964.00
9010	STATE RETIREMENT	61,000.00	0.00	61,000.00	42,036.00	0.00	18,964.00
A 9020.800-0000	Teacher Retirement	125,500.00	0.00	125,500.00	-1,392.14	0.00	126,892.14
9020	TEACHERS' RETIREMENT	125,500.00	0.00	125,500.00	-1,392.14	0.00	126,892.14
A 9030.800-0000	Social Security	140,000.00	0.00	140,000.00	99,387.87	0.00	40,612.13
9030	SOCIAL SECURITY	140,000.00	0.00	140,000.00	99,387.87	0.00	40,612.13
A 9040.800-0000	Worker Compensation	12,000.00	0.00	12,000.00	11,567.00	0.00	433.00
9040	WORKERS' COMPENSATION	12,000.00	0.00	12,000.00	11,567.00	0.00	433.00
A 9050.800-0000	Unemployment	20,000.00	0.00	20,000.00	8,201.00	0.00	11,799.00
9050	UNEMPLOYMENT INSURANCE	20,000.00	0.00	20,000.00	8,201.00	0.00	11,799.00
A 9055.800-0000	Disability Plan	4,000.00	0.00	4,000.00	2,541.05	0.00	1,458.95
9055	DISABILITY INSURANCE	4,000.00	0.00	4,000.00	2,541.05	0.00	1,458.95
A 9060.800-0000	Hospitalization	980,000.00	0.00	980,000.00	827,857.22	0.00	152,142.78
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	980,000.00	0.00	980,000.00	827,857.22	0.00	152,142.78
90		1,342,500.00	0.00	1,342,500.00	990,198.00	0.00	352,302.00

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 9901.930-0000	Transfer to School Food Svc Fund	105,709.00	0.00	105,709.00	55,000.00	0.00	50,709.00
9901	TRANSFERS TO FUNDS	*	0.00	105,709.00	55,000.00	0.00	50,709.00
99		**	0.00	105,709.00	55,000.00	0.00	50,709.00
9		***	0.00	1,448,209.00	1,045,198.00	0.00	403,011.00
	Fund A Totals:	4,185,640.00	16,340.21	4,201,980.21	2,998,339.38	42,791.20	1,160,849.63
	Grand Totals:	4,185,640.00	16,340.21	4,201,980.21	2,998,339.38	42,791.20	1,160,849.63

LONG LAKE CSD

Check Warrant Report For A - 18: Cash Disbursement - March 2020 For Dates 3/1/2020 - 3/31/2020



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
16099	03/06/2020	4605	XEROX FINANCIAL SERVICES	COPIER LEASES		435.50
16100	03/13/2020	2279	**CONTINUED** F-E-H BOCES TREASURER	Voided During Printing		0.00
16101	03/13/2020	2279	F-E-H BOCES TREASURER	JANUARY CONTRACT BILLING		22,869.66
16102	03/13/2020	4198	W.B. MASON CO., INC.	CUSTODIAL SUPPLIES	200167	1,031.94
16103	03/13/2020	3953	N.A.P.A. AUTO PARTS	FUSE	200011	2.82
16104	03/13/2020	4141	NOELLE SHORT			171.68
16105	03/13/2020	4039	DENTON PUBLICATIONS, INC.	HELP WANTED AD NIGHT CUSTODIAN		36.75
16106	03/13/2020	4710	PICKLEBALL CENTRAL	PICKLEBALL NET	200195	169.99
16107	03/13/2020	4699	IN JEST, INC.	ARTS IN ED PARP EVENT		500.00
16107	03/17/2020	4699	**VOID** IN JEST, INC.	**VOID**		-500.00
16108	03/13/2020	1346	CASH	BOOK FAIR CASH BOX		100.00
16109	03/13/2020	3491	MICHAEL J. SMALL	PSYCHO-EDUCATIONAL EVAL.		950.00
16110	03/13/2020	1169	GOPHER SPORTS EQUIPMENT	INDOOR GOALS	200209	689.13
16111	03/13/2020	3794	MUSICIAN'S FRIEND INC.	HEADPHONE AMP	200210	169.00
16112	03/13/2020	3747	CARDIAC LIFE	AED ELECTRODES	200208	253.20
16113	03/13/2020	4714	EDWIN FALK	KILN REPAIR		260.00
16114	03/13/2020	3217	FRONTIER	TELEPHONE CHARGES		412.64
16115	03/13/2020	1485	INDUSTRIAL APPRAISAL COMPANY	INVENTORY PROGRAM MTNCE 3/1/20-2/28/21		250.00
16116	03/13/2020	4604	DOCUMENT SOLUTIONS OF THE NORTH COUNTRY	COPIER USAGE		238.15
16117	03/13/2020	3627	JOHNSBURG TRAVEL CLUB	7/8TH GRADE FIELD TRIP FEES		5,950.00
16118	03/13/2020	4525	SLIC NETWORK SOLUTIONS	CABLE TV MARCH		146.55
16119	03/13/2020	1583	UNITED PARCEL SERVICE	REGENTS BOX RETURN		30.80
16120	03/13/2020	4014	TBS		200193	7,817.00
16121	03/13/2020	1331	PRESS REPUBLICAN	HELP WANTED AD-SPANISH		693.46
16122	03/13/2020	4629	THE POST STAR	HELP WANTED AD-SPANISH		1,162.14
16123	03/13/2020	1757	ADIRONDACK DAILY ENTERPRISE	HELP WANTED AD-SPANISH		250.60
16124	03/13/2020	2465	SCOTT ELECTRIC	LAMINATING FILM	200213	192.00
16125	03/13/2020	4715	ALEC TESTING & ANALYSIS, INC.	ASBESTOS TESTING/CAPITAL PROJECT		6,495.50
16126	03/13/2020	2988	GIRVIN & FERLAZZO, P.C.	FEBRUARY RETAINER + CAPITAL PROJECT		1,436.00
16127	03/13/2020	4088	MOSAIC ASSOCIATES	CAPITAL PROJECT		131,974.00
16128	03/25/2020	4198	W.B. MASON CO., INC.	CUSTODIAL SUPPLIES	200167	308.64
16129	03/25/2020	4246	ADK TRADING POST	PARENT/TEACHER CONFERENCE MEALS		219.33
16130	03/25/2020	3934	THERMAL ENVIRONMENT SALES, INC.	HEATER MOTOR	200212	1,077.90

LONG LAKE CSD

Check Warrant Report For A - 18: Cash Disbursement - March 2020 For Dates 3/1/2020 - 3/31/2020



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
16131	03/25/2020	3292	DAY WHOLESALE INC.	WATER	200017	42.50
16132	03/25/2020	1360	HAMILTON COUNTY TREASURER	GAS/DIESEL JANUARY 2020		1,471.56
16133	03/25/2020	2938	VICTORIA SNIDE	MILEAGE 3/13/20		97.67
16134	03/25/2020	4653	BERNARD P. DONEGAN, INC.	FINANCIAL MGMT SERVICES		847.00
16135	03/25/2020	3557	MERIDIAN IT	TELEPHONE MTNCE 4/1/20-6/30/20		360.00
16136	03/25/2020	4425	VERIZON	CELL PHONE		28.52
16137	03/25/2020	3825	AMAZON	DELL BATTERY KIT	200217	21.99
16138	03/25/2020	3952	NICOLE CURTIN	SCIENCE SUPPLIES		39.93
16139	03/25/2020	4714	EDWIN FALK	KILN REPAIR		150.00
16140	03/25/2020	2279	**CONTINUED** F-E-H BOCES TREASURER	Voided During Printing		0.00
16141	03/25/2020	2279	F-E-H BOCES TREASURER	FEBRUARY CONTRACT BILL		22,441.64
16142	03/25/2020	4199	NYS EMPLOYEES' HEALTH INSURANCE	MARCH HEALTH INSURANCE		75,164.49
16143	03/25/2020	3259	FIRST UNUM LIFE INSURANCE CO.	APRIL DISABILITY INS.		253.81
16144	03/25/2020	3856	PESI HEALTHCARE	CONFERENCE-DUKETT	200211	219.99
16145	03/25/2020	2695	CDW	CAT5 CABLE	200222	136.24
16146	03/25/2020	4651	PETROLEUM TRADERS CORP	FUEL OIL DELIVERY	200163	3,111.83
16147	03/25/2020	2742	TUPPER LAKE CENTRAL SCHOOL	FEBRUARY BUS MTNCE		557.24

Number of Transactions: 50

Warrant Total: 290,738.79
Vendor Portion: 290,738.79

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 50 in number, in the total amount of \$ 290,738.79. 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.

4/1/20 Date Noelle J. Short Superintendent

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 290,738.79. 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.

4-6-20 Date Jerome S. Stangan Claims Auditor

LONG LAKE CSD

Check Warrant Report For C - 9: Cash Disbursement - Lunch Fund For Dates 3/1/2020 - 3/31/2020



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
2244	03/13/2020	4371	CAPITAL CANDY CO. INC.	CAFETERIA FOOD	200101	288.48
2245	03/13/2020	2496	SYSCO FOOD SERVICES	CAFETERIA FOOD	200205	764.94
2246	03/13/2020	4204	BIMBO FOODS BAKERIES	CAFETERIA FOOD	200097	92.70
2247	03/13/2020	1369	NCC SYSTEMS INC.	ANSUL SEMI-ANNUAL INSPECTION		225.00
2248	03/13/2020	4358	SHAHEEN'S MARKET	CAFETERIA FOOD	200204	44.52
2249	03/25/2020	4371	CAPITAL CANDY CO. INC.	CAFETERIA FOOD	200101	369.14
2250	03/25/2020	2551	W.B. MASON CO. INC.	CAFETERIA SUPPLIES	200098	158.37

Number of Transactions: 7

Warrant Total: 1,943.15
Vendor Portion: 1,943.15

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 7 in number, in the total amount of \$ 1,943.15. 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.

4/1/20 [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 \$ 1,943.15. 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.

4-6-20 [Signature]
 Date Claims Auditor

LONG LAKE CSD

Check Warrant Report For TA - 9: Cash Disbursement - Trust & Agency For Dates 3/1/2020 - 3/31/2020



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
595	03/12/2020	3407	NYS INCOME TAX	Trust & Agency Payment		2,844.31
596	03/12/2020	3411	VOYA INSTITUTIONAL TRUST COMPANY	Trust & Agency Payment		2,850.00
597	03/12/2020	4340	LLCS GENERAL FUND	Trust & Agency Payment		48,392.73
598	03/12/2020	4375	EFTPS Enrollment Processing	Trust & Agency Payment		16,320.10
599	03/26/2020	3407	NYS INCOME TAX	Trust & Agency Payment		2,831.15
600	03/26/2020	3411	VOYA INSTITUTIONAL TRUST COMPANY	Trust & Agency Payment		2,850.00
601	03/26/2020	3413	NYS EMPLOYEES RETIREMENT SYSTEM	Trust & Agency Payment		359.64
602	03/26/2020	4340	LLCS GENERAL FUND	Trust & Agency Payment		47,391.13
603	03/26/2020	4375	EFTPS Enrollment Processing	Trust & Agency Payment		15,934.89
3077	03/12/2020	3406	C.S.E.A., INC.	Trust & Agency Payment - DUES-CSEA		164.35
3078	03/12/2020	3591	NEW YORK STATE DEFERRED COMP PLAN	Trust & Agency Payment - T-NYSDEF		210.00
3079	03/25/2020	3406	C.S.E.A., INC.	Trust & Agency Payment - DUES-CSEA		164.35
3080	03/25/2020	3408	C.S.E.A. EMPLOYEE BENEFIT FUND	Trust & Agency Payment - F-EBF		1,872.82
3081	03/25/2020	3591	NEW YORK STATE DEFERRED COMP PLAN	Trust & Agency Payment - T-NYSDEF		210.00

Number of Transactions: 14

Warrant Total: 142,395.47

Vendor Portion: 142,395.47

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 \$ 142,395.47. 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.

4/1/2020 Noelle J. Short
 Date Superintendent

Budget Transfer Schedule Report For A - 8: Budget Transfer

Ref Number	Account	Date	Budget Transfer Description	Account Description	Detail Description	Approval Status	Transfer Out	Transfer In
120		04/23/2020	TRANSFER TO COVER TRUE NORTH SUPT CONFERENCE DAY BILLED THROUGH BOCES			Not Required		
	A 2110.400-0000		Teaching Contractual				609.00	
	A 2110.490-0000		Teaching BOCES					609.00
121		04/23/2020	TRANSFER FROM SOFTWARE TO BOCES TO COVER GO-GUARDIAN LICENSE			Not Required		
	A 2630.460-0000		Computer Software				859.00	
	A 2630.490-0000		Computer BOCES					859.00
Grand Totals:							1,468.00	1,468.00
Net Amount:							0.00	

Number of Budget Transfers: 2

Account Distribution Totals

Account	Description	Debits	Credits
A 2110.400-0000	Teaching Contractual	609.00	0.00
A 2110.490-0000	Teaching BOCES	0.00	609.00
A 2630.460-0000	Computer Software	859.00	0.00
A 2630.490-0000	Computer BOCES	0.00	859.00

Fund A Totals:

1,468.00	1,468.00
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Grand Totals:

1,468.00	1,468.00
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May 4th, 2020

To Whom It May Concern,

This letter is to inform you of my resignation from the position of Spanish teacher at Long Lake Central School with the expected start date of September, 2020. I have decided to accept a job elsewhere for the 2020-2021 school year.

Sincerely,

A handwritten signature in cursive script, appearing to read "B O'Leary".

Bridget O'Leary



Long Lake

CENTRAL SCHOOL DISTRICT

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

P 518/624-2221

F 518/624-3896

W www.longlakecsd.org

TO: Board of Education Members

FROM: Vickie Snide

RE: Tax Certiorari Reserve Fund

DATE: May 7, 2020

Board of Education
Brian Penrose
President
Michael Farrell
Vice President
Alexandria Harris
Trisha Hosley
Joan Paula

Superintendent/Principal
Noelle J. Short
nshort@longlakecsd.org

Business Manager
Victoria J. Snide
vsnide@longlakecsd.org

Treasurer
Lisa Walker
lwalker@longlakecsd.org

School Counselor
Elisha Cohen
ecohen@longlakecsd.org

A Tax Certiorari Reserve Fund is established to pay judgements and claims resulting from tax assessment proceedings. This reserve fund is established by Board of Education Resolution and does not need voter approval. This Fund was established in the 2003-2004 school year, and was re-established by Board Resolution November 9, 2006, May 10, 2010, August 16, 2012 and April 15, 2016.

By law, these funds must be returned to the General Fund no later than July 1 four years after the deposit of such monies into the reserve fund. Therefore, as of July 1, 2020, if we don't approve the below resolution, we will have to return the current balance of \$33,744.12 to the General Fund.

We currently do not have any active Tax Certiorari proceedings. However these can happen at any time that a homeowner chooses to proceed this way. In May, 2010, we had 6 outstanding tax claims, resulting in a potential payout to the school district of \$54,356.15. These cases have all been resolved, and some payments were made by the school from the tax certiorari reserve fund.

I feel the balance in the reserve fund is adequate and necessary. Therefore, I would like the board to approve the below resolution:

Resolved, that the Long Lake Central School Board of Education re-establishes a Tax Certiorari Reserve Fund in the amount of \$33,744.12 effective May 12, 2020.

May 8, 2020

Ms. Noelle Short

Superintendent

Long Lake Central School

20 School Lane PO Box 217

Long Lake, NY 12847

Dear Noelle,

Please accept this letter as notice of my resignation from my position as Special Education Teacher. My last day of employment will be June 30, 2020.

I received an offer to teach as a Special Education Teacher at Indian Lake Central School, and after careful consideration, I realize that this opportunity is going to be better for my family's future.

It has been a pleasure working with you and your team over the last five years. I will miss working with all of the students that I have grown to know and it will definitely be difficult to not work with them next year. Over the last five years I have developed relationships with these students that have brought me a lot of joy watching them grow as individuals. With that said if there are questions that come up next year please don't hesitate to ask me. I want only the best for these students.

Noelle, thank you again for the opportunity to work at Long Lake Central School. I wish you and your staff all the best and I look forward to staying in touch with you. You can email me anytime at mnevins5@mail.niagara.edu or call me at (518)648-5274.

Sincerely,

Megan Nevins

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 **Hannah Klossner for a four (4) year probationary appointment as a teacher of PK-12 Physical Education/Health** in the Physical Education and Recreation tenure area, commencing September 1, 2020 and ending August 31, 2024 contingent upon achievement of effective or highly effective APPR ratings necessary to receive tenure throughout her probationary period, consistent with the requirements of Education Law Sections 3012², 3012-c, and/or 3012-d. This offer is pending Initial Certification in Physical Education.

SOCIAL SERVICE DOGS

The Long Lake Central Central School District supports the use of “social service dogs” by teachers or other qualified school personnel for the benefit of the School District’s students subject to the terms and conditions of this policy. For the purposes of this policy, a social service dog is a dog that has been individually trained and certified to work with its owner to provide emotional support, well-being, comfort or companionship to students. For the purposes of this policy, social service dogs are not “service animals” as that term is used in the American with Disabilities Act or other law, and this policy is not intended to apply to the use of service animals at the School District’s schools or workplace.

The requirements set forth below must be satisfied before a social service dog will be allowed onto the School District’s property, and must also be complied with at all times the social service dog is on the School District’s property.

Requests

Any teacher or other qualified school personnel who wishes to bring a social service dog onto School District property must submit a written request to do so to the School District’s Superintendent of Schools. At a minimum, the request must set forth detailed information about the social service dog, the owner of the social service dog (the “Owner”), the reason why the request to bring the social service dog onto School District property is being made, the intended use of the social service dog, the times when the social service dog will be on School District property, the locations where the social service dog will be on School District property, and a plan for feeding and meeting the biological needs of the social service dog while on School District property. All requests will be reviewed by and subject to the approval of the Superintendent of Schools in the Superintendent’s sole discretion. The Superintendent of Schools or his/her designee will notify the teacher or other qualified school personnel making the request in writing as to whether the social service dog will be permitted onto the School District’s property and the scope and duration of that approval. A social service dog may not come onto School District property until written approval has been received from the Superintendent of Schools and all of the requirements of this policy have been met. In addition, approval will not be granted for a period beyond the end of the school year in which the request is made, and a new request will be required to be submitted each school year and for each social service dog that is requested to come onto School District property.

Characteristics of Social Service Dogs

All social service dogs must be friendly, patient, confident, at ease in all situations and gentle. Social service dogs must enjoy human contact and be content to be petted and

handled by unfamiliar people. All social service dogs must also (i) be clean, well-groomed, free from all parasites and not have an offensive odor; (ii) be thoroughly trained so as to not urinate or defecate in inappropriate locations; (iii) refrain from vocalizing unnecessarily; (iv) refrain from showing any aggression towards people or other animals; (v) not seek attention from students or School District personnel; (vi) not solicit, beg for or steal food or other items from students or School District personnel; (vii) not pose any threat to the health or safety of any person on the School District's property; and (viii) not interfere with the educational process of any student in any way.

Training and Certification

Before a social service dog is allowed onto School District property pursuant to this policy, the Owner must obtain and submit to the School District a valid and current American Kennel Club Canine Good Citizen or Therapy Dogs International certification for the social service dog. The certification must remain current at all times that the social service dog is present on the School District's property.

Health, Vaccination and Licensure

Before a social service dog is allowed onto School District property pursuant to this policy, the Owner must present written proof to the Superintendent of Schools from the dog's licensed veterinarian that is satisfactory to the Superintendent of Schools in his or her sole discretion that the dog is in good health and has been vaccinated and immunized in accordance with all applicable laws and good practices. The Owner must also submit proof of current licensure of the social service dog from the local governmental licensing authority.

Control, Supervision and Care

The Owner of any social service dog allowed onto the School District's property pursuant to this policy shall be solely responsible at all times for the supervision and care of the social service dog, including all feeding, exercising, and clean-up of the social service dog. The School District shall not be responsible for providing any supervision, care or assistance to a social service dog at any time or in any way. In addition, the dog must be under the control of the dog's Owner through the use of a leash or other tether at all times while on the School District's property unless the use of a leash or other tether would interfere with the dog's safe and effective performance of its work or tasks.

Identification

Any social service dog allowed onto the School District's property pursuant to this policy must wear appropriate identification at all times while on School District property,

including identification as a social service dog.

Disruption of School Activities

Any social service dog allowed onto the School District's property pursuant to this policy must not disrupt or interfere with the educational process of any School District's student in any way at any time.

Authorized Area(s)

The Owner shall only allow the social service dog to be in areas of the School District buildings or property that are expressly authorized and approved by the Superintendent of Schools or his/her designee.

Liability and Insurance

The Owner of a social service dog allowed onto the School District's property pursuant to this policy shall be solely responsible and liable for any personal injury or property damage caused by the social service dog. Prior to any social service dog being allowed onto the School District's property pursuant to this policy, the Owner must submit proof to the Superintendent of Schools that general liability insurance coverage in amounts and in a form acceptable to the Superintendent are in place to defend, indemnify and hold the School District and its personnel harmless from and against any claims or liability for personal injury or property damage caused by the social service dog. Such insurance coverages shall remain in place at all times while the social service dog is on the School District's property.

Exclusion or Removal from School

A social service dog may be removed and/or excluded from School District property at any time if the Superintendent of Schools, or the Superintendent's designee, determines at any time in his or her sole discretion that:

- the Owner does not have adequate control over the social service dog;
- the social service dog presents a threat to the health or safety of any individual at the School District;
- the social service dog has interfered with or may interfere with the educational process of any student or teacher at the School District in any way; or
- any of the provisions of this policy have been violated or not complied with.

In the event of such a determination, the Owner shall be required to immediately remove

the social service dog from the School District's property.

Adopted: _____, 2020

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

The District is committed to maintaining the privacy and security of student data and teacher and principal data and will follow all applicable laws and regulations for the handling and storage of this data in the District and when disclosing or releasing it to others, including, but not limited to, third-party contractors. The District adopts this policy to implement the requirements of Education Law Section

2-d and its implementing regulations, as well as to align the District's data privacy and security practices with the National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1).

Definitions

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

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

(Continued)

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

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

(Continued)

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

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

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

Data Collection Transparency and Restrictions

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

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

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

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

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

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(Continued)

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

Chief Privacy Officer

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

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

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

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

Data Protection Officer

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

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

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

(Continued)

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

District Data Privacy and Security Standards

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

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

The District will protect the privacy of PII by:

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

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

(Continued)

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

Third-Party Contractors

District Responsibilities

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

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

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

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

(Continued)

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

Third-Party Contractor Responsibilities

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

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

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

(Continued)

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

Cooperative Educational Services through a BOCES

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

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

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

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

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

Click-Wrap Agreements

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

(Continued)

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

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

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

Parents' Bill of Rights for Data Privacy and Security

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

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

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

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

(Continued)

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

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

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

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

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

The District will ensure that only authorized individuals are able to inspect and review student data. To that end, the District will take steps to verify the identity of parents or eligible students who

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submit requests to inspect and review an education record and verify the individual's authority to do so.

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

(Continued)

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

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

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

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

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

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

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

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

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

(Continued)

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

Reporting a Breach or Unauthorized Release

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

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

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

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

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

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

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

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

(Continued)

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

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

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

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

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

Notification of a Breach or Unauthorized Release

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

(Continued)

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

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

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

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

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

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

Annual Data Privacy and Security Training

The District will annually provide data privacy and security awareness training to its officers and staff with access to PII. This training will include, but not be limited to, training on the applicable laws

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and regulations that protect PII and how staff can comply with these laws and regulations. The District may deliver this training using online training tools. Additionally, this training may be included as part of the training that the District already offers to its workforce.

Notification of Policy

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

Education Law § 2-d
8 NYCRR Part 121

Adoption Date

Students

SUBJECT: STUDENT PHYSICALS**Health Examination and Certificate****Health Examination**

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

- a) A District school at any grade level;
- b) Pre-kindergarten or kindergarten; and
- c) In grades 1, 3, 5, 7, 9 and 11.

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

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

Health Certificate

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

- a) A District school at any grade level;
- b) Pre-Kindergarten or kindergarten; and
- c) In grades 1, 3, 5, 7, 9 and 11.

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

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

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

(Continued)

Students

SUBJECT: STUDENT PHYSICALS (Cont'd.)

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

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

Dental Health Certificate

The District will request a dental health certificate from each student at the same time that health certificates are required.

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

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

(Continued)

Students

SUBJECT: STUDENT PHYSICALS (Cont'd.)

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

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

Examination by Health Appraisal

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

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

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

(Continued)

Students

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

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

Health Screenings

The District will provide a:

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

(Continued)

Students

SUBJECT: STUDENT PHYSICALS (Cont'd.)

- e) Body Mass Index (BMI) and Weight Status Category, if not documented on the student's health certificate, for all students within six months of admission to a District school. In addition, all students will have their BMI and Weight Status Category calculated in grades pre-kindergarten or kindergarten, 1, 3, 5, 7, 9 and 11, as well as at any other time deemed necessary. The results of a student's height and weight will be used to calculate BMI and Weight Status Category.

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

Student Health Records

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

Accommodation for Religious Beliefs

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

Students in Temporary Housing

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

Students

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

Adoption Date

SUBJECT: CHILD ABUSE AND MALTREATMENT**Child Abuse in a Domestic Setting**

The District takes seriously the obligations of its officers and employees to report cases of child abuse or maltreatment. To this end, regulations will be developed, maintained, and disseminated by administration regarding the:

- a) Mandatory reporting of suspected child abuse or maltreatment;
- b) Reporting procedures and obligations of persons required to report;
- c) Provisions for taking a child into protective custody;
- d) Mandatory reporting of deaths;
- e) Immunity from liability and penalties for failure to report;
- f) Obligations for provision of services and procedures necessary to safeguard the life or health of a child; and
- g) Provision of information in recognizing signs of unlawful methamphetamine laboratories for all current and new school officials (i.e., "mandated reporters") who, as part of their usual responsibilities, visit children's homes.

Additionally, an ongoing training program for all current and new school officials will be established and implemented to enable the staff to carry out their reporting responsibilities.

Reporting Information

The District will post the child abuse hotline telephone number and directions for accessing the Office of Children and Family Services (OCFS) website in English and Spanish on its website and in clearly and highly visible areas of school buildings. The District will also make this information available from its administrative offices; provide it to parents and persons in parental relation at least once per school year by electronic communication, sending the information home with students, or otherwise; and provide it to each teacher and administrator. The District may post and provide this information in other, common languages used by the school community.

Persons Required to Report

Persons required to report cases of child abuse or maltreatment to the State Central Register (SCR) in accordance with Social Services Law Section 413(1) include, but are not limited to, school teachers, school counselors, school psychologists, school social workers, school nurses, school administrators or

(Continued)

SUBJECT: CHILD ABUSE AND MALTREATMENT (Cont'd.)

other school personnel required to hold a teaching or administrative license or certificate, and full- or part-time compensated school employees required to hold a temporary coaching license or professional coaching certificate.

All mandated reporters must make the report themselves and then immediately notify the building principal or designee. The building principal or designee will be responsible for all subsequent administration necessitated by the report. Any report must include the name, title, and contact information for every staff member who is believed to have direct knowledge of the allegations in the report.

Prohibition of Retaliatory Personnel Action

The District will not take any retaliatory personnel action against an employee because the employee believes that he or she has reasonable cause to suspect that a child is an abused or maltreated child and that employee makes a report to SCR. Further, no school official will impose any conditions, including prior approval or prior notification, upon any staff member specifically designated a mandated reporter.

"Retaliatory personnel action" means the discharge, suspension, or demotion of an employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

Report Form

The "Report of Suspected Child Abuse or Maltreatment" Form LDSS-2221A may be accessed at the OCFS website.

Child Abuse in an Educational Setting

The District is committed to the protection of students in educational settings from abuse and maltreatment by employees or volunteers.

Definitions

"Administrator" or "school administrator" means a principal, or the equivalent title, in a school, or other chief school officer.

"Child abuse" means any of the following acts committed in an educational setting by an employee or volunteer against a child (defined as a person under the age of 21 years enrolled in a school):

- a) Intentionally or recklessly inflicting physical injury, serious physical injury, or death;

SUBJECT: CHILD ABUSE AND MALTREATMENT (Cont'd.)

- b) Intentionally or recklessly engaging in conduct which creates a substantial risk of physical injury, serious physical injury, or death;
- c) Any child sexual abuse, defined as conduct prohibited by Penal Law Articles 130 or 263; or
- d) The commission or attempted commission against a child of the crime of disseminating indecent materials to minors in accordance with Penal Law Article 235.

"Educational setting" means the building(s) and grounds of a school; the vehicles provided directly or by contract by the school for the transportation of students to and from school buildings, field trips, co-curricular and extracurricular activities both on and off school grounds; all co-curricular and extracurricular activity sites; and any other location where direct contact between an employee or volunteer and a child has allegedly occurred.

"School" means a school district, public school, charter school, nonpublic school, Board of Cooperative Educational Services (BOCES), special act school district as defined in Education Law Section 4001, approved preschool special education program pursuant to Education Law Section 4410, approved private residential or non-residential school for the education of students with disabilities including certain private schools, or state-operated or state-supported school in accordance with Education Law Articles 85, 87, or 88.

Duties Upon Receipt of an Allegation of Child Abuse in an Educational Setting

In any case where an oral or written allegation is made to a teacher, school nurse, school counselor, school psychologist, school social worker, school administrator, Board member, or other school personnel required to hold a teaching or administrative license or certificate, as well as a licensed and registered physical therapist, licensed and registered occupational therapist, licensed and registered speech-language pathologist, teacher aide, or school resource officer that a child has been subjected to child abuse by an employee or volunteer in an educational setting, that person will upon receipt of the allegation:

- a) Promptly complete a written report of the allegation including the full name of the child alleged to be abused; the name of the child's parent; the identity of the person making the allegation and their relationship to the alleged child victim; the name of the employee or volunteer against whom the allegation was made; and a listing of the specific allegations of child abuse in an educational setting. This written report must be completed on a form prescribed by the Commissioner of Education.
- b) Except where the school administrator is the person receiving the oral or written allegation, the employee completing the written report must promptly personally deliver a copy of that written report to the school administrator of the school in which the child abuse allegedly occurred.

(Continued)

Students

SUBJECT: CHILD ABUSE AND MALTREATMENT (Cont'd.)

In any case where an oral or written allegation is made to a school bus driver employed by a school or a person or entity that contracts with a school to provide transportation services to children that a child has been subjected to child abuse by an employee or volunteer in an educational setting, that school bus driver will upon receipt of the allegation, promptly report or cause a report to be made to his or her supervisor employed by the school or the contracting person or entity.

In any case where an oral or written report or allegation is made to a supervisor who is employed by a school or a person or entity that contracts with a school to provide transportation services to children from a person employed by the school or the contracted person or entity that a child has been subjected to child abuse by an employee or volunteer in an educational setting, the supervisor must, upon receipt of an allegation:

- a) Promptly complete a written report of the allegation including the full name of the child alleged to be abused; the name of the child's parent or guardian; the identity of the person making the allegation and their relationship to the alleged child victim; the name of the employee or volunteer against whom the allegation was made; and a listing of the specific allegations of child abuse in an educational setting. This written report must be completed on a form prescribed by the Commissioner.
- b) Ensure that the written report is personally delivered to the Superintendent employed by the school district where the child abuse occurred or, for a school other than a school district or public school, the school administrator employed by the school where the child abuse occurred.

In any case where it is alleged a child was abused by an employee or volunteer of a school other than a school within the school district of the child's attendance, the report of these allegations will be promptly forwarded to the Superintendent of the school district of the child's attendance and the Superintendent of the school district where the abuse of the child allegedly occurred. If a case involves a school that is not a school district or public school, the appropriate school administrator or administrators, in addition to any appropriate Superintendent, must be notified of the allegations of abuse.

If it is alleged the child was abused by the Superintendent or administrator, the report of the allegations will be made to another designated administrator.

Upon receipt of a written report alleging child abuse in an educational setting, a school administrator or Superintendent must then determine whether there is reasonable suspicion to believe that an act of child abuse has occurred. If it is determined that reasonable suspicion exists, the school administrator or Superintendent must follow the procedures mandated in law and further described in administrative regulations including parental notification. When the school administrator receives a

(Continued)

SUBJECT: CHILD ABUSE AND MALTREATMENT (Cont'd.)

written report, he or she must promptly provide a copy of the report to the Superintendent. The report must be promptly forwarded to appropriate law enforcement. In no event will reporting to law enforcement be delayed by an inability to contact the Superintendent.

Where the Superintendent or, in a school other than a school district or public school, the school administrator has forwarded a written report of child abuse in an educational setting to law enforcement authorities, he or she will also refer the report to the Commissioner if the employee or volunteer alleged to have committed an act of child abuse holds a certification or license issued by NYSED.

Civil Immunity

Any employee, volunteer, or supervisor who is employed by a person or entity that contracts with a school to provide transportation services to children who reasonably and in good faith makes a report of allegations of child abuse in an educational setting in accordance with the reporting requirements of the law will have immunity from civil liability which might otherwise result by reason of those actions.

Any school administrator or Superintendent who reasonably and in good faith makes a report of allegations of child abuse in an educational setting, or reasonably and in good faith transmits a report to a person or agency as required by law, will have immunity from civil liability which might otherwise result by reason of those actions.

Confidentiality

Reports and other written material submitted in accordance with law with regard to allegations of child abuse in an educational setting, and photographs taken concerning those reports that are in the possession of any person legally authorized to receive that information, will be confidential and will not be redisclosed except to law enforcement authorities involved in an investigation of child abuse in an educational setting or as expressly authorized by law or in accordance with a court-ordered subpoena. School administrators and the Superintendent will exercise reasonable care in preventing unauthorized disclosure.

Training

The District will implement a training program regarding child abuse in an educational setting for all current and new teachers, school nurses, school counselors, school psychologists, school social workers, school administrators, Board members, other school personnel required to hold a teaching or administrative license or certificate, and any school bus driver or supervisor employed by the District or any person or entity that contracts with the District to provide transportation services to children, as well as licensed and registered physical therapists, licensed and registered occupational therapists, licensed and registered speech-language pathologists, teacher aides, and school resource officers.

SUBJECT: CHILD ABUSE AND MALTREATMENT (Cont'd.)**Prohibition of "Silent" (Unreported) Resignations**

The Superintendent and other school administrators are prohibited from withholding from law enforcement authorities, the Superintendent, or the Commissioner, as appropriate, information concerning allegations of child abuse in an educational setting against an employee or volunteer in exchange for that individual's resignation or voluntary suspension from his or her position.

The Superintendent or other school administrator who reasonably and in good faith reports to law enforcement officials information regarding allegations of child abuse or a resignation as required by law will have immunity from any liability, civil or criminal, which might otherwise result by reason of those actions.

Notification

Teachers and all other school officials will be provided an annual written explanation concerning the reporting of child abuse and child abuse in an educational setting including the immunity provisions as set forth in law. The Commissioner will furnish the District with required information, including rules and regulations for training necessary to implement District and staff responsibilities under the law.

Prohibition on Aiding and Abetting Sexual Abuse

Unless exempted by law, no District employee, contractor, or agent of the District will assist another District employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual or agency knows or has probable cause to believe, that the individual engaged in sexual misconduct regarding a minor or student in violation of the law.

Education Law Article 23-B and §§ 409-1, 3028-b, and 3209-a
Family Court Act § 1012
Labor Law § 740(1)(e)
Penal Law Articles 130, 235, and 263
Social Services Law §§ 411-428
8 NYCRR Part 83 and § 100.2(hh) and (nn)
20 USC § 7926

Adoption Date