

The Gilbertsville-Mt. Upton Central School District is committed to an educational environment that assures equitable opportunity for individuals to become College and Career Ready and ultimately, responsible, productive members of society. We will encourage all individuals to do their personal best, that they may gain a lifelong enthusiasm for work and learning.

GILBERTSVILLE-MT. UPTON CENTRAL SCHOOL DISTRICT

693 State Highway 51

Gilbertsville, New York 13776

Tuesday, May 14, 2019

Regular Meeting, 6:30 pm, D131

AGENDA

CALL TO ORDER & PLEDGE OF ALLEGIANCE

COMMUNICATIONS / POSITIVE HIGHLIGHTS

INFORMATION FOR MEMBERS

PUBLIC COMMENT

REPORTS

-Budget Hearing: Annette Hammond, Superintendent

BOARD DISCUSSION

I. RECOMMENDED ACTIONS – ROUTINE MATTERS

APPROVE MINUTES

RESOLVED, to approve the minutes from the Regular Board of Education Meeting on 24 April 2019. **(Enclosure 2)**

APPROVE AGENDA

RESOLVED, to approve the 14 May 2019, consent agenda. **(Enclosure 1)**

II. RECOMMENDED ACTIONS-NEW BUSINESS

COMMITTEE ON SPECIAL EDUCATION/COMMITTEE ON PRESCHOOL SPECIAL EDUCATION CONSENT AGENDA (Enclosure 3)

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 14 May 2019, Committee on Special Education/Committee on Preschool Special Education Consent Agenda. The meeting dates include 11, 12, 24, & 26 April 2019 & 2 May 2019.

FINANCIAL CONSENT AGENDA

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 14 May 2019, Financial Consent Agenda.

PERSONNEL CONSENT AGENDA

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 14 May 2019, Personnel Consent Agenda.

The Gilbertsville-Mt. Upton Central School District is committed to an educational environment that assures equitable opportunity for individuals to become College and Career Ready and ultimately, responsible, productive members of society. We will encourage all individuals to do their personal best, that they may gain a lifelong enthusiasm for work and learning.

NEW ITEMS CONSENT AGENDA

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 14 May 2019, New Items Consent Agenda.

EXECUTIVE SESSION

-Personnel Issues

SECOND PUBLIC COMMENT

ADJOURNMENT

Gilbertsville-Mount Upton Central School Board of Education

Regular Meeting

24 April 2019

Board Room D131

Members present at the start of the meeting were President, Jeremy Pain, Vice President Ethan Eberly, Hillary Giuda-Philpott, Larry Smith, Brian Underwood and four guests.

Member Patricia Dunham arrived at 6:40 P.M.

Member Barb Hill was absent

Others present were Superintendent Annette Hammond, District Clerk Sheila Nolan, District Treasurer, Dorothy Iannello, and Acting PK-12 Principal Heather Wilcox.

The meeting was called to order at 6:30 P.M. by President ORDER
Pain, who led the Pledge of Allegiance.

The Superintendent and the Acting PK-12 Principal provided the following Positive Highlights:

POSITIVE HIGHLIGHTS

- Congratulations to our Mock Trial Team on a 2nd place finish. Great job to all that participated.
- 3rd Quarter Awards were held on April 24th for grades 3-12. 5th grade was presented with an award for their beautiful display of flags.
- GMU hosted the BOCES Education Forum on March 26th in the auditorium. This was very informative information on how to communicate with your children.
- Students were awarded a field trip on March 30th to the Binghamton Devils Hockey game for their academic success.
- March was Music in Our Schools Month, students in Pk-6 performed "Go Fish" at Morning Raiders. A great job by all.
- SADD Club presented to all students on the dangers of "Vaping".
- Congratulations to the cast and crew of the Spring Drama Production of "The Treasure of Shiver River" which took place on April 5th & 6th. It was a success and was well attended.
- April 6th our Robotics Club went to Oxford for a Robotics Competition called RoboRAVE NY. The team competed against dozens of teams. The competition was based on troubleshooting, problem-solving and teamwork. GMU finished 12th out of 24 teams. A great time was had by all that participated and they hope to participate again next year.
- The week of April 8th – 12th was The Delaney Spirit Games, Students dedicated it to Mrs. Delaney for all she has done for them and continues to do.
- April 10th was Junior Parent Night. Some of the tables that were set up to talk with parents and students were; SUCO and the Clarks Foundation. It was well attended.
- The Plastic Recycling Program came to an end with a first place finish for GMU collecting 1,817 pounds of plastic. Great job to all that participated.

No topics were raised from the floor.

PUBLIC COMMENT

Superintendent, Annette Hammond reviewed the final numbers for the 2019-2020 budget with the board.

REPORTS, Final Budget Review

District Clerk, Sheila Nolan discussed with the board the Board of Education Scholarship and the categories for each scholarship that will be given out. BOARD DISCUSSION

The board convened in executive session at 7:07 p.m. to discuss concerns of a teacher and confidential/exempt salaries on a motion by Smith, seconded by Giuda-Philpott and passed unanimously. EXECUTIVE SESSION

The board reconvened in open session at 7:33 p.m. on a motion by Eberly, seconded by Dunham and passed unanimously.

Minutes from the 13 March 2019 regular meeting were unanimously approved on a motion by Smith, seconded by Giuda-Philpott. For the motion six, opposed none. Motion carried. MINUTES

The proposed 24 April 2019 Regular Consent Agenda was unanimously adopted as amended on a motion by Eberly, seconded by Dunham. For the motion six, opposed none. Motion carried. AGENDA

Board Member Eberly made the motion, seconded by Board Member Giuda-Philpott, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 24 April 2019 CSE/CPSE Consent Agenda. The meeting dates include March 14 & 28 and April 5, 2019. For the motion six, opposed none. Motion carried. CSE/CPSE CONSENT AGENDA

Board Member Dunham made the motion, seconded by Board Member Giuda-Philpott, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 24 April 2019, Financial Consent Agenda. For the motion six, opposed none. Motion carried. FINANCIAL CONSENT AGENDA

Financial Reports

To accept the financial reports for March 2019.

Final Budget

To adopt the final budget of \$9,990,305, for presentation to voter at the Annual District Vote/Meeting on 21 May 2019.

Property Tax Report Card

To approve the Property Tax Report Card for the 2018-19 school year.

Community Foundation for South Central New York Grant

To accept the Community Foundation for South Central New York grant in the amount of \$4,000.00 for the GMU artifacts display case.

SEQRA

BE IT RESOLVED, that the Gilbertsville-Mount Upton Central School District Board of Education, hereby declares the Gilbertsville-Mount Upton Central School District as the Lead Agency for purposes of the State Environmental Quality Review Act and regulations (SEQRA), associated with the 2019 Small Capital Improvements Project.

WHEREAS, the Gilbertsville-Mount Upton Central School District Board of Education (the "Board") has

considered the effect upon the environment of the proposed 2019 Small Capital Improvements Project listed in the State Environmental Quality Review Act Process Record Sheet submitted at this meeting, and **WHEREAS**, the Board has received and reviewed the State Environmental Quality Review Act Process Record Sheet prepared and submitted in connection with the Project, now therefore

BE IT RESOLVED, that the Gilbertsville-Mount Upton Central School District Board of Education, acting as Lead Agency for purposes of the State Environmental Quality Review Act and regulations (SEQRA), hereby determines that the Project is a Type II action which will not have a significant impact on the environment and is not subject to review under SEQRA.

Board Member Smith made the motion, seconded by Board Member Eberly, **RESOLVED**: Upon the recommendation of the Superintendent of Schools, to accept/approve the 24 April 2019, Financial Proposal Agenda. For the motion six, opposed none. Motion carried.

FINANCIAL PROPOSAL
AGENDA

Confidential/Exempt Salaries for 2019-20

To approve/accept confidential/exempt salaries for the 2019-20 school year and any revisions to the proposed Terms of Employment, effective 01 July 2019.

Board Member Giuda-Philpott made the motion, seconded by Board Member Dunham, **RESOLVED**: Upon the recommendation of the Superintendent of Schools, to accept/approve the 24 April 2019, Personnel Consent Agenda as amended. For the motion six, opposed none. Motion carried.

PERSONNEL CONSENT
AGENDA

Appointment of Election Officials

To approve the following:

Section 1. The following residents of the Gilbertsville-Mount Upton Central School District, qualified to vote in the school elections, are appointed to conduct the election of the Annual District Meeting/Vote to be held on 21 May 2019.

Chief Election Inspector: Donald Clapp

Election Inspectors: Susie Pochy

Section 2. Compensation of appointed election officials is set at \$100.00 per day. The hours assigned include one-half hour orientation, which will be considered time worked, as will additional time spent counting votes after the polls close.

Section 3. The District Clerk is authorized to fill any vacancies in these positions which may occur prior to the date of the vote.

Section 4. Duties of each position are as prescribed by Education Law and the District Clerk.

Section 5. The District Clerk is directed to inform each election officials of their appointment, and to provide each election official with a copy of the appropriate list of duties and necessary instruction in their duties.

Section 6. All Election Inspectors and/or Assistant Clerks are asked to remain/return to count ballots after the polls close.

Retirement

To accept the retirement of Vernon Williams, effective May 31, 2019 with regret and gratitude for his years of service.

Intent to Return to Work

To accept the letter of intent to return to work from Leah Trass, effective September 1, 2019.

Resignation

To accept the resignation of Mariah Gerty as a Special Education Teacher, effective August 31, 2019.

Substitute Bus Driver

To approve Jeffrey Rosenberg as a substitute bus driver for the 2018-19 school year, effective April 25, 2019.

7-12 Science Teacher Tenure Appointments

RESOLVED, that the Board of Education of the Gilbertsville-Mt. Upton CSD, pursuant to Education Law and Part 30.3 of the Rules of the Board of Regents and upon the recommendation of the Superintendent of Schools, hereby appoints Kaitlyn Woods tenure to the position of Science Teacher tenure area. The board hereby makes this appointment effective 01 September 2019.

RESOLVED, that the Board of Education of the Gilbertsville-Mt. Upton CSD, pursuant to Education Law and Part 30.3 of the Rules of the Board of Regents and upon the recommendation of the Superintendent of Schools, hereby appoints Danielle Rhone tenure to the position of Science Teacher tenure area. The board hereby makes this appointment effective 01 September 2019.

Resignation

To accept the resignation of John Grenier as an English Teacher, effective June 30, 2019.

Upon the recommendation of the superintendent and having an opportunity to review the proposed agreement and resignation.

RESOLVED, that the proposed separation agreement with John Grenier is hereby approved, that his written resignation is accepted, and that the superintendent is authorized to sign any documents necessary to finalize the agreement.

Board Member Eberly made the motion, seconded by Board Member Giuda-Philpott, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 24 April 2019 New Items Consent Agenda as amended. For the motion six, opposed none. Motion carried.

NEW ITEMS CONSENT
AGENDA

2019 Small Capital Outlay Proposal from IBI Group

To approve IBI Group's proposal for the 2019 Small Capital Outlay Project, for architectural and engineering services.

2020 Building Condition Survey & Five Year Plan Proposal of Services

To approve IBI Group's proposal of services required for the 2020 Building Condition Survey & Five Year Plan.

Contract for Consulting Services

To approve the Contract for Consulting Services with Gilbertsville-Mt. Upton CSD and Tanya Schnabl for the 2018-19 school year.

BOCES Budget

RESOLVED, that the Gilbertsville-Mt. Upton Board of Education does hereby approve the proposed Delaware-Chenango-Madison-Otsego BOCES Administrative Budget for the 2019-2020 school year in the amount of \$2,379,500.

BOCES Board Election

RESOLVED, upon the recommendation of the Superintendent of the Gilbertsville-Mt. Upton Central School District, that the Gilbertsville-Mt. Upton School Board cast their vote for three (3) members of the Delaware-Chenango-Madison-Otsego BOCES Board of Education. The members voted on for approval were David Cruikshank, John Klockowski and Jeanne Shields.

Calendar

To approve the proposed 2019-20 calendar.

Separation Agreement

To accept the separation agreement with John Grenier from the Gilbertsville-Mt. Upton CSD, effective April 24, 2019.

Upon the recommendation of the superintendent and having an opportunity to review the proposed agreement and resignation.

RESOLVED, that the proposed separation agreement with John Grenier is hereby approved, that his written resignation is accepted, and that the superintendent is authorized to sign any documents necessary to finalize the agreement.

The board convened in executive session at 7:37 p.m. to discuss CSEA Negotiations with the District Clerk, District Treasurer, and Acting Pk-12 Principal on a motion by Giuda-Philpott, seconded by Dunham and passed unanimously.

EXECUTIVE SESSION

The board reconvened in open session at 8:34 p.m. on a motion by Giuda-Philpott, seconded by Eberly and passed unanimously.

No topics raised from the floor.

PUBLIC COMMENT

The meeting adjourned at 8:34 p.m. on a motion by Giuda-Philpott, seconded by Dunham, and passed unanimously.

ADJOURNMENT

GILBERTSVILLE-MT. UPTON CENTRAL SCHOOL
693 STATE HIGHWAY 51
GILBERTSVILLE, NEW YORK 13776
(607)783-2207

TO: Board of Education

FROM: Kimberly A.P. Degear
Director of Special Education

RE: Recommendations Regarding Students with Disabilities

DATE: May 7, 2019

The following were reviewed by the CSE/CPSE Committee(s) at its meeting of April 11th, 12th, 24th, 26th, and May 2nd, 2019. The CSE/CPSE Committee's recommendations regarding each student are set forth here. The tests, reports or other information upon which the recommendations are based, and a summary of the discussions, deliberations, and rationale for the recommendations are available upon request.

We hope that this information assists the Board in preparing its agenda to review these recommendations. If there is any further information, which may be needed regarding any of these recommendations, please let me know.

**Gilbertsville-Mt. Upton Board of Education
Regular Meeting
Tuesday, May 14, 2019**

Financial Consent Agenda

The Board of Education will be asked to accept/approve the following Financial Consent Agenda as recommended by the Superintendent of Schools:

Financial Reports (encl F1)

To accept the financial reports for April 2019.

Donations (encl F2)

To accept the monetary donations to the Gilbertsville-Mt. Upton CSD for the Backpack Program in the total amount of \$633.00.

Cooperative Purchasing Agreement (encl F3)

WHEREAS, The Cooperative Purchasing Service is a plan of a number of public school districts in the Delaware-Chenango-Madison-Otsego BOCES Area in New York, to bid jointly equipment, supplies and contract items, and

WHEREAS, The Central School named below is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-o, and

WHEREAS, The Central School named below wishes to appoint the Delaware-Chenango-Madison-Otsego BOCES to advertise for bid, accept, tabulate bids and award bids on their behalf; therefore

BE IT RESOLVED, That the Board of Education of the Central School listed below hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters relating above, and designates the Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications, and,

BE IT FURTHER RESOLVED, That the Board of Education of the Central School listed below authorizes the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and,

BE IT FURTHER RESOLVED,

That the Board of Education of the Central School listed below agrees to (1) assume its equitable share of the costs of the Cooperative Bidding; (2) abide by majority decisions of the participating districts; (3) abide by the Award of the BOCES Board; (4) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

Generic Resolutions (encl F4)

WHEREAS, It is a plan of a number of public school districts in the Delaware-Chenango-Madison-Otsego BOCES Area in New York, to bid jointly equipment, supplies and contract items, and

WHEREAS, The Central School named below is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES Area in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-o, and

**Gilbertsville-Mt. Upton Board of Education
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WHEREAS, The Central School named below wishes to appoint a committee made up of participating schools to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids and providing the information to their Board of Education who will make the awards; therefore

BE IT RESOLVED, That the Board of Education of the Central School listed below hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters relating above, and designates the Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications and,

BE IT FURTHER RESOLVED, That the Board of Education of the Central School listed below authorizes the above committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned items, and,

BE IT FURTHER RESOLVED, That the Board of Education of the Central School listed below agrees to (1) abide by majority decisions of the participating districts on quality standards; (2) that it will award contracts based on information provided from the bid; (3) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

Food and Cafeteria Supplies (encl F5)

WHEREAS, It is a plan of a number of public school districts in the Delaware-Chenango-Madison-Otsego BOCES Area in New York, to bid jointly Cafeteria supplies including but not limited to food and paper items, and

WHEREAS, The Central School named below is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES Area in the joint bidding of the commodities mentioned above as authorized by General Municipal Law, Section 119-o, and

WHEREAS, The Central School named below wishes to appoint a committee made up of participating schools to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids and awarding bids and reporting the results to the schools; therefore;

BE IT RESOLVED, That the Board of Education of the Central School listed below hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters relating above, and designates the Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications, and,

BE IT FURTHER RESOLVED, That the Board of Education of the Central School listed below authorizes the above committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and,

BE IT FURTHER RESOLVED, That the Board of Education of the Central School listed below agrees to (1) assume its equitable share of the costs of the Cooperative Bidding; (2) abide by majority decisions of the participating districts on quality standards; (3) that it will award contracts according to the recommendations of the committee; (4) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

**Gilbertsville-Mt. Upton Board of Education
Regular Meeting
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Employee Retirement Contribution Reserve Sub-Fund (encl F6)

Upon the recommendation of the Superintendent, **RESOLVED**, that the Board hereby establishes a sub-fund within the District's current employee retirement contribution fund already established pursuant to General Municipal Law 6-r , to be known as the Employee Retirement Contribution Reserve Sub-Fund. The sub-fund is established pursuant to General Municipal Law 6-r for the purpose of reserving District funds to pay for New York State Teachers Retirement System contributions, and any other lawful purpose. The source of the funds shall be unexpended fund balance as voted from time to time by the Board of Education, and any other lawfully appropriated source. The District shall separately administer the sub-fund in accordance with the law.

Gilbertsville-Mt. Upton CSD

Check Warrant Report For A - 21: Cash Disbursement For Dates 4/1/2019 - 4/30/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
27526	04/02/2019	2495	BIG APPLE MUSIC	557	14.00
27527	04/02/2019	2209	BLUEOX ENERGY	238	214.03
27528	04/02/2019	2629	BROWN & BROWN OF GARDEN CITY INC	276	5,765.84
27529	04/02/2019	1141	CAZENOVIA EQUIPMENT CO	544	1,070.87
27530	04/02/2019	248	DOUG EXLEY		280.00
27531	04/02/2019	238	ERIC MAZARAK PIANO TUNING		105.00
27532	04/02/2019	272	FRONTIER COMMUNICATIONS	334	704.55
27533	04/02/2019	318	HILL & MARKES INC.	531	1,014.30
27534	04/02/2019	2373	HOME DEPOT CREDIT	340	34.98
27535	04/02/2019	1531	INTERSTATE MUSIC	563	58.42
27536	04/02/2019	3216	MACFADDEN & SONS INC	543	4,900.00
27537	04/02/2019	948	MARY IMOGENE BASSETT HOSPITAL	255	987.48
27538	04/02/2019	407	MATTHEWS BUSES INC	248	773.88
27539	04/02/2019	2109	MICROBAC LABORATORIES, INC	278	66.05
27540	04/02/2019	2889	NBT-MANG INSURANCE AGENCY		3,104.80
27541	04/02/2019	607	PUTNAM PEST CONTROL INC	345	55.00
27542	04/02/2019	1552	REINHARDT CORP (HOME HEATING)	280	602.59
27543	04/02/2019	1685	SCOVILLE-MENO CHEVROLET INC.	249	21.88
27544	04/02/2019	2254	US BANK EQUIPMENT FINANCE	333	656.00
27545	04/02/2019	1025	VOLO'S AUTO SUPPLY	250	58.11
27546	04/04/2019	1159	PETTY CASH		200.00
27547	04/04/2019	134	CHENANGO WELDING SUPPLY LLC	287	29.23
27548	04/04/2019	2031	COOK BROS. TRUCK PARTS	241	373.34
27549	04/04/2019	327	HOGAN & SARZYNSKI LYNCH, DEWIND & GREGORY, LLP	353	760.00
27550	04/04/2019	512	NYSASBO		309.88
27551	04/04/2019	1237	NYSSMA - MARK SANDS	579	288.00
27552	04/04/2019	1460	PRICE CHOPPER OPER. CO. INC	299	87.20
27553	04/04/2019	2409	THE TROPHY GUY & SPORTS CONNECTION	574	102.45
27554	04/04/2019	1507	UNIFIRST	344	65.00
27555	04/04/2019	817	UPS		15.48
27556	04/08/2019	188	DCMO BOCES	423	167,737.32
27557	04/08/2019	2782	EASTERN	274	121.00
27558	04/08/2019	508	NYS UNEMPLOYMENT INSURANCE	307	4,097.99
27559	04/08/2019	1552	REINHARDT CORP (HOME HEATING)	281	1,891.52
27560	04/09/2019	506	COMMISSIONER OF TAXATION AND FINANCE		50.73
27561	04/10/2019	54	AT & T	363	109.75
27562	04/10/2019	2495	BIG APPLE MUSIC	223	160.00
27563	04/10/2019	134	CHENANGO WELDING SUPPLY LLC		181.90
27564	04/10/2019	2554	Itsavvy LLC	577	3,815.00
27565	04/10/2019	2374	JOSEPH ZACZEK		100.93
27566	04/10/2019	2109	MICROBAC LABORATORIES, INC	278	58.43
27567	04/10/2019	1460	PRICE CHOPPER OPER. CO. INC	299	19.35
27568	04/10/2019	1552	REINHARDT CORP (HOME HEATING)	280	779.43
27569	04/11/2019	971	FISCAL ADVISORS & MARKETING INC		939.75
27570	04/12/2019	2291	AAP ONEONTA #9508	236	304.68

Gilbertsville-Mt. Upton CSD

Check Warrant Report For A - 21: Cash Disbursement For Dates 4/1/2019 - 4/30/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
27571	04/12/2019	2506	Bella's Home Baked Good's Inc.	586	245.00
27572	04/12/2019	428	CDW GOVERNMENT	580	385.00
27573	04/12/2019	2635	Excellus Health Plan - Group	231	15,813.70
27574	04/15/2019	2210	Casella Waste System INC	227	359.49
27575	04/15/2019	2572	NY44 Health BenefitsPlan Trust	230	140,976.75
27576	04/15/2019	547	OTSEGO ELECTRIC COOP.	336	7,976.46
27577	04/17/2019	30	AMAZON.COM	554	3,716.71
27578	04/23/2019	2501	BCK-IBI GROUP A NEW YORK GENERAL PARTNERSHIP		1,764.71
27579	04/23/2019	2629	BROWN & BROWN OF GARDEN CITY INC	276	5,765.84
27580	04/23/2019	2430	BSN SPORTS	576	1,752.45
27581	04/23/2019	1583	BUSINESS CARD	553	819.46
27582	04/23/2019	428	CDW GOVERNMENT	582	240.00
27583	04/23/2019	2554	Itsavvy LLC	585	373.18
27584	04/23/2019	2109	MICROBAC LABORATORIES, INC	278	68.10
27585	04/23/2019	1460	PRICE CHOPPER OPER. CO. INC	299	45.16
27586	04/23/2019	2855	SHI INTERNATIONAL CORP	578	230.72
27587	04/23/2019	765	THE WATER BOTTLE	282	80.00
27588	04/23/2019	2254	US BANK EQUIPMENT FINANCE	333	656.00
27589	04/24/2019	188	DCMO BOCES	364	410.58
27590	04/24/2019	1975	RIFANBURG LAWN & LANDSCAPE	461	3,070.00
27591	04/24/2019	272	FRONTIER COMMUNICATIONS	334	701.99
27592	04/24/2019	835	GRAINGER	310	256.05
27593	04/24/2019	1686	MAGNA 5	348	435.99
27594	04/24/2019	560	PASCO INC.	502	540.00

Number of Transactions: 69

Warrant Total: 389,769.48

Vendor Portion: 389,769.48

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 69 in number, in the total amount of \$ 389,769.48. 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.

4/25/19 Cindy Ketchum Deputy Treas.
 Date Signature Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 389,769.48. 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.

4-26-19 TR Powell Internal Claims Auditor
 Date Auditor's Signature Title

Gilbertsville-Mt. Upton CSD



Check Warrant Report For C - 8: Cash Disbursement For Dates 4/1/2019 - 4/30/2019

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
32314	04/02/2019	2062	BIMBO FOODS, INC	374	393.82
32315	04/02/2019	2907	Carlo Masi and Sons Inc.	375	1,249.30
32316	04/02/2019	280	GINSBERG'S FOODS	376	1,495.72
32317	04/02/2019	318	HILL & MARKES INC.	378	375.54
32318	04/02/2019	3067	INSTANT WHIP-EASTERN NY INC	379	2,050.04
32319	04/02/2019	2687	STEINER PACKING CO	380	356.42
32320	04/02/2019	2371	SYSCO FOOD SVCS OF SYRACUSE	381	1,241.23
32321	04/08/2019	188	DCMO BOCES	424	267.44

Number of Transactions: 8

Warrant Total: 7,429.51
Vendor Portion: 7,429.51

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 8 in number, in the total amount of \$ 7,429.51. 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.

4/25/19 Cindy Ketchum Deputy Treas.
 Date Signature Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 7,429.51. 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.

4-26-19 Yh Ewell Internal Claims Auditor
 Date Auditor's Signature Title

Gilbertsville-Mt. Upton CSD

Check Warrant Report For H - 9: Cash Disbursement For Dates 4/1/2019 - 4/30/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
717	04/02/2019	1699	A. TREFFEISEN & SONS	506	27,744.75
718	04/04/2019	3048	MURNANE BUILDING CONTRACTORS INC		9,480.00
719	04/23/2019	1699	A. TREFFEISEN & SONS LLC	506	28,101.00
720	04/23/2019	2501	BCK-IBI GROUP A NEW YORK GENERAL PARTNERSHIP	588	508.79

Number of Transactions: 4

Warrant Total: 65,834.54
Vendor Portion: 65,834.54

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 4 in number, in the total amount of \$ 65,834.54. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

4/24/19 Cindy Ketchum Deputy Treas
Date Signature Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 65,834.54. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

4-26-19 Jh Coul Internal Claims Auditor
Date Auditor's Signature Title

Gilbertsville-Mt. Upton CSD

Check Warrant Report For F - 10: Cash Disbursement For Dates 4/1/2019 - 4/30/2019



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40416	04/01/2019	3003	TANYA SCHNABL		1,600.00
40417	04/05/2019	3003	TANYA SCHNABL		800.00
40418	04/26/2019	3003	TANYA SCHNABL		800.00

Number of Transactions: 3

Warrant Total:	3,200.00
Vendor Portion:	3,200.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 3 in number, in the total amount of \$ 3,200.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

4/26/19 Cindy Kutchura Deputy Treas.
 Date Signature Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 3,200.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

4-28-19 CTR Internal Claims Auditor
 Date Auditor's Signature Title

Gilbertsville-Mt. Upton CSD

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



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	REAL PROPERTY TAXES	2,019,865.00	0.00	2,019,865.00	2,024,242.45	-4,377.45
A 1085	STAR TAX REIMBURSEMENT	407,500.00	0.00	407,500.00	401,116.81	6,383.19
A 1090	INTEREST AND PENALTY ON TAXES	13,500.00	0.00	13,500.00	13,798.30	-298.30
A 1489	ADM FEE FOR NON-RESIDENT STUDENTS	0.00	0.00	0.00	7,450.00	-7,450.00
A 2401	INTEREST AND EARNINGS	325.00	0.00	325.00	612.29	-287.29
A 2401.PR	INTEREST PAYROLL ACCOUNT	3.00	0.00	3.00	0.82	2.18
A 2402	INTEREST EARNINGS-CAPITAL RESERVE	325.00	0.00	325.00	664.00	-339.00
A 2403	INTEREST EARNINGS-LIABILITY RESERVE	100.00	0.00	100.00	259.70	-159.70
A 2404	INTEREST EARNINGS-EBALR RESERVE	102.00	0.00	102.00	596.39	-494.39
A 2405	INTEREST EARNINGS-ERS RESERVES	100.00	0.00	100.00	187.74	-87.74
A 2406	INTEREST EARNINGS-UNEMPLOYMENT RES	45.00	0.00	45.00	66.65	-21.65
A 2413	BOCES ROOM RENTAL	12,000.00	0.00	12,000.00	6,000.00	6,000.00
A 2666	SALE OF TRANS EQUIP-BUSES	12,500.00	0.00	12,500.00	0.00	12,500.00
A 2701	BOCES REFUND PRIOR YRS EXP	55,000.00	0.00	55,000.00	101,369.40	-46,369.40
A 2703	REFUND OF PRIOR YEARS EXP	0.00	0.00	0.00	17,981.35	-17,981.35
A 2770	OTHER UNCLASSIFIED REVENUES	20,000.00	0.00	20,000.00	21,573.30	-1,573.30
A 3101	BASIC AID GENERAL	3,948,927.00	0.00	3,948,927.00	4,022,922.14	-73,995.14
A 3101..2	Commercial Gaming Grant (COG)	0.00	0.00	0.00	27,666.73	-27,666.73
A 3101.1	Building Aid	1,073,755.00	0.00	1,073,755.00	0.00	1,073,755.00
A 3101.A	EXCESS COST AID	619,000.00	0.00	619,000.00	358,951.60	260,048.40
A 3102	LOTTERY AID	420,000.00	0.00	420,000.00	396,046.28	23,953.72
A 3102..1	LOTTERY GRANT AID	297,000.00	0.00	297,000.00	255,928.82	41,071.18
A 3103	BOCES AID	598,500.00	0.00	598,500.00	371,910.70	226,589.30
A 3260	TEXTBOOK AID	25,850.00	0.00	25,850.00	19,864.00	5,986.00
A 3262	SOFTWARE AID	5,866.00	0.00	5,866.00	5,199.00	667.00
A 3262.B	HARDWARE AID	0.00	0.00	0.00	5,702.00	-5,702.00
A 3263	LIBRARY AV AID	2,237.00	0.00	2,237.00	2,168.00	69.00
A 4601	MEDICAID	17,500.00	0.00	17,500.00	39,638.54	-22,138.54
A Totals:		9,550,000.00	0.00	9,550,000.00	8,101,917.01	1,448,082.99
C 1440	SALE OF REIMBURSABLE MEALS	34,000.00	0.00	34,000.00	35,678.18	-1,678.18
C 1445	OTHER CAFETERIA SALES	22,500.00	0.00	22,500.00	12,509.21	9,990.79
C 2401	INTEREST AND EARNINGS	50.00	0.00	50.00	1.54	48.46

Gilbertsville-Mt. Upton CSD

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



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C 2701</u>	REFUND OF PRIOR YEARS EXPENDITURES	200.00	0.00	200.00	0.00	200.00
<u>C 2770</u>	MISC REVENUE FROM LOCAL SOURCES	2,500.00	0.00	2,500.00	68.00	2,432.00
<u>C 2772</u>	Catering - Internal	5,000.00	0.00	5,000.00	655.50	4,344.50
<u>C 3190</u>	STATE REIMB.-BREAKFAST	3,500.00	0.00	3,500.00	1,423.00	2,077.00
<u>C 3190..01</u>	STATE REIMB.-LUNCH	3,500.00	0.00	3,500.00	2,116.00	1,384.00
<u>C 3190..1</u>	BOCES AID	500.00	0.00	500.00	877.60	-377.60
<u>C 4190</u>	FEDERAL REIMB.-BREAKFAST	45,000.00	0.00	45,000.00	28,542.00	16,458.00
<u>C 4190..01</u>	FEDERAL REIMB.-LUNCH	95,000.00	0.00	95,000.00	62,649.00	32,351.00
<u>C 4190..02</u>	FEDERAL REIM-AFTER SCHOOL SNACKS	3,585.00	0.00	3,585.00	3,715.00	-130.00
<u>C 4190..1</u>	SURPLUS FOOD	15,000.00	0.00	15,000.00	0.00	15,000.00
<u>C 909..01</u>	INTERFUND TRANSFER FROM GF	25,000.00	0.00	25,000.00	0.00	25,000.00
C Totals:		255,335.00	0.00	255,335.00	148,235.03	107,099.97
<u>F 2401</u>	INTEREST	0.00	0.00	0.00	2.34	-2.34
<u>F 3289.19</u>	Summer 4408 2018-19 - Tuition	0.00	0.00	0.00	20,714.09	-20,714.09
<u>F 4121.18</u>	17-18 Title I	8,760.09	0.00	8,760.09	7,617.00	1,143.09
<u>F 4121.19</u>	2018-19 Title I	131,831.00	0.00	131,831.00	84,614.00	47,217.00
<u>F 4142.19</u>	2018-19 Title IIA	15,720.00	0.00	15,720.00	9,070.00	6,650.00
<u>F 4143.19</u>	2018-19 Title IV	10,535.00	0.00	10,535.00	6,076.00	4,459.00
<u>F 4242.19</u>	2018-19 IDEA, Section 611	99,279.00	0.00	99,279.00	62,214.00	37,065.00
<u>F 4243.19</u>	18-19 IDEA Section 619	103.00	0.00	103.00	20.00	83.00
<u>F 6119</u>	2018-19 REAP	19,851.00	0.00	19,851.00	19,851.00	0.00
F Totals:		286,079.09	0.00	286,079.09	210,178.43	75,900.66
<u>H 2401</u>	INTEREST EARNED	0.00	0.00	0.00	341.35	-341.35
<u>H 3297.S</u>	SMART SCHOOLS BOND ACT	0.00	0.00	0.00	92,392.50	-92,392.50
<u>H 5031</u>	INTERFUND TRANSFERS FROM G.F.	100,000.00	0.00	100,000.00	350,000.00	-250,000.00
H Totals:		100,000.00	0.00	100,000.00	442,733.85	-342,733.85
<u>V 2401</u>	INTEREST EARNED	0.00	0.00	0.00	159.57	-159.57
V Totals:		0.00	0.00	0.00	159.57	-159.57
Grand Totals:		10,191,414.09	0.00	10,191,414.09	8,903,223.89	1,288,190.20

Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2018 To 4/30/2019



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1010.400</u>	BOE - CONTRACTUAL	6,000.00	-500.00	5,500.00	4,997.00	25.00	478.00
<u>A 1010.450</u>	BOE - SUPPLIES	250.00	0.00	250.00	222.22	0.00	27.78
<u>A 1040.400</u>	CONF/ELECTION OFFICIALS	750.00	0.00	750.00	200.00	0.00	550.00
<u>A 1040.450</u>	BOARD CLERK-SUPPLIES	150.00	0.00	150.00	0.00	0.00	150.00
<u>A 1060.400</u>	LEGAL ADVERTISING	2,000.00	2,000.00	4,000.00	3,512.93	479.25	7.82
<u>A 1240.150</u>	SUPERINTENDENT-SALARY	134,609.00	0.00	134,609.00	108,400.06	24,378.04	1,830.90
<u>A 1240.160</u>	SUPERINTENDENT SECRETARY	51,000.00	-8,640.15	42,359.85	33,708.14	6,230.81	2,420.90
<u>A 1240.400</u>	DO - CONTRACTUAL	5,000.00	1,075.43	6,075.43	5,517.43	0.00	558.00
<u>A 1240.450</u>	DO - SUPPLIES	1,000.00	0.00	1,000.00	901.02	0.00	98.98
<u>A 1310.160</u>	BO - NON INSTRUCTIONAL	90,140.00	207.12	90,347.12	74,382.66	15,964.46	0.00
<u>A 1310.400</u>	BO - CONTRACTUAL	3,500.00	7,557.60	11,057.60	10,489.96	558.00	9.64
<u>A 1310.450</u>	SUPPLIES	0.00	100.00	100.00	11.19	0.00	88.81
<u>A 1310.490</u>	BOCES-PAYROLL SERVICE	70,225.00	2,850.00	73,075.00	58,202.02	14,855.98	17.00
<u>A 1320.400</u>	AUDITOR SERVICES	17,500.00	0.00	17,500.00	16,800.00	0.00	700.00
<u>A 1325.160</u>	INTERNAL CLAIMS AUD	1,000.00	0.00	1,000.00	427.50	572.50	0.00
<u>A 1325.400</u>	TREAS - CONTRACTUAL	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 1325.450</u>	TREAS - SUPPLIES	480.00	0.00	480.00	182.91	0.00	297.09
<u>A 1330.160</u>	TAX COLLECTOR-SALARY	3,000.00	0.00	3,000.00	2,615.30	384.70	0.00
<u>A 1330.400</u>	TAX COLLECTOR-NOTICES	3,200.00	0.00	3,200.00	2,857.49	0.00	342.51
<u>A 1345.490</u>	BOCES - COOP BID	4,000.00	0.00	4,000.00	2,296.67	703.33	1,000.00
<u>A 1420.400</u>	LEGAL SERVICES	15,000.00	-378.71	14,621.29	12,052.02	2,027.98	541.29
<u>A 1430.400</u>	ADVERTISING-PERSONNEL	2,500.00	378.71	2,878.71	2,239.71	639.00	0.00
<u>A 1430.400-01</u>	PERSONNEL-FINGER PRINTING	520.00	0.00	520.00	132.17	0.00	387.83
<u>A 1430.490</u>	BOCES-REC/WC/EPA	32,500.00	0.00	32,500.00	25,664.70	6,717.30	118.00
<u>A 1460.400</u>	RECORDS MANAGEMENT	546.00	0.00	546.00	0.00	0.00	546.00
<u>A 1460.490</u>	BOCES-RECORD MANAGEMENT	9,325.00	925.00	10,250.00	8,127.20	2,122.80	0.00
<u>A 1480.490</u>	BOCES - SAFETY	53,875.00	2,000.00	55,875.00	44,675.36	11,169.64	30.00
<u>A 1620.160</u>	BLDG MAINT MECHANIC-SALARY	69,865.00	0.00	69,865.00	59,408.36	9,955.59	501.05
<u>A 1620.200</u>	MAINT-EQUIPMENT	10,000.00	0.00	10,000.00	8,048.20	0.00	1,951.80
<u>A 1620.400</u>	MAINT-CONTRACTUAL	14,500.00	0.00	14,500.00	2,826.75	3,607.30	8,065.95
<u>A 1620.400-05</u>	MAINT-RUGS/MOPS	2,200.00	0.00	2,200.00	439.99	1,560.01	200.00
<u>A 1620.421</u>	MAINT-FUEL OIL	80,000.00	-5,260.00	74,740.00	51,353.22	19,781.68	3,605.10
<u>A 1620.422</u>	MAINT-PROPANE	200.00	0.00	200.00	0.00	200.00	0.00

Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2018 To 4/30/2019



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1620.425</u>	MAINT-ELECTRIC	75,000.00	-3,900.00	71,100.00	32,336.70	15,163.30	23,600.00
<u>A 1620.427</u>	MAINT-CLAY/MATERIAL/CRACK	750.00	0.00	750.00	0.00	0.00	750.00
<u>A 1620.428</u>	MAINT-PARTS EQP'T.	5,000.00	0.00	5,000.00	1,352.48	1,147.52	2,500.00
<u>A 1620.431</u>	MAINT-TELEPHONE	3,250.00	3,500.00	6,750.00	5,982.45	767.55	0.00
<u>A 1620.450</u>	MAINT-SUPPLIES	26,000.00	0.00	26,000.00	11,199.93	3,163.59	11,636.48
<u>A 1620.450-01</u>	MAINT-SUPPLIES/STAFF/ADVISOR PURCHASES	1,500.00	1,350.00	2,850.00	2,668.50	0.00	181.50
<u>A 1620.470</u>	MAINT-COPIER	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 1620.471</u>	MAINT-SEPTIC	3,000.00	0.00	3,000.00	2,100.00	0.00	900.00
<u>A 1620.471-01</u>	MAINT-EXTERMINATOR	1,500.00	0.00	1,500.00	495.00	505.00	500.00
<u>A 1620.472</u>	MAINT-FIRE EXTING	1,000.00	4,213.18	5,213.18	4,887.18	326.00	0.00
<u>A 1620.474</u>	MAINT-GARBAGE	4,950.00	0.00	4,950.00	3,193.09	566.91	1,190.00
<u>A 1620.474-01</u>	MAINT-HAZARD WASTE DISP	1,500.00	0.00	1,500.00	2.00	0.00	1,498.00
<u>A 1620.475</u>	MAINT-PORT A FACILITIES	1,800.00	0.00	1,800.00	1,000.00	800.00	0.00
<u>A 1621.160</u>	MAINT-SALARIES	127,500.00	1,864.22	129,364.22	108,475.80	20,888.42	0.00
<u>A 1621.160-21</u>	MAINT-SUMMER HELP	14,220.00	-2,317.40	11,902.60	9,586.20	0.00	2,316.40
<u>A 1621.160-22</u>	MAINT-OVERTIME	5,000.00	0.00	5,000.00	3,634.83	0.00	1,365.17
<u>A 1621.160-LO-NG</u>	NON-INSTRUCTIONAL-LONGEVITY	1,500.00	0.00	1,500.00	0.00	1,400.00	100.00
<u>A 1621.400-01</u>	MAINT-HVAC	5,000.00	1,363.00	6,363.00	2,387.92	2,406.08	1,569.00
<u>A 1621.400-02</u>	MAINT-TEL.REPAIRS	2,600.00	0.00	2,600.00	1,600.16	999.84	0.00
<u>A 1621.400-03</u>	MAINT-BOILER/MAINTENANCE	4,000.00	0.00	4,000.00	3,043.00	0.00	957.00
<u>A 1621.400-04</u>	MAINT-WATER SYSTEM	3,000.00	0.00	3,000.00	1,555.73	444.27	1,000.00
<u>A 1621.400-06</u>	MAINT-HARDWARE REPAIRS	1,150.00	0.00	1,150.00	0.00	0.00	1,150.00
<u>A 1621.400-07</u>	MAINT-MECH./ELECTRICAL REPAIR	10,000.00	0.00	10,000.00	1,540.95	516.00	7,943.05
<u>A 1621.400-08</u>	MAINT-ROOF SCAN/GYM FLOOR	6,500.00	0.00	6,500.00	970.00	0.00	5,530.00
<u>A 1621.400-09</u>	MAINT-ROOF MAINT.	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 1621.400-10</u>	MAINT-CLOCK MAINT.& REPAIR	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 1621.423</u>	MAINT-BUILDING COND SURVEY	10,000.00	0.00	10,000.00	9,983.46	0.00	16.54
<u>A 1621.429</u>	MAINT-TURF MAINT.	4,350.00	0.00	4,350.00	0.00	0.00	4,350.00
<u>A 1621.450</u>	MAINT-FIELD PAINTS	2,300.00	0.00	2,300.00	686.00	0.00	1,614.00
<u>A 1621.450-01</u>	MAINT-BASEBALL INFIELD DIRT	1,600.00	0.00	1,600.00	0.00	0.00	1,600.00
<u>A 1621.450-02</u>	MAINT-TOP DRESSING	3,500.00	0.00	3,500.00	0.00	0.00	3,500.00
<u>A 1670.450</u>	POSTAGE/PAPER/PC	24,155.00	0.00	24,155.00	13,663.29	2,453.11	8,038.60
<u>A 1670.490</u>	BOCES-PRINTING/Q-COPY	50,145.00	0.00	50,145.00	30,767.81	11,732.19	7,645.00

Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2018 To 4/30/2019



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1680.490</u>	BOCES-Central Data Processing	55,500.00	4,360.00	59,860.00	46,620.33	13,232.67	7.00
<u>A 1910.400</u>	INSURANCE-DISTRICT LIABILITY	49,750.00	289.72	50,039.72	50,039.72	0.00	0.00
<u>A 1964.400</u>	REFUND-PROPERTY TAXES	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 1981.490</u>	BOCES-ADM CHARGES/CAPITAL EXP	203,750.00	1,000.00	204,750.00	162,992.71	41,748.29	9.00
<u>A 2010.150</u>	CURRICULUM DEVELOPMENT- STIPENDS	1,500.00	0.00	1,500.00	700.00	0.00	800.00
<u>A 2010.450</u>	CURRICULUM DEVELOPMENT SUPPLIES	0.00	3,850.00	3,850.00	0.00	3,152.44	697.56
<u>A 2020.150-01</u>	PRINCIPAL-SALARY PRE-K-12	90,000.00	-722.00	89,278.00	70,902.24	8,289.86	10,085.90
<u>A 2020.160</u>	SECRETARIES-HS/ELEM-SALARY	34,015.00	0.00	34,015.00	31,137.40	2,876.80	0.80
<u>A 2020.160-01</u>	SUB CALLING	1,591.00	0.00	1,591.00	0.00	1,591.00	0.00
<u>A 2020.160-LO-NG</u>	NON-INSTRUCTIONAL-LONGEVITY	600.00	400.00	1,000.00	0.00	1,000.00	0.00
<u>A 2020.400</u>	MAIN OFFICE CONTRACTUAL	2,000.00	337.90	2,337.90	2,253.38	0.00	84.52
<u>A 2020.450</u>	MAIN OFFICE SUPPLIES	2,000.00	18.53	2,018.53	2,018.53	0.00	0.00
<u>A 2020.450-00-1</u>	MAIN OFFICE BRIDGING SUPPLIES	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2020.450-00-2</u>	MAIN OFFICE AWARDS	300.00	0.00	300.00	0.00	0.00	300.00
<u>A 2020.450-00-3</u>	MAIN OFFICE SUMMER SCHOOL	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2020.451-02</u>	MAIN OFFICE GRADUATION SUPPLIES	1,500.00	0.00	1,500.00	507.56	0.00	992.44
<u>A 2020.490</u>	BOCES-STAFF DEVELOPMENT	26,450.00	-100.00	26,350.00	17,737.07	7,262.93	1,350.00
<u>A 2060.490</u>	BOCES-Research,Planning & Evaluation	0.00	900.00	900.00	716.32	183.68	0.00
<u>A 2070.400</u>	MENTORING	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 2110.120</u>	SALARIES/K-6	819,844.00	-64,258.33	755,585.67	503,209.61	251,607.15	768.91
<u>A 2110.120-01</u>	SALARIES-BRIDGING	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 2110.120-02</u>	SALARIES- SUMMER PROGRAM	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
<u>A 2110.130</u>	SALARIES/7-12	850,228.00	-33,838.00	816,390.00	568,776.48	244,974.52	2,639.00
<u>A 2110.130-12</u>	SALARIES-TUTORING	5,000.00	0.00	5,000.00	2,116.10	2,883.90	0.00
<u>A 2110.130-CS</u>	SALARIES-STEAM SALARY	44,070.00	0.00	44,070.00	28,816.19	15,253.81	0.00
<u>A 2110.140</u>	SALARIES-SUB TEACHERS	46,256.00	19,010.36	65,266.36	56,060.00	0.00	9,206.36
<u>A 2110.160</u>	SALARIES-AIDES	90,000.00	30,667.33	120,667.33	79,947.74	40,719.59	0.00
<u>A 2110.160-01</u>	SALARIES-SUB CLERICAL	10,000.00	2,500.00	12,500.00	13,711.52	0.00	-1,211.52
<u>A 2110.160-LO-NG</u>	NON-INSTRUCTIONAL-LONGEVITY	2,000.00	0.00	2,000.00	0.00	2,000.00	0.00
<u>A 2110.200</u>	EQUIPMENT-PREK-12 BUILDING	6,500.00	0.00	6,500.00	4,735.72	0.00	1,764.28
<u>A 2110.200-06-S</u>	STEM Equipment	10,000.00	0.00	10,000.00	7,820.90	1,315.63	863.47
<u>A 2110.200-10</u>	EQUIPMENT-HS PE	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 2110.220-08</u>	EQUIPMENT-MUSIC	2,400.00	0.00	2,400.00	0.00	0.00	2,400.00

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2110.400-10	CONTRACTUAL - ELEM MUSIC	3,275.00	0.00	3,275.00	200.00	0.00	3,075.00
A 2110.400-11	CONTRACTUAL - PREK-12 BLDG.	10,500.00	5,538.02	16,038.02	14,133.08	1,561.24	343.70
A 2110.401-06-S	STEM - CONTRACTUAL	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 2110.401-07	CONTRACTUAL - HOME & CAREERS	500.00	0.00	500.00	0.00	500.00	0.00
A 2110.401-08	CONTRACTUAL - HS MUSIC/BAND	8,920.00	0.00	8,920.00	6,426.42	841.00	1,652.58
A 2110.401-09	CONTRACTUAL - HS TECHNOLOGY	1,850.00	0.00	1,850.00	918.29	630.71	301.00
A 2110.401-12	CONTRACTUAL - HS SCIENCE	500.00	20.00	520.00	484.00	0.00	36.00
A 2110.401-18	CONTRACTUAL - HS BLDG.	0.00	0.00	0.00	0.00	0.00	0.00
A 2110.450	SUPPLIES-K	300.00	25.00	325.00	265.70	0.00	59.30
A 2110.450-01	SUPPLIES-1ST GRADE	850.00	250.00	1,100.00	985.87	0.00	114.13
A 2110.450-02	SUPPLIES-2ND GRADE	600.00	237.68	837.68	749.11	0.00	88.57
A 2110.450-03	SUPPLIES-3RD GRADE	670.00	48.56	718.56	689.44	0.00	29.12
A 2110.450-04	SUPPLIES-4TH GRADE	250.00	8.00	258.00	258.00	0.00	0.00
A 2110.450-05	SUPPLIES-5TH GRADE	350.00	0.00	350.00	258.87	0.00	91.13
A 2110.450-06	SUPPLIES-6TH GRADE	750.00	50.00	800.00	617.42	179.00	3.58
A 2110.450-08	SUPPLIES-ELEM ART	2,500.00	0.00	2,500.00	2,245.88	0.00	254.12
A 2110.450-09	SUPPLIES-ELEM PE	950.00	0.00	950.00	687.53	0.00	262.47
A 2110.450-1	SUPPLIES-PREK-12 BLD	2,000.00	-389.98	1,610.02	1,555.95	0.00	54.07
A 2110.450-10	SUPPLIES-ELEM MUSIC	5,865.00	-805.00	5,060.00	4,081.30	0.00	978.70
A 2110.450-14	SUPPLIES-ELEM COMPUTER LAB	350.00	0.00	350.00	288.52	0.00	61.48
A 2110.450-19	SUPPLIES-ELEM AGENDAS	1,000.00	-1,000.00	0.00	0.00	0.00	0.00
A 2110.450-20	SUPPLIES-PRE-K	350.00	0.00	350.00	317.38	0.00	32.62
A 2110.450-21	READING	250.00	0.00	250.00	210.06	0.00	39.94
A 2110.451	SUPPLIES- HS ENGLISH	350.00	0.00	350.00	275.60	0.00	74.40
A 2110.451-01	SUPPLIES- HS MATH	650.00	27.81	677.81	674.49	0.00	3.32
A 2110.451-02	SUPPLIES- HS SOCIAL STUDIES	1,350.00	-950.00	400.00	286.59	0.00	113.41
A 2110.451-03	SUPPLIES- HS SCIENCE	3,000.00	1,120.86	4,120.86	4,025.77	0.00	95.09
A 2110.451-04	SUPPLIES - HS ART	1,000.00	875.47	1,875.47	1,695.03	0.00	180.44
A 2110.451-05	SUPPLIES - H.S. TECHNOLOGY	2,500.00	573.01	3,073.01	2,966.63	42.41	63.97
A 2110.451-06	SUPPLIES - H.S. BUSINESS	275.00	0.00	275.00	0.00	0.00	275.00
A 2110.451-06-S	STEM SUPPLIES	1,500.00	0.00	1,500.00	1,243.18	0.00	256.82
A 2110.451-07	SUPPLIES-H.S. FCS	3,000.00	0.00	3,000.00	899.03	1,408.65	692.32
A 2110.451-08	SUPPLIES - HS MUSIC	4,000.00	-84.40	3,915.60	2,043.68	0.00	1,871.92

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<u>A 2110.451-09</u>	SUPPLIES- HS LANGUAGE	100.00	211.98	311.98	89.68	0.00	222.30
<u>A 2110.451-10</u>	SUPPLIES - HS PHYS ED.	1,250.00	0.00	1,250.00	858.74	0.00	391.26
<u>A 2110.451-16</u>	SUPPLIES-H.S. HEALTH	200.00	96.60	296.60	292.40	0.00	4.20
<u>A 2110.471</u>	Tuition - Paid to Other Districts	6,000.00	0.00	6,000.00	0.00	6,000.00	0.00
<u>A 2110.480-1</u>	TEXTBOOKS-DISTRICT WIDE	21,105.00	8,344.64	29,449.64	29,187.65	260.45	1.54
<u>A 2110.490</u>	BOCES/REGULAR SCHOOL	198,350.00	-13,285.87	185,064.13	135,006.73	47,993.27	2,064.13
<u>A 2250.150</u>	SPEC ED-SALARIES	322,752.00	27,788.00	350,540.00	247,692.34	102,847.66	0.00
<u>A 2250.160</u>	SPEC ED-SALARIES	107,500.00	0.00	107,500.00	87,996.10	10,182.74	9,321.16
<u>A 2250.400</u>	SPECIAL ED - CONTRACTUAL	6,000.00	13,093.73	19,093.73	18,439.39	654.34	0.00
<u>A 2250.400-05</u>	SPEC ED-TUITION	55,800.00	54,200.00	110,000.00	17,896.00	110,000.00	-17,896.00
<u>A 2250.450-05</u>	SPEC ED-CSE SUPPLIES	2,000.00	1,800.00	3,800.00	3,466.96	0.00	333.04
<u>A 2250.490</u>	BOCES-SPECIAL EDUCATION	457,000.00	4,860.00	461,860.00	355,527.63	106,332.37	0.00
<u>A 2280.490</u>	BOCES-OC ED	230,360.00	0.00	230,360.00	184,210.57	46,054.43	95.00
<u>A 2330.490</u>	BOCES - SUMMER SCHOOL	14,925.00	725.00	15,650.00	9,472.33	1,920.67	4,257.00
<u>A 2610.150</u>	LIBRARIAN-SALARY	56,458.00	0.00	56,458.00	36,923.49	19,534.51	0.00
<u>A 2610.160</u>	LIBRARY AIDES-SALARIES	14,365.00	0.00	14,365.00	10,135.36	4,229.64	0.00
<u>A 2610.450</u>	LIBRARY-SUPPLIES	500.00	-105.00	395.00	104.84	0.00	290.16
<u>A 2610.460</u>	LIBRARY-BOOKS/PERIODICALS	9,230.00	105.00	9,335.00	8,343.01	722.45	269.54
<u>A 2610.490</u>	BOCES-MEDIA SERVICES	40,500.00	0.00	40,500.00	29,277.18	5,960.82	5,262.00
<u>A 2630.150-01</u>	COMPUTER-HS/STIPEND	43,245.00	3,918.00	47,163.00	42,929.88	4,233.12	0.00
<u>A 2630.220</u>	COMPUTER HARDWARE K-12	11,200.00	0.00	11,200.00	11,172.80	0.00	27.20
<u>A 2630.400</u>	COMPUTER-CONTRACTUAL	6,250.00	0.00	6,250.00	2,000.00	0.00	4,250.00
<u>A 2630.450</u>	COMPUTER-SUPPLIES	2,300.00	0.00	2,300.00	2,300.00	0.00	0.00
<u>A 2630.460</u>	COMPUTER-SOFTWARE K-12	8,920.00	0.00	8,920.00	8,827.85	0.00	92.15
<u>A 2630.490</u>	BOCES - COMPUTER SERVICES	60,000.00	2,111.39	62,111.39	49,381.56	12,728.44	1.39
<u>A 2805.450</u>	ATTENDANCE-SUPPLIES	200.00	0.00	200.00	0.00	0.00	200.00
<u>A 2810.150</u>	GUIDANCE-SALARY	51,468.00	-8,128.00	43,340.00	29,857.86	12,399.68	1,082.46
<u>A 2810.150-CS</u>	GUIDANCE SALARY CS	30,930.00	0.00	30,930.00	20,222.01	10,707.99	0.00
<u>A 2810.160</u>	GUIDANCE-SALARY/SECRETARY	5,903.00	-3,100.00	2,803.00	0.00	1,000.00	1,803.00
<u>A 2810.400-01</u>	GUIDANCE CONTRACTUAL/HS	1,500.00	0.00	1,500.00	763.00	0.00	737.00
<u>A 2810.400-02</u>	GUIDANCE-CONTRACTUAL/ES	350.00	0.00	350.00	129.00	0.00	221.00
<u>A 2810.450</u>	GUIDANCE-SUPPLIES/ES	450.00	-17.22	432.78	399.90	0.00	32.88
<u>A 2810.450-01</u>	GUIDANCE-SUPPLIES/HS	350.00	44.73	394.73	378.73	0.00	16.00

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<u>A 2815.160</u>	HEALTH OFFICE-SALARIES	33,298.00	0.00	33,298.00	10,577.21	22,720.79	0.00
<u>A 2815.400</u>	HEALTH OFFICE-CONTRACTUAL	5,825.00	0.00	5,825.00	3,324.44	1,487.56	1,013.00
<u>A 2815.450</u>	HEALTH OFFICE-SUPPLIES	2,000.00	0.00	2,000.00	1,037.85	0.00	962.15
<u>A 2816.450</u>	SCREENING-K	215.00	0.00	215.00	0.00	0.00	215.00
<u>A 2820.490</u>	BOCES - PSYCHOLOGIST	66,500.00	-4,702.00	61,798.00	49,438.00	12,360.00	0.00
<u>A 2850.150</u>	MARCHING BAND	2,481.00	24.00	2,505.00	2,505.00	0.00	0.00
<u>A 2850.150-01</u>	EXTRA CHORAL	1,085.00	11.00	1,096.00	1,096.00	0.00	0.00
<u>A 2850.150-02</u>	COLOR GUARD	1,025.00	10.00	1,035.00	1,035.00	0.00	0.00
<u>A 2850.150-03</u>	HS STUDENT COUCIL	1,206.00	12.00	1,218.00	1,218.00	0.00	0.00
<u>A 2850.150-03-1</u>	ES STUDENT COUNCIL	580.00	6.00	586.00	586.00	0.00	0.00
<u>A 2850.150-04</u>	YEARBOOK	1,327.00	13.00	1,340.00	1,340.00	0.00	0.00
<u>A 2850.150-05</u>	DRAMA DIRECTOR	1,025.00	10.00	1,035.00	1,035.00	0.00	0.00
<u>A 2850.150-05-1</u>	ASST. DIRECTOR/COREOGRAPHER	595.00	6.00	601.00	601.00	0.00	0.00
<u>A 2850.150-05-2</u>	PIT AND DIRECTOR	595.00	6.00	601.00	601.00	0.00	0.00
<u>A 2850.150-06</u>	MUSICAL DIRECTOR	3,311.00	33.00	3,344.00	3,344.00	0.00	0.00
<u>A 2850.150-08</u>	SAFETY PATROL	481.00	5.00	486.00	486.00	0.00	0.00
<u>A 2850.150-09</u>	CHEERLEADING-V/JV	1,327.00	-1,327.00	0.00	0.00	0.00	0.00
<u>A 2850.150-10</u>	HONOR SOCIETY	745.00	7.00	752.00	752.00	0.00	0.00
<u>A 2850.150-12</u>	SADD	481.00	5.00	486.00	486.00	0.00	0.00
<u>A 2850.150-13</u>	7TH GRADE	303.00	3.00	306.00	306.00	0.00	0.00
<u>A 2850.150-14</u>	8TH GRADE	361.00	4.00	365.00	365.00	0.00	0.00
<u>A 2850.150-15</u>	9TH GRADE	421.00	4.00	425.00	425.00	0.00	0.00
<u>A 2850.150-16</u>	10TH GRADE	1,449.00	14.00	1,463.00	1,463.00	0.00	0.00
<u>A 2850.150-17</u>	11TH GRADE	1,686.00	17.00	1,703.00	1,703.00	0.00	0.00
<u>A 2850.150-18</u>	12TH GRADE	1,926.00	19.00	1,945.00	1,945.00	0.00	0.00
<u>A 2850.150-19</u>	NATIONAL JHS	481.00	5.00	486.00	486.00	0.00	0.00
<u>A 2850.150-20</u>	MS STUDENT COUNCIL	643.00	6.00	649.00	649.00	0.00	0.00
<u>A 2850.150-21</u>	JAZZ BAND	1,247.00	13.00	1,260.00	1,260.00	0.00	0.00
<u>A 2850.150-23</u>	SPANISH CLUB	467.00	5.00	472.00	472.00	0.00	0.00
<u>A 2850.150-24</u>	MOCK TRIAL	745.00	7.00	752.00	752.00	0.00	0.00
<u>A 2850.150-26</u>	SKI CLUB	439.00	4.00	443.00	0.00	443.00	0.00
<u>A 2850.160-00</u>	STUDENT ACCT TREAS STIPEND	1,250.00	0.00	1,250.00	1,250.00	0.00	0.00
<u>A 2855.150</u>	SOCCER/VARSITY-1/2 EACH	7,083.00	69.00	7,152.00	7,152.00	0.00	0.00

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<u>A 2855.150-02</u>	SOCCER/MODIFIED-1/2 EACH	3,403.00	33.00	3,436.00	3,436.00	0.00	0.00
<u>A 2855.150-03</u>	BASKETBALL/VARSITY-1/2 EACH	8,843.00	87.00	8,930.00	8,930.00	0.00	0.00
<u>A 2855.150-04</u>	BASKETBALL/JV-1/2 EACH	6,746.00	66.00	6,812.00	6,812.00	0.00	0.00
<u>A 2855.150-05</u>	BASKETBALL/MODIFIED-1/2 EACH	4,857.00	11.00	4,868.00	4,868.00	0.00	0.00
<u>A 2855.150-07</u>	BASEBALL/SOFTBALL-VSTY-1/2 EACH	6,685.00	67.00	6,752.00	6,752.00	0.00	0.00
<u>A 2855.150-08</u>	BASEBALL/SOFTBALL-MOD 1/2 EACH	3,403.00	33.00	3,436.00	0.00	3,436.00	0.00
<u>A 2855.150-10</u>	ATHLETIC DIRECTOR	4,549.00	45.00	4,594.00	4,594.00	0.00	0.00
<u>A 2855.150-11</u>	CHAPERONES	2,500.00	2,500.00	5,000.00	4,249.63	0.00	750.37
<u>A 2855.150-15</u>	MOD TRACK/ASST VARSITY	1,701.00	17.00	1,718.00	1,718.00	0.00	0.00
<u>A 2855.150-16</u>	VARSITY TRACK	3,343.00	33.00	3,376.00	3,343.00	33.00	0.00
<u>A 2855.150-17</u>	TIMERS	1,000.00	0.00	1,000.00	374.74	625.26	0.00
<u>A 2855.150-18</u>	Cross Country	3,541.00	35.00	3,576.00	3,576.00	0.00	0.00
<u>A 2855.200</u>	ATHLETIC-EQUIPMENT	5,500.00	0.00	5,500.00	138.66	0.00	5,361.34
<u>A 2855.400</u>	OFFICIALS/CONTRACTUAL	22,250.00	-125.00	22,125.00	14,042.47	8,082.53	0.00
<u>A 2855.450</u>	ATHLETIC-SUPPLIES	10,500.00	-125.00	10,375.00	6,955.69	506.05	2,913.26
<u>A 2855.490</u>	BOCES-SPORTS COORD	2,750.00	16.00	2,766.00	2,212.80	553.20	0.00
<u>A 5510.160</u>	TRANS-SALARIES	220,000.00	0.00	220,000.00	186,881.81	33,118.19	0.00
<u>A 5510.160-01</u>	TRANS-OFFICE SALARIES	11,150.00	0.00	11,150.00	11,150.00	0.00	0.00
<u>A 5510.160-22</u>	TRANS-EXTRA RUNS	14,000.00	0.00	14,000.00	5,943.65	7,881.48	174.87
<u>A 5510.160-23</u>	TRANS-SUB RUNS	13,000.00	0.00	13,000.00	6,460.00	6,540.00	0.00
<u>A 5510.160-24</u>	TRANS-SUMMER RUNS	8,320.00	-7,251.59	1,068.41	0.00	0.00	1,068.41
<u>A 5510.160-LO-NG</u>	NON-INSTRUCTIONAL-LONGEVITY	2,500.00	700.00	3,200.00	0.00	3,200.00	0.00
<u>A 5510.400</u>	TRANS-INSURANCE	10,000.00	354.00	10,354.00	10,354.00	0.00	0.00
<u>A 5510.400-01</u>	TRANS-CONF./WKSHOPS/DUES	1,500.00	0.00	1,500.00	723.43	0.00	776.57
<u>A 5510.400-02</u>	TRANS-MILEAGE	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 5510.400-03</u>	TRANS-PAINT/BODY REPAIRS	4,000.00	0.00	4,000.00	20.50	0.00	3,979.50
<u>A 5510.400-04</u>	TRANS-ROUTING SOFTWARE	0.00	2,025.00	2,025.00	2,025.00	0.00	0.00
<u>A 5510.400-05</u>	TRANS-FIRE EXTINGUISHERS	625.00	0.00	625.00	0.00	0.00	625.00
<u>A 5510.400-06</u>	TRANS-DRIVER PHYSICALS	1,250.00	0.00	1,250.00	1,244.00	0.00	6.00
<u>A 5510.400-07</u>	TRANS-COPIER CHARGES	1,470.00	-315.00	1,155.00	0.00	0.00	1,155.00
<u>A 5510.400-08</u>	TRANS-PHONE (NOT REPAIRS)	1,000.00	51.59	1,051.59	1,051.59	0.00	0.00
<u>A 5510.400-09</u>	TRANS-LEGAL FEES	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 5510.400-10</u>	TRANS-FINGERPRINTING/HEP.B SHOTS	500.00	0.00	500.00	402.25	0.00	97.75

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<u>A 5510.450</u>	TRANS-DIESEL	60,000.00	-15,225.00	44,775.00	21,530.17	8,469.83	14,775.00
<u>A 5510.450-01</u>	TRANS-RIMS/TIRES	4,000.00	0.00	4,000.00	2,435.00	447.00	1,118.00
<u>A 5510.450-02</u>	TRANS-OIL & GREASE	2,400.00	0.00	2,400.00	0.00	0.00	2,400.00
<u>A 5510.450-03</u>	TRANS-OFFICE SUPPLIES	500.00	0.00	500.00	309.15	0.00	190.85
<u>A 5510.450-04</u>	TRANS-CLEANING SUPPLIES	500.00	0.00	500.00	318.53	31.47	150.00
<u>A 5510.450-05</u>	TRANS-POSTAGE	250.00	0.00	250.00	0.00	0.00	250.00
<u>A 5510.450-06</u>	TRANS-JACKETS	700.00	0.00	700.00	700.00	0.00	0.00
<u>A 5510.450-07</u>	TRANS-UNLEADED GASOLINE	28,500.00	-1,854.00	26,646.00	12,638.91	6,361.09	7,646.00
<u>A 5510.450-08</u>	TRANS-PROPANE	6,000.00	0.00	6,000.00	1,956.22	0.00	4,043.78
<u>A 5510.490</u>	BOCES-TRAINING/TESTING/TOWERS	4,500.00	2,758.00	7,258.00	3,844.68	3,410.85	2.47
<u>A 5530.160</u>	MECHANIC/BUS DRIVER-SALARY	41,800.00	0.00	41,800.00	35,286.24	6,415.76	98.00
<u>A 5530.160-01</u>	CLEANER/BUS GARAGE-SALARY	33,750.00	0.00	33,750.00	28,160.00	5,120.00	470.00
<u>A 5530.200</u>	GARAGE-TRANS. EQP'T. SMALL TOOLS	2,000.00	0.00	2,000.00	138.00	0.00	1,862.00
<u>A 5530.200-01</u>	MAINT EQUIP	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 5530.400</u>	GARAGE-ELECTRIC	30,000.00	0.00	30,000.00	30,000.00	0.00	0.00
<u>A 5530.400-01</u>	GARAGE-INSURANCE, PROP & LIAB.	7,500.00	0.00	7,500.00	6,222.00	0.00	1,278.00
<u>A 5530.400-02</u>	GARAGE-SEALANT/PAVING	14,500.00	15,000.00	29,500.00	19,288.00	0.00	10,212.00
<u>A 5530.400-03</u>	GARAGE-HARDWARE REPAIR	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 5530.400-04</u>	GARAGE-GARBAGE REMOVAL/MOSA	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
<u>A 5530.400-05</u>	GARAGE-SNOW REMOVAL/ICE MELT	15,000.00	4,438.60	19,438.60	19,438.60	0.00	0.00
<u>A 5530.400-06</u>	GARAGE - UNIFORMS	1,000.00	0.00	1,000.00	449.90	300.10	250.00
<u>A 5530.400-07</u>	GARAGE - HEAT	5,000.00	0.00	5,000.00	5,000.00	0.00	0.00
<u>A 5530.400-09</u>	GARAGE - HVAC	2,000.00	315.00	2,315.00	2,312.56	0.00	2.44
<u>A 5530.400-10</u>	GARAGE - RUGS/MOPS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 5530.400-11</u>	GARAGE - WATER SYSTEM MAINT.	500.00	0.00	500.00	0.00	500.00	0.00
<u>A 5530.400-12</u>	BUS WASH DISCHARGE	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 5530.400-13</u>	GARAGE - PHONE REPAIRS	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 5530.400-14</u>	GARAGE-LIFT INSPECTION	400.00	0.00	400.00	0.00	0.00	400.00
<u>A 5530.400-16</u>	GARAGE-GARAGE DOOR MAINT.	1,000.00	0.00	1,000.00	340.00	0.00	660.00
<u>A 5530.450</u>	GARAGE-PARTS	23,124.00	1,000.00	24,124.00	10,961.49	9,237.12	3,925.39
<u>A 5530.450-01</u>	GARAGE-PARTS(EXTRA)	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
<u>A 5530.450-02</u>	GARAGE-MAINT SUPPLIES	11,000.00	0.00	11,000.00	8,430.17	2,234.49	335.34
<u>A 5530.450-03</u>	GARAGE-TRANS. SUPPLIES	400.00	0.00	400.00	199.20	0.00	200.80

Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2018 To 4/30/2019



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 7140.400</u>	SUMMER RECREATION PROGRAM	1,500.00	0.00	1,500.00	500.00	0.00	1,000.00
<u>A 9010.800</u>	EMPLOYEES RETIREMENT	160,500.00	0.00	160,500.00	154,414.00	0.00	6,086.00
<u>A 9020.800</u>	TEACHERS RETIREMENT	346,457.00	-5,000.00	341,457.00	0.00	0.00	341,457.00
<u>A 9030.800</u>	FICA/MEDICARE-EMPLOYER	272,840.00	0.00	272,840.00	200,851.71	71,988.29	0.00
<u>A 9040.800</u>	WORKERS COMPENSATION	31,700.00	0.00	31,700.00	25,661.00	0.00	6,039.00
<u>A 9050.800</u>	UNEMPLOYMENT BENEFITS	10,000.00	0.00	10,000.00	4,887.59	112.41	5,000.00
<u>A 9060.800</u>	HEALTH INSURANCE	1,728,500.00	-35,486.12	1,693,013.88	1,430,229.56	161,021.65	101,762.67
<u>A 9070.800</u>	DENTAL INSURANCE	41,429.00	-3,591.00	37,838.00	23,098.22	2,702.48	12,037.30
<u>A 9731.600</u>	BONDS - SCHOOL CONSTRUCTION- PRINCIPAL	723,761.00	0.00	723,761.00	0.00	723,761.00	0.00
<u>A 9731.700</u>	BONDS-SCHOOL CONSTRUCTION- INTEREST	302,975.00	-7,200.00	295,775.00	105,893.00	158,674.00	31,208.00
<u>A 9770.700</u>	BAN INTEREST	3,500.00	0.00	3,500.00	0.00	0.00	3,500.00
<u>A 9901.01</u>	INTERFUND TRANSFER TO SLF	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
<u>A 9950</u>	TRANSFER -CAPITAL FUND	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
<u>A 9950.1</u>	TRANSFER-CAPITAL OUTLAY	100,000.00	0.00	100,000.00	100,000.00	0.00	0.00
<u>A 9950.2</u>	TRANSFER-CAPITAL-BUSES	0.00	0.00	0.00	250,000.00	0.00	-250,000.00
Fund ATotals:		9,885,000.00	18,713.00	9,903,713.00	6,738,833.61	2,594,005.61	570,873.78
<u>C 2860.160</u>	SALARIES	80,000.00	0.00	80,000.00	59,850.04	20,149.96	0.00
<u>C 2860.160-LO-NG</u>	NON-INSTRUCTIONAL-LONGEVITY	400.00	0.00	400.00	0.00	400.00	0.00
<u>C 2860.200</u>	EQUIPMENT	5,000.00	0.00	5,000.00	246.00	2,254.00	2,500.00
<u>C 2860.409</u>	CONTRACTUAL	4,000.00	0.00	4,000.00	249.00	0.00	3,751.00
<u>C 2860.410</u>	FOOD PURCHASES	80,500.00	-3,798.00	76,702.00	58,708.56	14,808.02	3,185.42
<u>C 2860.410-1</u>	SURPLUS FOOD	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00
<u>C 2860.450</u>	SUPPLIES	7,500.00	0.00	7,500.00	3,052.01	3,234.25	1,213.74
<u>C 2860.490</u>	BOCES MAINT AGREEMENT	4,250.00	0.00	4,250.00	2,139.53	535.47	1,575.00
<u>C 9030.800</u>	SOCIAL SECURITY	7,000.00	0.00	7,000.00	4,196.99	2,246.87	556.14
<u>C 9060.800</u>	HEALTH & DENTAL INSURANCE	51,685.00	3,798.00	55,483.00	55,483.00	0.00	0.00
Fund CTotals:		255,335.00	0.00	255,335.00	183,925.13	43,628.57	27,781.30
<u>F 1419.150</u>	18-19 Title IIA - Instructional Salaries	15,720.00	0.00	15,720.00	10,278.88	5,441.12	0.00
<u>F 1619.150</u>	18-19 Title IV - Instructional Salaries	10,535.00	0.00	10,535.00	6,887.04	3,647.96	0.00
<u>F 2118.150</u>	2017-18 Title I - Instructional	1,753.08	0.00	1,753.08	1,135.40	0.00	617.68

Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2018 To 4/30/2019



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>F 2118.160</u>	2017-18 Title I - Non-Instructional	469.73	0.00	469.73	361.00	0.00	108.73
<u>F 2118.400</u>	2017-18 Title I - Purchased Services	5,600.00	0.00	5,600.00	5,600.00	0.00	0.00
<u>F 2118.450</u>	2017-18 Title I - Supplies	937.28	0.00	937.28	520.16	0.00	417.12
<u>F 2119.150</u>	18-19 Title I - Instructional Salaries	88,500.00	0.00	88,500.00	51,484.80	18,638.40	18,376.80
<u>F 2119.160</u>	18-19 Title I - Non-Instructional Salaries	19,231.00	0.00	19,231.00	18,336.15	0.00	894.85
<u>F 2119.400</u>	18-19 Title I - Purchased Services	20,000.00	0.00	20,000.00	16,800.00	0.00	3,200.00
<u>F 2119.450</u>	18-19 Title I - Supplies & Materials	4,100.00	0.00	4,100.00	3,783.30	0.00	316.70
<u>F 3219.150</u>	18-19 IDEA Sec 611 - Instructional Salaries	62,243.00	0.00	62,243.00	40,227.38	14,361.79	7,653.83
<u>F 3219.160</u>	18-19 IDEA, Sect 611 - Non-Instructional	34,800.00	0.00	34,800.00	28,600.00	5,200.00	1,000.00
<u>F 3219.450</u>	18-19 IDEA, Sec 611 - Supplies & Materials	2,236.00	0.00	2,236.00	612.60	0.00	1,623.40
<u>F 3319.450</u>	18-19 IDEA, Section 619, Supplies	103.00	0.00	103.00	0.00	0.00	103.00
<u>F 8419.160</u>	18-19 REAP - NON-INSTRUCTIONAL SALARIES	19,851.00	0.00	19,851.00	20,765.40	0.00	-914.40
Fund FTotals:		286,079.09	0.00	286,079.09	205,392.11	47,289.27	33,397.71
<u>H 1620.295-10</u>	18-19 Small Capital Outlay-Architect	10,500.00	263.07	10,763.07	10,763.07	0.00	0.00
<u>H 1620.295-11</u>	18-19 Construction	89,500.00	-263.07	89,236.93	59,360.75	22,484.22	7,391.96
<u>H 1620.296-13</u>	2019-20 Small Capital Outlay - General Construction	0.00	0.00	0.00	508.79	9,991.21	-10,500.00
<u>H 2110.240</u>	\$3.9M Capital Project-Gen Admin Costs	0.00	0.00	0.00	-440.25	0.00	440.25
<u>H 2110.240-1</u>	General Construction-Murnane Building	0.00	0.00	0.00	114,692.00	0.00	-114,692.00
<u>H 2110.240-10</u>	SMART SCHOOL BOND ACT CONSTRUCTION	0.00	0.00	0.00	57,392.50	3,924.75	-61,317.25
<u>H 2110.240-1M</u>	General Construction - Moore Wood Flooring	0.00	6,200.00	6,200.00	11,727.05	0.00	-5,527.05
<u>H 2110.240-2</u>	HVAC Construction-HJ Brandeles	0.00	0.00	0.00	8,851.59	0.00	-8,851.59
<u>H 2110.240-3</u>	Electrical Construction-Blanding Electric	0.00	0.00	0.00	20,932.70	0.00	-20,932.70
<u>H 2110.240-5</u>	Theatrical Construction-Syracuse Scenery	0.00	56,773.00	56,773.00	56,773.00	0.00	0.00
<u>H 2110.240-7</u>	\$3.9M CAP PROJ-ARCHITECT,LEGAL,ENG	0.00	0.00	0.00	-1,037.54	0.00	1,037.54
<u>H 2110.240-9</u>	\$3.5M Project - Carpet/Tile	0.00	0.00	0.00	60,304.52	0.00	-60,304.52
<u>H 2110.250-1</u>	SBHC - Architect, Incidentals	0.00	11,081.22	11,081.22	6,947.74	4,133.48	0.00
<u>H 2110.250-2</u>	SBHC - General Construction	0.00	0.00	0.00	9,480.00	0.00	-9,480.00
<u>H 5510.200</u>	BUS PAYMENTS	0.00	0.00	0.00	247,970.92	249,492.32	-497,463.24
Fund HTotals:		100,000.00	74,054.22	174,054.22	664,226.84	290,025.98	-780,198.60

Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2018 To 4/30/2019



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
	Grand Totals:	10,526,414.09	92,767.22	10,619,181.31	7,792,377.69	2,974,949.43	-148,145.81

GILBERTSVILLE-MT. UPTON CENTRAL SCHOOL STUDENT ACCOUNTS

04/01/2019 through 04/30/2019

ACTIVITY	ADVISOR	TREASURER	BEGINNING BALANCE	PAYMENTS	DEPOSITS	ENDING BALANCE
Class of 2019 (Seniors)	Katie Parsons	Natie Pistor	\$ 6,034.65	\$ 850.00		\$ 5,184.65
Class of 2020 (Juniors)	Kristy Carey	Ethan Newman	\$ 9,129.80	\$ 269.19	\$ 997.92	\$ 9,858.53
Class of 2021 (Sophomores)	Raquel Norton	Skyler Norton	\$ 5,262.95			\$ 5,262.95
Class of 2022 (Freshmann)	Aimee Piedmonte	Angelina Correll	\$ 4,582.18	\$ 396.00	\$ 1,873.63	\$ 6,059.81
Class of 2023 (8th Grade)	Tresa Titus	Kendra Hammond	\$ 548.33	\$ 108.40		\$ 439.93
Class of 2024 (7th Grade)	Tina Hall	Mackenzie Barnes	\$ 1,293.00	\$ 747.00	\$ 1,235.00	\$ 1,781.00
Drama Club	Gerrit Bakhuizen	Hunter Christian	\$ 2,514.97	\$ 165.29	\$ 1,090.00	\$ 3,439.68
7-8 Student Council	Kaitlyn Woods, G Bonczkowski	Fiona Held	\$ 2,878.77			\$ 2,878.77
9-12 Student Council	Aimee Piedmonte	Hunter Christian	\$ 607.59	\$ 69.16		\$ 538.43
Elementary Student Council	Alicia Cummings	Emma Peck	\$ 2,724.97			\$ 2,724.97
Language	Maria Sakoulas	Hunter Christian	\$ 488.74			\$ 488.74
Band Fund	William Gilcrest	Olivia Held	\$ 9,348.80	\$ 1,000.00		\$ 8,348.80
Chorus Fund	Deanna Perkosky	Gavin Bonczkowski	\$ 519.87			\$ 519.87
National Honor Society	Cierra Stafford	Ethan Charron	\$ 2,563.40			\$ 2,563.40
SADD	Erica Knowles, Katie Izzo	Hunter Christian	\$ 5,722.38	\$ 110.00		\$ 5,612.38
Safey Patrol Special	Gerrit Bakhuizen	Emma Peck	\$ 5.00		\$ 2,538.00	\$ 2,543.00
Safety Patrol	Gerrit Bakhuizen	Emma Peck	\$ 2,313.31	\$ 8,690.00	\$ 6,809.55	\$ 432.86
Women For A Change	Aimee Piedmonte	Maya Farwell	\$ -			
Yearbook	Lynne Talbot	Mara Nolan	\$ 6,649.49		\$ 760.54	\$ 7,410.03
Technology Club	Technology Club		\$ -			\$ -
Cheerleaders	Cheerleaders		\$ 253.13			\$ 253.13
SALES TAX	SALES TAX		\$ 173.13		\$ 241.87	415
		TOTALS	\$ 63,614.46	\$ 12,405.04	\$ 15,546.51	\$ 66,755.93
DUE TO OTHER FUNDS						
		TOTALS				
SUBMITTED BY	<i>Cindy Kellum</i>		REVIEWED BY:	<i>D. J. ...</i>		

Gilbertsville-Mount Upton Central School District
Community Bank and JP Morgan Chase Bank Accounts
Monthly Treasurer's Report
April 1, 2019 through April 30, 2019

Cash Activity	General Community Interest	Cafeteria Community Interest	T & A Community Interest	Payroll Community Interest	Federal Community Interest	Student Community Interest	General MMA Chase Interest	Capital Res Chase Interest	Debt Res Chase Interest	EBALR Res Chase Interest	ERS Res Chase Interest	Unemploy- ment-Chase Interest	Liability Res Chase Interest	Capi.Savings/Ckg Chase Interest
Beginning Bal.	\$ 176,354.29	\$ 20,771.55	\$ 64,795.77	\$ 609.30	\$ 52,707.51	\$ 63,614.46	\$ 2,381,563.99	\$ 687,303.08	\$ 213,407.21	\$ 797,598.67	\$ 251,089.00	\$ 100,516.58	\$ 335,974.21	\$ 399,621.34
Cash Receipts	\$ 868,101.33	\$ 21,034.76	\$ 368,139.89	\$ 183,416.44	\$ 32,748.55	\$ 15,546.51	\$ 327,520.52	\$ 56.29	\$ 17.48	\$ 65.32	\$ 20.56	\$ 8.23	\$ 27.52	\$ 30.58
Other Adjust.														
TOTAL BEG BAL & CR	\$ 1,044,455.62	\$ 41,806.31	\$ 432,935.46	\$ 184,025.74	\$ 85,456.06	\$ 79,160.97	\$ 2,709,084.51	\$ 687,359.37	\$ 213,424.69	\$ 797,663.99	\$ 251,109.56	\$ 100,524.81	\$ 336,001.73	\$ 399,651.92
Cash Disburse.	\$ 782,728.89	\$ 14,926.30	\$ 386,213.41	\$ 183,416.33	\$ 17,445.10	\$ 12,405.04	\$ 600,000.00							\$ 65,834.54
Other Adjust.														
TOTAL CD & ADJ	\$ 782,728.89	\$ 14,926.30	\$ 386,213.41	\$ 183,416.33	\$ 17,445.10	\$ 12,405.04	\$ 600,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,834.54
Cash Balance End of Month	\$ 261,726.73	\$ 26,880.01	\$ 46,722.05	\$ 609.41	\$ 68,010.96	\$ 66,755.93	\$ 2,109,084.51	\$ 687,359.37	\$ 213,424.69	\$ 797,663.99	\$ 251,109.56	\$ 100,524.81	\$ 336,001.73	\$ 333,817.38

Reconciliation W/Bank Records	General Community	Cafeteria Community	T & A Community	Payroll Community	Federal Community	Student Community	General MMA Chase	Capital Res Chase	Debt Res Chase	EBALR Chase	ERS Res Chase	Unemploy- ment-Chase	Liability Res Chase	Cap Savings/Ckg Chase
Balance Per Bank	\$ 264,235.15	\$ 25,492.39	\$ 50,628.70	\$ 33,117.26	\$ 68,010.96	\$ 66,939.80	\$ 2,109,084.51	\$ 687,359.37	\$ 213,424.69	\$ 797,663.99	\$ 251,109.56	\$ 100,524.81	\$ 336,001.73	\$ 333,817.38
Bank Error Outstanding Checks	\$ 2,508.42		\$ 3,906.65	\$ 32,507.85		\$ 183.87								
Other Adjust.		\$ 1,387.62												
Available Cash Balance	\$ 261,726.73	\$ 26,880.01	\$ 46,722.05	\$ 609.41	\$ 68,010.96	\$ 66,755.93	\$ 2,109,084.51	\$ 687,359.37	\$ 213,424.69	\$ 797,663.99	\$ 251,109.56	\$ 100,524.81	\$ 336,001.73	\$ 333,817.38

This is to Certify that the above cash balances are in agreement with bank balances.

Received by the Board of Education and Entered as part of the minutes of the Board of
 May 14, 2019.


 DOROTHY L. IANNELLO, DISTRICT TREASURER

SHEILA NOLAN, CLERK OF THE BOARD OF EDUCATION

For Board approval, please accept the following donations to the Backpack program:

Marie Broadbent	\$100
Sandra and Andrew Meyers	\$200
Dean and Elene Veenhof	\$183
Gilbertsville First Presbyterian Church	\$150

RESOLUTION OF BOARD OF EDUCATION

**COOPERATIVE PURCHASING
SCHOOL YEAR 2019-2020**

WHEREAS,

The Cooperative Purchasing Service is a plan of a number of public school districts in the Delaware-Chenango-Madison-Otsego BOCES Area in New York, to bid jointly equipment, supplies and contract items, and

WHEREAS,

The Central School named below is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-o, and

WHEREAS,

The Central School named below wishes to appoint the Delaware-Chenango-Madison-Otsego BOCES to advertise for bid, accept, tabulate bids and award bids on their behalf; therefore

BE IT RESOLVED,

That the Board of Education of the Central School listed below hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters relating above, and designates the Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications, and,

BE IT FURTHER RESOLVED,

That the Board of Education of the Central School listed below authorizes the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and,

BE IT FURTHER RESOLVED,

That the Board of Education of the Central School listed below agrees to (1) assume its equitable share of the costs of the Cooperative Bidding; (2) abide by majority decisions of the participating districts; (3) abide by the Award of the BOCES Board; (4) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

CERTIFICATION OF DISTRICT CLERK

I, Sheila Nolan, District Clerk of the

Gilbertsville-Mt. Upton Central School Board of Education, hereby certifies that the above resolution was adopted by the required majority vote of the Board of Education at its meeting held on 5/14/2019.

Signature of District Clerk

Date

RESOLUTION OF BOARD OF EDUCATION

**GENERIC
SCHOOL YEAR 2019-2020**

WHEREAS,

It is a plan of a number of public school districts in the Delaware-Chenango-Madison-Otsego BOCES Area in New York, to bid jointly equipment, supplies and contract items, and

WHEREAS,

The Central School named below is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES Area in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-o, and

WHEREAS,

The Central School named below wishes to appoint a committee made up of participating schools to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids and providing the information to their Board of Education who will make the awards; therefore

BE IT RESOLVED,

That the Board of Education of the Central School listed below hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters relating above, and designates the Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications and,

BE IT FURTHER RESOLVED,

That the Board of Education of the Central School listed below authorizes the above committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned items, and,

BE IT FURTHER RESOLVED,

That the Board of Education of the Central School listed below agrees to (1) abide by majority decisions of the participating districts on quality standards; (2) that it will award contracts based on information provided from the bid; (3) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

CERTIFICATION OF DISTRICT CLERK

I, Sheila Nolan, District Clerk of the

Gilbertsville-Mt. Upton Central School Board of Education, hereby certifies that the above resolution was adopted by the required majority vote of the Board of Education at its meeting held on 5/14/2019.

Signature of District Clerk

Date

RESOLUTION OF BOARD OF EDUCATION

**FOOD and CAFETERIA SUPPLIES
SCHOOL YEAR 2019-2020**

WHEREAS,

It is a plan of a number of public school districts in the Delaware-Chenango-Madison-Otsego BOCES Area in New York, to bid jointly Cafeteria supplies including but not limited to food and paper items, and

WHEREAS,

The Central School named below is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES Area in the joint bidding of the commodities mentioned above as authorized by General Municipal Law, Section 119-o, and

WHEREAS,

The Central School named below wishes to appoint a committee made up of participating schools to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids and awarding bids and reporting the results to the schools; therefore;

BE IT RESOLVED,

That the Board of Education of the Central School listed below hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters relating above, and designates the Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications, and,

BE IT FURTHER RESOLVED,

That the Board of Education of the Central School listed below authorizes the above committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and,

BE IT FURTHER RESOLVED,

That the Board of Education of the Central School listed below agrees to (1) assume its equitable share of the costs of the Cooperative Bidding; (2) abide by majority decisions of the participating districts on quality standards; (3) that it will award contracts according to the recommendations of the committee; (4) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

CERTIFICATION OF DISTRICT CLERK

I, Sheila Nolan, District Clerk of the

Gilbertsville-Mt. Upton Central School Board of Education, hereby certifies that the above resolution was adopted by the required majority vote of the Board of Education at its meeting held on 5/14/2019.

Signature of District Clerk

Date

Hogan, Sarzynski,
Lynch, DeWind & Gregory, LLP

P.O. Box 660
Binghamton, NY 13902-0660
www.hsldg.com

Number 559

LEGALGRAM

May 6, 2019

TRS RESERVE FUNDS, AND HOW TO ESTABLISH ONE

New York State recently authorized school districts and BOCES to establish TRS payment reserve funds.¹ Technically, the new reserve funds are “sub-funds” of the ERS reserve fund, and may be established and funded using the same methods. As a result, effective April 12, 2019, the District may, in any given fiscal year, put an amount in the TRS reserve sub-fund not to exceed 2% of the total compensation paid to all teachers in the employ of the District or BOCES who are members of TRS during the preceding fiscal year. The maximum amount of money that may be in the reserve sub-fund at any time may not exceed 10% of the total compensation paid to all teachers working for the District who are members of TRS during the previous fiscal year. The Board may use any unassigned fund balance for the TRS reserve fund up to the statutory maximums. Teachers here includes all participants in TRS.²

The Board may create and fund the sub-fund by Board resolution. No voter approval or other steps are necessary. Since the dollar caps are per fiscal year, the Board may establish and fund one immediately, before the end of this fiscal year on June 30, 2019.

We recommend the following Board resolution to establish the fund:

Upon the recommendation of the Superintendent, and after consideration by the Board,

Moved:

Seconded:

¹ Chapter 59 of Chapter Laws of 2019 (52-g), et. seq. amending General Municipal Law §6-r

² Education Law §501 (3), (4)

RESOLVED, that the Board hereby establishes a sub-fund within the District's current retirement contribution fund already established pursuant to General Municipal Law §6-r, to be known as the Retirement Contribution Reserve Sub-Fund. The sub-fund is established pursuant to General Municipal Law §6-r for the purpose of reserving District funds to pay for New York State Teachers' Retirement System contributions, and any other lawful purpose. The source of the funds shall be any unexpended fund balance as voted from time to time by the Board of Education, and any other lawfully appropriated source. The District shall separately administer the sub-fund in accordance with the law.

We note that school districts are also required to pass a Board resolution which specifically authorizes funding any reserve fund. Therefore, the Board will need an additional resolution when it wishes to move money into the sub-fund.

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**Gilbertsville-Mt. Upton Board of Education
Regular Meeting
Tuesday, May 14, 2019**

Personnel Consent Agenda

The Board of Education will be asked to accept/approve the following Personnel Consent Agenda as recommended by the Superintendent of Schools:

Resignation (encl P1)

To accept the resignation of Yuliya Drapaniotis as a Bus Driver, effective April 29, 2019.

Resignation (encl P2)

To accept the resignation of Erica Knowles as a Social Studies Teacher, effective June 30, 2019.

Rescind SADD Advisor (encl P2)

To rescind the appointment of Erica Knowles as the SADD Advisor, Effective June 30, 2019.

Substitutes (encl P3)

To approve Carrie D'Amato as a non-certified substitute for our District, effective May 15, 2019.

To approve Meredith Hammond as a non-certified substitute for our District, effective May 15, 2019.

Secondary Social Studies Teacher (encl P4)

To appoint Shania Speenburgh as a full-time secondary social studies teacher, effective date 01 September 2019, beginning at a Step 1 of the current GMUTA contract. Upon recommendation of the Superintendent, the following probationary appointment is hereby made:

Name of appointee: Shania Speenburgh

Tenure area: Social Studies

Date of commencement of probationary service: 01 September 2019

Expiration date of appointment: 01 September 2023

Certification Status: Pending Completion

April 30, 2019

Dear Mrs. Hammond

I am writing to tender my resignation as a social studies teacher and SADD advisor effective at the conclusion of the 2018-2019 academic year. I would like to thank the district for the opportunity to serve our students these past several years.

Respectfully,

A handwritten signature in black ink that reads "Erica Knowles". The signature is written in a cursive style with a large initial 'E'.

Erica Knowles



GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL

PK-12 Main Office

May 10, 2019

Annette D. Hammond
Superintendent

To: Annette Hammond, Superintendent

CC: Board of Education

Heather Wilcox
Acting PK-12 Principal

From: Heather Wilcox

Re: Substitutes

Kristy Carey
HS Office
Administrative Asst.
Registrar

I am recommending that the following candidates be approved as Substitutes for our district with an effective date of **May 15, 2019**.

Pk-12 non-certified
Carrie D'Amato
Meredith Hammond

Deb Ostrander
Front Desk
Clerk

Please let me know if you have any questions.

Sincerely,

Issy Clapp
Student Support
Services Administrative
Asst.

Tina Hall
Elementary School
Counselor

Kathryn Parsons
MS/HS
Counselor



GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL

PK-12 Main Office

May 10, 2019

Annette D. Hammond
Superintendent

To: Annette Hammond, Superintendent

Heather Wilcox
Acting PK-12 Principal

CC: Board of Education

From: Heather Wilcox

Re: Social Studies Candidate

Kristy Carey
HS Office
Administrative Asst.
Registrar

I am recommending that Ms. Shania Speenburgh be appointed as a 7-12 Social Studies teacher beginning on September 1, 2019. Shania recently completed her student teaching here at GMU with Mr. Connell which provides both the district and Shania with many great benefits as a future employee. She is very confident with history material, but also familiar with district expectations, initiatives, and understands our student population and rural needs. Furthermore, Shania has quickly built strong connections with many students by showing them respect which she then gets in return.

Deb Ostrander
Front Desk
Clerk

Upon checking references, they consistently said that Ms. Speenburgh is a very conscientious teacher. She plans well for her lessons, maintains good classroom control, and students respond well to her style of teaching. During an observation, I overheard students commenting about how well they learn from Ms. Speenburgh. It was also mentioned that Ms. Speenburgh immersed herself in the school culture by participating in school activities, and attending student functions and events.

Issy Clapp
Student Support
Services Administrative
Asst.

I feel confident that Ms. Speenburgh will do a good job educating our students, but also supporting their social and emotional needs here at GMU. Please let me know if you have any questions.

Tina Hall
Elementary School
Counselor

Kathryn Parsons
MS/HS
Counselor

Sincerely,

Heather Wilcox

PK-12 Acting Principal



Gilbertsville-Mount Upton Middle/High School

693 State Highway 51
Gilbertsville, New York 13776
(607) 783-2207
www.gmucsd.org

To Whom It May Concern:

I have been asked to write a letter of recommendation for Shania Speenburgh. I have had the privilege of supervising Ms. Speenburgh during her high school placement for student teaching. I have been very impressed with her performance.

Because of some challenges with my schedule she was only able to take over classroom responsibility for the 2 sections of Global I. With that said, she stepped up to take over many other responsibilities outside of the classroom. She supervised a hall duty, cafeteria duty and at least one assembly when due to a misunderstanding there was very limited staff available. She also participated numerous times in the electives that were part of the workload and did teach several classes with a very challenging group of 10th graders in the Global II course.

As I said though most of her work was with Global I and the 9th grade. She did such a good job in her first 2 days that after that I only returned to the classroom for observations. In those 2 days and the subsequent observations I have seen a few things that have impressed me. Her understanding of the content and her ability to explain that content to high school students is very good. The Global I curriculum is generally a topic that new teachers struggle with; it is not the material they are usually well prepared for. If she shows such comfort and skill with the material she isn't familiar with, I imagine she will do very, very well with the more familiar content.

In addition she is constantly trying different teaching methods and cooperative activities. The most impressive thing with these activities is that she recognizes what didn't go real well and the adjustments that could be made the next time. One example sticks in my head—she tried a discussion with the whole class about human rights related to the slave trade. What ended up happening was that only a handful of the students participated. She recognized that a solution would have been to try pair-share up to groups of 4 and then the groups sharing out. That ability to recognize a weakness and adjust is very hard to do while you are teaching.

That last thing that sticks out to me is her work ethic in general. With the relatively light class load, it would have been very easy for Ms. Speenburgh to 'slack off'. She could have come in close to the start of the work day at 7:50. Instead she was in at 7 am before the majority of the teachers and often stayed late to make sure that her work was done and prepared. This dedication is especially impressive when you understand that she had over an hour commute each way.

Overall I believe you will find Shania Speenburgh an excellent addition to your staff. Her content and pedagogical knowledge is very impressive. Her ability to connect with the student is very good. Her willingness to experiment and try new techniques is key to her being a successful teacher. And finally her work ethic guarantees that she will always be prepared. I am very confident you will be pleased with your new hire.

Sincerely,

Thomas Connell

**Gilbertsville-Mt. Upton Board of Education
Regular Meeting
Tuesday, May 14, 2019**

New Items Consent Agenda

The Board of Education will be asked to accept/approve the following New Items Consent Agenda as recommended by the Superintendent of Schools:

Summer Transportation Request (encl N1)

To approve the request from the Butternut Summer Youth Program, for bus transportation to transport participants to a number of facilities for activities tentatively from July 15, 2019 through July 26, 2019.

CSEA Contract

To approve the tentative CSEA contract for the period of 01 July 2019 – 01 July 2022.

Abolishment of Board Policies (encl N2)

To approve the abolishment of the listed Board Policies on behalf of the Superintendent and Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP

-Section 5000-Non-Instructional/Business Operations & 6000-Personnel (encl N3)

- BP5410-Principals of Purchasing
- BP5420-Competitive Bids and Quotations
- BP5430-Contracts for Services and Materials
- BP5660-School Lunch Program
- BP6230-Professional Growth and Staff Development

Adopt Revised/Updated Board Policies (encl N2)

To approve/adopt the revised/updated Board Policies on behalf of the Superintendent and Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP

-Section 5000-Non-Instructional/Business Operations & 6000-Personnel

- BP5251-Sale and Disposal of District Property
- BP5421-Procurement of Goods and Services
- BP5440-Procurement: Uniform Grant Guidance for Federal Awards
- BP5670-Records Management
- BP5687-Non-Discrimination and Anti-Harassment
- BP6110-Code of Ethics for Employees and Officers

Uniform Guidance-Internal Controls (encl N3)

I would like to recommend that the board approve a resolution approving the district's recognition and responsibility of the documented Internal Controls as it relates to the new Uniform Guidance for Federally funded projects.

To: Mrs. Hammond and the GMU Board of Education

From: Mackenzie Henry, Program Director

Date: May 2nd, 2019

Re: Requesting Bus Transportation

Hello,

I am requesting the use of a bus for the 2019 Butternut Summer Youth Program. This year's program will begin on Monday, July 15th and tentatively continue through Friday July 26th. These dates are tentative as we may have a two-week full day program or a 4 week half day program; this has yet to be decided. Again, this year we will need transportation to a number of facilities for activities. I have been in contact with Mr. Zaczek but have not yet received a response. The driver's salary will be covered by the village.

I appreciate your support of this program in the past years and look forward to your continued consideration.

Thank you,
Mackenzie Henry

POLICY

1993

5410

Non-Instructional/Business
Operations

SUBJECT: PRINCIPLES OF PURCHASING

The Board subscribes to the following principles of purchasing:

- a) Requisitions- All purchases initiated by personnel shall follow the procedures for requisitions and purchases. The requisition is a formal written request from a person in the school system for the purchase of supplies or equipment. It should be remembered that the requisition is a request and not a guarantee that a purchase will actually be made.
- b) The Purchase Order- The purchase order is a document that authorizes a vendor to deliver described merchandise or materials at the specified price.
- c) Procedures- Procedures shall be developed and administered by the Superintendent/designee for the requisitioning, purchasing, receipt, and distribution of the supplies and equipment.
- d) Request for Proposal Process for the External Independent Auditor- Engagement of an External Independent Auditor shall not be for a term longer than five (5) consecutive years. The District may, however, permit an external independent auditor, engaged under an existing contract for such services, to submit a proposal for such services in response to a request for competitive proposals or to be awarded a contract to provide such services under a request for proposal process.

Commissioner's Regulations
Section 170.2

Adopted: 7/6/1993
Revised/Adopted: 11/8/11

POLICY

1993

5410

Non-Instructional/Business
Operations

SUBJECT: PRINCIPLES OF PURCHASING

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- a) Requisitions - All purchases initiated by personnel shall follow the procedures for requisitions and purchases. The requisition is a formal written request from a person in the school system for the purchase of supplies or equipment. It should be remembered that the requisition is a request and not a guarantee that a purchase will actually be made.
- b) The Purchase Order - The purchase order is a document that authorizes a vendor to deliver described merchandise or materials at a specified price.
- c) Procedures - Procedures shall be developed and administered by the Superintendent/designee for the requisitioning, purchasing, receipt, and distribution of the supplies and equipment.

Commissioner's Regulations
Section 170.2

Adopted: 7/6/93

POLICY

1993

5420

Non-Instructional/Business
Operations

SUBJECT: COMPETITIVE BIDS AND QUOTATIONS

As required by law, the Superintendent will follow normal bidding procedures in all cases where needed quantities of like items will total the maximum level allowed by law during the fiscal year, (similarly for public works-construction, repair, etc.) and in such other cases that seem to be to the financial advantage of the School District.

A bid bond may be required if considered advisable.

No bid for supplies shall be accepted that does not conform to specifications furnished unless specifications are waived by Board action. Contracts shall be awarded to the lowest responsible bidder who meets specifications. However, the Board may choose to reject any bid.

Rules shall be developed by the administration for the competitive purchasing of goods and services.

The Superintendent may authorize purchases within the approved budget without bidding if required by emergencies and are legally permitted.

The Superintendent is authorized to enter into cooperative bidding for various needs of the School District. The Board will be notified of all such purchases at the next Board meeting.

General Municipal Law Sections
103 and 119(o)
Commissioner's Regulations
Section 170.2

Adopted: 7/6/93

POLICY

1993

5430

Non-Instructional/Business
Operations

SUBJECT: CONTRACTS FOR SERVICES AND MATERIALS

No contracts for services or materials shall be made by individuals or organizations in the school that involve expenditures without first securing approval for such contract from the Purchasing Agent.

No Board member, officer or employee of the School District shall have an interest in any contract entered into by the Board or the School District.

Education Law Section 305(14)
General Municipal Law, Article 18

Adopted: 7/6/93

POLICY

1993

5660

Non-Instructional/Business
Operations

SUBJECT: SCHOOL LUNCH PROGRAM

The Board has entered into an agreement with the New York State Education Department to participate in the National School Lunch Programs and to receive commodities donated by the Department of Agriculture and to accept responsibility for providing free and reduced price lunches to students in the schools of the District.

The Superintendent or his/her designee shall have the responsibility to carry out the rules of the School Lunch Program. The determination of which students are eligible is the responsibility of the Superintendent or his/her designee. Appeals regarding eligibility should be submitted to the Superintendent.

Child Nutrition Program

Because of the District's participation in the child nutrition program, the Board of Education approves the establishment of a system to allow a student to charge a lunchtime meal. The Superintendent is directed to develop rules which addresses:

- a) What can be charged;
- b) The limit on the number of charges per student;
- c) The system used for identifying and recording charge lunches;
- d) The system used for collection repayments.

The Board authorizes the administration to develop guidelines concerning disciplinary measures for the child nutrition programs to conform with and be incorporated into the School District's overall written policy on School Conduct and Discipline, which is designed to promote responsible student behavior. All parents are to be informed of the specific regulations and subsequent penalties concerning the child nutrition program by the District.

Restriction of Sweets in School

The sale of sweetened foods will be prohibited from the beginning of the school day until the end of the last scheduled meal period.

(Continued)

POLICY

1993

5660

Non-Instructional/Business
Operations

SUBJECT: SCHOOL LUNCH PROGRAM (Cont'd.)

Sweetened foods consist of sweetened soda water, chewing gum, candy, including hard candy, jellies, gum, marshmallow candies, fondant, licorice, spun candy, candy coated popcorn, and water ices except those which contain fruit or fruit juices.

Education Law Sections
915, 1709(22) and (23)
National School Lunch Act 1946
Child Nutrition Act 1966

Adopted: 7/6/93

POLICY

1995

6230

Personnel

SUBJECT: PROFESSIONAL GROWTH AND STAFF DEVELOPMENT

It is the policy of the District that attention be given to in-service and pre-service staff development programs. The superintendent is directed to arrange in-service education programs that will help all personnel master new methods acceptable to schools, or to improve techniques already in use, with the object of improving their professional competencies.

All members of the District staff are encouraged to continue their formal education as well as to attend appropriate work-related workshops, conferences and meetings, and to take an active part in work-related organizations.

The Board of Education authorizes the superintendent to appropriate funding for said workshops and conferences and pay for actual and necessary conference expenses, including, but not limited to, meals, travel (business travel only), and fees. Meals are permissible expenditures and are part of the Board's plan to maintain a positive, professional work environment that fosters long-term commitment and enhances professionalism. Receipts for meals, travel, and fees are required prior to reimbursement by the District.

Certified Staff

While the district supports and encourages continuous professional growth of certified staff, attainment and maintenance of educational and other qualifications for certification by the NYS Education Department to teach or practice in a specific tenure area is the primary responsibility of individual staff members.

Graduate Projects

The District generally discourages certified staff engaged in graduate or other studies involving field research from using students of this District, especially in classes under their instruction, as a basis for research. An exception to this restriction may be permitted only where the research is directly related to curriculum and therefore provides students with clear curricular and instructional benefits. All such projects may be approved by the Superintendent and brought to the attention of the Board of Education a minimum of sixty days prior to commencement.

Approved 5/2/95
Revised 2/15/05

POLICY

1993

5251

Non-Instructional/Business
Operations

SUBJECT: SALE AND DISPOSAL OF DISTRICT PROPERTY

Building Principals and/or the appropriate supervisors are responsible for identifying obsolete or surplus equipment and supplies within their area(s) of responsibility. Each year a determination shall be made of equipment, supplies and/or materials that are obsolete and cannot be salvaged or utilized effectively or economically by the District. Such equipment, supplies, or materials shall be sold through bid procedures, if possible, for the highest possible price. The School Business Official shall be authorized to dispose of obsolete or surplus equipment and supplies in a manner consistent with established guidelines.

Adopted: 7/6/93
Revised: 3/7/06

Disposal of District Property

The School Business Official shall be authorized to dispose of obsolete or surplus equipment and supplies in the following manner:

1. reassign the items, as needed, to other locations within the School District;
2. centralize the storage of items of potential usefulness;
3. discard or sell as surplus those items determined to be of no further use or worthless following approval by the Board of Education.

Following approval by the Board of Education, items may be sold in the following manner:

1. offer to sell the items to local municipalities or local non-profit organizations;
2. sell items at a public sale. In the event of a public sale, notice of availability of such equipment, supplies and materials and requests for bids shall be disseminated through announcements in local newspapers and such other appropriate means. Items shall be offered for sale to the general public except that no Board member, officer or employee of the District shall be eligible to bid on the equipment, supplies and or materials; and
3. sell remaining items as scrap for the best obtainable amount or discard in the safest, least expensive manner.

POLICY

2019

5251
1 of 1

Non-Instructional/Business
Operations

SUBJECT: SALE AND DISPOSAL OF DISTRICT PROPERTY

Building Principals and/or the appropriate supervisors are responsible for identifying obsolete or surplus equipment and supplies within their area(s) of responsibility. Each year a determination shall be made of equipment, supplies and/or materials that are obsolete and cannot be salvaged or utilized effectively or economically by the District. Such equipment, supplies, or materials shall be sold through bid procedures, if possible, for the highest possible price. The School Business Official shall be authorized to dispose of obsolete or surplus equipment and supplies in a manner consistent with established guidelines.

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Following approval by the Board of Education, items may be sold in the following manner:

1. offer to sell the items to local municipalities or local non-profit organizations;
2. sell items at a public sale. In the event of a public sale; notice of availability of such equipment, supplies and materials and requests for bids shall be disseminated through announcements in local newspapers and such other appropriate means. Items shall be offered for sale to the general public except that no Board member, officer or employee of the District shall be eligible to bid on the equipment, supplies and or materials; and
3. sell remaining items as scrap for the best obtainable amount or discard in the safest, least expensive manner.
4. all items offered for sale or donated according to this policy shall be sold "as is" and potential buyers shall be notified that all sales and gifts of District property are "as is".
5. all items approved for sale by the Board of Education should include an upset price approved by the Board, which is the lowest price that the Board of Education will accept for a particular item.

Approved:

POLICY

1993

5421

Non-Instructional/Business
Operations

SUBJECT: PROCUREMENT OF GOODS AND SERVICES

The Board of Education recognizes its responsibility to ensure the development of procedures for the procurement of goods and services not required by law to be made pursuant to competitive bidding requirements. These goods and services must be procured in a manner so as to:

- a) Assure the prudent and economical use of public moneys in the best interest of the taxpayer;
- b) Facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and
- c) Guard against favoritism, improvidence, extravagance, fraud and corruption.

These procedures shall contain, at a minimum, provisions which:

- a) Prescribe a process for determining whether a procurement of goods and services is subject to competitive bidding and if it is not, documenting the basis for such determination;
- b) With certain exceptions (purchases pursuant to General Municipal Law, Section 186, State Finance Law, Section 175-b or those circumstances or types of procurements set forth in (f) of this section), provide that alternative proposals or quotations for goods and services shall be secured by use of written request for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of Section 104-b of General Municipal Law;
- c) Set forth when each method of procurement will be utilized;
- d) Require adequate documentation of actions taken with each method of procurement;
- e) Require justification and documentation of any contract awarded to other than the lowest responsible dollar offer, stating the reasons; and
- f) Set forth any circumstances when, or the types of procurement for which, the solicitation of alternative proposals or quotations will not be in the best interest of the District.

(Continued)

POLICY

1993

5421

Non-Instructional/Business
Operations

SUBJECT: PROCUREMENT OF GOODS AND SERVICES (Cont'd.)

Any unintentional failure to fully comply with these provisions shall not be grounds to void action taken or give rise to a cause of action against the District or any District employee.

All policies and procedures regarding the procurement of goods and services shall be reviewed at the Organizational Meeting by the Board.

General Municipal Law,
Sections 103(1)(5) and
104-b

Adopted: 7/6/93

POLICY

2001

AR 5421

Non Instructional Business Operations

Services contracted by the district which total less than \$10,000.00 will be approved by the Superintendent for recommendation to the Board after quotations have been reviewed with the appropriate supervisor. Although three quotations in writing are recommended, due to the fact that it is not always possible to receive three quotations, a decision to purchase services may be approved with less than three quotations.

Services contracted by the district which total \$20,000.00 and above must have RFPs (Request for Proposals) which are submitted in writing with a minimum of three RFPs before a decision is to be recommended for approval.

Equipment purchased by the district which totals less than \$5,000.00 will be approved by the Superintendent upon review of quotations with the appropriate supervisor. Although three quotations in writing are recommended, due to the fact that it is not always possible to receive three quotations, a decision to purchase goods may be approved with less than three quotations.

Equipment purchased by the district which totals between \$5,000.00 and \$10,000.00 will require a minimum of three written proposals before such goods are recommended for purchase.

Approved: 9/18/2001

Revised: 8/17/2010

Hogan, Sarzynski,
Lynch, Surowka & DeWind, LLP

P.O. Box 660
Binghamton, NY 13902-0660
www.hslsd.com

Number 446

LEGALGRAM

July 13, 2010

Revised Bid Limits
Part Two

In our Legalgram Number 436, published in December 2009, we told you that the Legislature enacted and the Governor signed a law raising the bid threshold set by the General Municipal Law on public work projects from \$20,000 to \$35,000.

General Municipal Law §103 has been amended again. This time the bid threshold on purchases was raised from \$10,000 to \$20,000. The law, Chapter 56 of the Laws of 2010, became effective on June 22, 2010.

Please review your school district's purchasing and contracting policies. If the policy states either of the former bid thresholds, then it should be modified in accordance with the new legislation.

Issued for the use and reliance by retainer clients of
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POLICY

2019

5421
1 of 3

Non-Instructional/Business
Operations

SUBJECT: PROCUREMENT OF GOODS AND SERVICES

DETERMINATION OF WHETHER PUBLIC BIDDING IS REQUIRED

The Superintendent shall determine whether public bidding is required. If the determination is made that public bidding is not required because of the cost of acquisition, the Superintendent shall make a written certification specifying the estimated cost and the basis of such determination. The cost of a particular item will be based on the total acquisition cost of the same or similar items during the entire school year or the term of the contract. Such certificate shall be filed with the Clerk of the District.

PROCEDURES WHEN PUBLIC BIDDING REQUIRED

The Administration shall develop administrative procedures to make sure public bidding requirements are followed when public bidding is required by law.

Best Value: The District may award contracts on the basis of best value HS' defined by General Municipal Law and Local Finance Law in addition to the basis of lowest responsible bidder or method wherever permitted by law.

Cooperative Purchasing: In addition to any other manner of procuring permitted by law, the District may procure from contracts let the United States Government, or any agency thereof, any state or any other county or political subdivision or district therein if such contract was let to the lowest responsible bidder or on the basis of best value In a manner consistent with General Municipal Law 103 and made available for use by other governmental entities.

PROCEDURES PURSUANT TO GENERAL MUNICIPAL LAW 104-B WHEN PUBLIC BIDDING NOT REQUIRED

The following procedures shall be followed regarding all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law § 103 (1).

If the determination is made that bidding is not required because the law does not require competitive bidding for the particular event, product, or services, the Superintendent shall file with the Clerk of the Board a written opinion by the school attorney so stating.

The resolution of award shall make reference to the certification or opinion filed with the Clerk of the Board.

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WHEN PARTICULAR ALTERNATE PROPOSALS SHALL BE USED

In relation to acquisitions in excess of \$1,000, written quotations shall be obtained after the solicitation of proposals from at least three vendors. Quotations from current catalogs, including the current State contract catalog, shall be considered a written proposal.

If the cost of acquisition shall be \$1,000 or less, the procedure for acquisitions in excess of \$1,000 may be followed, or oral quotations may be obtained. When oral quotations are received, a written memorandum shall be maintained indicating, at least, the date of the quotation, the name of the company, the person who gave the quote, the item quoted, and the actual quotation.

All documentation shall be filed with the Clerk of the Board and the Board shall, in its resolution of award, make reference to the quotations received and the fact that the documents regarding the quotations are filed with the Clerk of the Board.

PROCEDURE WHEN AWARD IS NOT MADE TO THE LOWEST SUPPLIER

An award need not be awarded to the lowest supplier when:

- The bidder is not a responsible bidder.
- The language submitted by the bidder imposes conditions which, in the written opinion of the school Superintendent or attorney are not in the best interests of the district.
- The bidder fails to demonstrate that the item or service can be delivered at the appropriate time.
- The proposed product, in the written opinion of the Superintendent, is not compatible with the products which interact with the product desired to be acquired.
- In relation to professional services, that there is an existing relationship and such continued relationship is in the best interests of the district.
- In relation to professional services, that the experience or educational basis is not the same. It is the desire of the Board to acquire the best professional services available to meet the needs of the district. When proposals are received for professional services,

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the Board shall consider the professional experience of the applicants in rendering similar services to other school districts or to this school district. When professional services are awarded on the basis of experience and background, the resolution of the Board shall identify the various elements considered in making the award.

- The District shall give preference in purchasing instructional materials to any vendor able to provide those materials in alternative formats.

WHEN NO BID IS RECEIVED

When the procedures are followed and no bid is received, the Board of Education shall, by resolution, set forth another method to follow to obtain a quote. The procedures shall then be followed.

PROCEDURES OF § 103 (I)

In all situations, the Superintendent may elect to follow the procedures of General Municipal Law § 103 (I) even though bidding is not required by law or the anticipated cost is under the statutory limits.

ANNUAL REVIEW

This policy shall be reviewed annually. The annual review shall take place during the first six weeks of the beginning of the school year. This policy shall be considered a continuing policy unless modified by resolution of the Board.

PRIOR CONSULTATION

Before enacting this resolution, comments concerning the policies and procedures were solicited from the Superintendent, Assistant Superintendents, individuals in the business office, building principals and other administrators, as well as the clerk, treasurer, internal auditor, and purchasing agent.

Adopted:

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SUBJECT: PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS

The District will follow all applicable requirements in the Uniform Grant Guidance Code of Federal Rights (2 CFR Part 200) whenever it procures goods or services using federal grant funds awarded through formula and/or discretionary grants, including funds awarded by the United States Department of Education as grants or funds awarded to a pass-through entity, such as the New York State Education Department, for subgrants.

Uniform Grant Guidance Requirements

Under the Uniform Grant Guidance, the District will, among other things:

- a) Use its own documented procurement procedures which reflect applicable state, local and tribal laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in the Uniform Grant Guidance.
- b) Establish and maintain effective internal controls that provide reasonable assurance that the District is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. Internal controls means a process, implemented by the District, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:
 1. Effectiveness and efficiency of operations;
 2. Reliability of reporting for internal and external use; and
 3. Compliance with applicable laws and regulations.
- c) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- d) Evaluate and monitor the District's compliance with statutes, regulations, and the terms and conditions of federal awards.
- e) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(Continued)

SUBJECT: PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS

- f) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the District considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.
- g) Maintain oversight to ensure contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- h) Maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.
- i) Have procurement procedures in place to avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase.
- j) Award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to matters such as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- k) Maintain records that sufficiently detail the history of the procurement including, but not limited to:
 - 1. Rationale for the method of procurement;
 - 2. Selection of contract type;
 - 3. Contractor selection or rejection; and
 - 4. The basis for the contract price.
- l) Use time and material contracts, only after a determination that no other contract is suitable and the contract includes a ceiling price that the contractor exceeds at its own risk.
- m) Conduct all procurement transactions in a manner providing full and open competition consistent with the standards of the Uniform Grant Guidance.

(Continued)

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Operations

SUBJECT: PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS

- n) Conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.
- o) Have written procedures for procurement to ensure that all solicitations:
 - 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured; and
 - 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids.
- p) Ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition.
- q) Use one of the following methods of procurement, which include:
 - 1. Micro-purchases;
 - 2. Small purchase procedures;
 - 3. Sealed bids;
 - 4. Competitive proposals; and
 - 5. Noncompetitive proposals.
- r) Have a written method for conducting technical evaluations of the proposals received and for selecting recipients.
- s) Take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- t) Include in all contracts made by the District the applicable provisions contained in Appendix II of the Uniform Grant Guidance -- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
- u) Perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications.

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Non-Instructional/Business
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SUBJECT: PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS

- v) Negotiate profit as a separate element of the price for each contract in which there is not price competition and in all cases where an analysis is performed.
- w) Comply with the non-procurement debarment and suspension standards which prohibit awarding contracts to parties listed on the government-wide exclusions in the System for Award Management (SAM).

Adopted:

POLICY

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Non-Instructional/Business
Operations

SUBJECT: RECORDS MANAGEMENT

A records management officer shall be designated by the Superintendent, subject to the approval of the Board of Education. Such records management officer shall coordinate the development of and oversee a program for the orderly and efficient management of records, including the legal disposition or destruction of obsolete records, and be given the authority and responsibility to work with other local officials at all levels in the development and maintenance of the records management program.

In addition, a Records Advisory Board may be created to assist in establishing and supporting the records management program. The District's legal counsel, the fiscal officer, and the Superintendent/designee may comprise the Advisory Board.

The Superintendent shall develop appropriate regulations and procedures.

Retention and Disposition of Records

The Superintendent shall retain records for such a period and dispose of them in the manner described in Records Retention and Disposition Schedule ED-1, established pursuant to Part 185, Title VIII of the Official Compilation of Codes, Rules and Regulations of the State of New York and Article 57-A of the Arts and Cultural Affairs Law.

Commissioner's Regulations
Section 185
Public Officers Law
Section 65-b
Local Government Records Act of 1987

Adopted: 7/6/93

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Non-Instructional/Business
Operations

SUBJECT: RECORDS MANAGEMENT

1. Chief Executive's Duties.

The Chief Executive Officer shall be responsible for insuring compliance with these regulations and shall designate one or more persons as Records Access Officer by name or by specific job title and business address who shall have the duty of coordinating the District's response to public requests for access to records.

2. Records Access Officer.

The Records Access Officer is responsible for assuring that District personnel:

- a. Maintain an up to date subject matter list.
- b. Assist the requester in identifying requested records, if necessary.
- c. Upon locating the records, take one of the following actions:
 - i. Make records promptly available for inspection; or,
 - ii. Deny access to the records in whole or in part and explain in writing the reasons therefor.
- d. Upon request for copies of records:

or,

 - i. Make a copy available upon payment or offer to pay established fees, if any;
 - ii. Permit the requester to copy these records.
- e. Upon request, certify that a transcript is a true copy of records copied.
- f. Upon failure to locate records, certify that:
 - i. The District is not the legal custodian for such records;
 - ii. The records of which the District is a legal custodian cannot be found after diligent search.

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Non-Instructional/Business
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3. Location.

The District records shall be available for public inspection and copying at Gilbertsville-Mt. Upton CSD.

4. Hours for Public Inspection.

The District shall accept requests for public access to records and produce records during all hours the District offices are regularly open for business.

5. Requests for Public Access to Records.

a. Where request for records is required, such request may be oral or in writing. However, a written request shall not be required for records that have been customarily available without written request. Requests will be accepted by e-mail.

b. A request shall reasonably describe the record or records sought. Whenever possible, a person requesting records shall supply information regarding dates, file designations or other information that may help to describe the records sought.

c. If a record sought cannot be supplied within five business days of receipt of a request, the District shall furnish a written acknowledgment of receipt of the request and a statement of the approximate date when the request will be granted or denied. If access to records is neither granted nor denied within ten business days after the date of acknowledgment of receipt of the request, the request may be construed as a denial of access that may be appealed.

d. The District shall maintain a reasonably detailed current list by subject matter of all records in its possession, whether or not records are available pursuant to Public Officers Law, Section 87 2.

i. The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought.

ii. The subject matter list shall be updated not less than twice per year. The date of the most recent updating shall appear on the first page of the subject matter list.

e. No records may be removed by the requester from the office where the record is located without the permission of the Chief Executive Officer.

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Non-Instructional/Business
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6. Denial of Access of Records.

a. The District Board President shall hear appeals for denial of access to records under the Freedom of Information Law.

b. Denial of access shall be in writing stating the reason therefor and advising the requester of his right to appeal to the Board President, who shall be identified by name, business address and business telephone number.

c. If the District fails to provide requested records promptly as required by law, such failure shall be deemed a denial of access by the District.

d. Any person denied access to records may appeal within 30 days of denial.

e. The time for deciding the appeal by the Board President shall commence upon receipt of written appeal identifying:

- i. The date and location of request for records;
- ii. The records to which the requester was denied access; and
- iii. The name and return address of the requester.

f. The District shall transmit to the Committee on Open Government, copies of all appeals upon receipt of an appeal. Such copies shall be addressed to:

Committee on Open Government Department of State
162 Washington Avenue
Albany, NY 12231

g. The School Board President shall inform the requester and the Committee on Open Government of the decision in writing within seven business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth in subdivision f of this section.

h. A final denial of access to a requested record shall be subject to court review, as provided in Article 78 of the Civil Practice Law and Rules.

(Continued)

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Non-Instructional/Business
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7. Fees.

a. There shall be no fee charge for the following:

- i. Inspection of records;
- ii. Search for records; or,
- iii. Any certification pursuant to this bylaw.

b. A charge for copies of records shall be as follows:

- i. The fee for copying records shall be 25 cents per page for photocopies not exceeding 9 x 14 inches.
- ii. The fee for copies of records not covered by paragraph above shall not exceed the actual reproduction cost as defined by Public Officers Law.

8. Public Notice.

The District shall publicize by publication in the local newspaper having general circulation in the District:

- a. The location where public records shall be made available for inspection and copying.
- b. The name, title, business address and business telephone number of the designated Records Access Officer.
- c. The right to appeal by any requester denied access to a record for whatever reason and the name and business address of the person to whom an appeal is to be directed.

9. The bylaw previously adopted in accordance with Article 6 of the Public Officers Law (Freedom of Information Law) is hereby revoked.

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Non-Instructional/Business
Operations

Gilbertsville-Mt. Upton Central School District

PUBLIC NOTICE IN ACCORDANCE WITH THE REGULATIONS OF THE COMMITTEE ON OPEN GOVERNMENT

- I. The location where records shall be made available for inspection and copying is:
Gilbertsville-Mt. Upton CSD, 693 State Highway 51, Gilbertsville, New York 13776

- II. The Records Access Officer is:

Sheila Nolan, 693 State Highway 51, Gilbertsville, New York 13776, 607-783-2207

- III. A person denied access to a record for whatever reason shall have the right to appeal in accordance with the bylaw of the District. The name and address of the Appeal Officer is:

Jeremy Pain, 693 State Highway 51, Gilbertsville, New York 13776

Adopted:

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BP 5687

Non-Instructional Business
Operations

SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT

The school district does not discriminate in employment or in the education programs and activities which it operates on the basis of actual or perceived sex, race, color, national origin, creed, religion, marital status, age, disability, military status, sexual orientation, gender identity, gender expression, predisposing genetic characteristics, ethnic group, religious practice or weight in violation of Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, or § 504 of the Rehabilitation Act of 1973, New York State Human Rights Law, and the Dignity for All Students Act of 2012.

Supersedes BP7616 and BP6120
Approved by BOE: 4/6/04
Revised/Adopted: 06/19/2012

Section 1

If any person believes that the School District or any of the District's staff has failed to apply or has inadequately applied the principles or regulations of (1) Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, or (3) § 504 of the Rehabilitation Act of 1973, that person may bring forward a complaint, which shall be referred to as a grievance, to the District's compliance officer.

Section 2

Step (a):

The complainant shall discuss the grievance informally with the compliance officer, or may file a written complaint with the compliance officer. The compliance officer will then investigate the substance of the complaint in a thorough and impartial manner. The compliance officer will reply to the complainant in writing within seven days of the initiation of the complaint.

Step (b):

If the complainant wishes to appeal the decision of the compliance officer, the complainant may submit a signed statement of appeal to the Superintendent within seven days after receipt of the compliance officer's response. The Superintendent shall meet with the complainant and any representative and make such other inquiries which the Superintendent deems appropriate. Thereafter, the Superintendent shall set forth a conclusion and respond in writing to the complainant within 14 days.

Step (c):

If the complainant is not satisfied with the conclusion of the Superintendent, the complainant may appeal through a signed, written statement to the Board of Education within seven days of receipt of the Superintendent's response in Step (b). In an attempt to resolve the grievance, the Board of Education shall meet with the complainant and any representative within 30 days of receipt of such an appeal. The Board's written disposition of the appeal shall be sent to the complainant within ten days of this meeting.

Step (d):

If the grievance has not been satisfactorily settled at Step (c), further appeal may be made to the Office of Civil Rights, Department of Education, Washington, D.C. 20201.

Section 3

The compliance officer, on request, will provide a copy of the District's grievance procedure to any employee or student of the District.

A copy of each of the Acts and Regulations upon which this notice is based will be made available upon written request directed to the district's compliance officer.

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When used in this policy days shall mean calendar days. The words person and complainant shall include an employee as well as a student of the District.

Inquiries concerning the nondiscriminatory policy may be made to Director, Office for Civil Rights, Department of Education, and Washington, D.C. 20201.

Publication

The School District shall promulgate this policy and sexual harassment policy as follows:

- A copy of this policy and the sexual harassment policy shall be inserted in the first pay envelope of each employee every school year. In relation to an employee hired during the school year, these policies shall be inserted in the first paycheck paid to the employee.
- These policies shall be published as part of the District's student handbook.
- These policies shall be published annually in the official newspaper of the District.
- These policies shall be provided annually to the president of each bargaining unit.

Annual publications shall contain the name, business address and telephone number of the District's compliance officer.

Employment Application

Each employment application of the School District shall contain the following language:

- The School District does not discriminate in employment or in the education programs and activities which it operates on the basis of sex, sexual orientation, age, ethnicity, religion, race, or handicap in violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, or § 504 of the Rehabilitation Act of 1973 and the New York State Human Rights Law.

DISABILITY HARASSMENT/DISCRIMINATION: STUDENTS

Gilbertsville-Mount Upton CSD affords all students equal educational opportunities, as well as, equal opportunities to participate in extracurricular activities and prohibits discrimination and harassment in any program or activity of or sponsored by Gilbertsville-Mount Upton CSD. Disability harassment is a form of discrimination and is prohibited by Gilbertsville-Mount Upton CSD policy and by state and federal law.

OVERVIEW

Discrimination and harassing behaviors include, but are not limited to, making comments, name-calling, conduct of a physical nature, or other expressive behavior directed at an individual or group on the basis of an individual or group's disability or disabilities. Discriminatory and harassing behavior creates a demeaning, intimidating, and hostile educational environment.

Discrimination/Harassment is considered to have occurred when such conduct:

- has the purpose or effect of creating an intimidating, hostile or offensive academic environment,
- has the purpose or effect of substantially or unreasonably interfering with a student's academic performance, or
- otherwise adversely affects an individual's academic opportunities.

PREVENTION AND REMEDIATION

School personnel who become aware of disability-related harassment shall act promptly to address the harassment with the goal of preventing it from recurring and, where appropriate, to address the effects on the student who was harassed. Remedial measures will generally include counseling of persons(s) who have been harmed by harassment and person(s) who have been responsible for the harassment of others and implementing monitoring programs to follow up on addressed issues of disability harassment. Students should report any concerns related to disability harassment to the school principal, a teacher or counselor, or other school personnel.

COMPLAINT PROCEDURES

Who may file a complaint:

Students and/or parent(s) and/or legal guardian(s) who believe his/her child has been subjected to disability harassment by another student, teacher, administrator or other school personnel should report the incident(s) immediately to a school administrator, teacher or a counselor or other school personnel.

Gilbertsville-Mount Upton CSD encourages students, or parent(s) or legal guardian(s) to report incident(s) of disability harassment. If the student or parent(s) or legal guardian(s) desires further assistance regarding the complaint, the Special Education Supervisor may be contacted.

How to file a complaint:

Complaints may be filed with the Special Education Supervisor. Complaints must be submitted in writing within 180 days from the date of alleged act(s), unless the time for filing is extended by the Superintendent of School's Office for good cause. All inquiries and discrimination complaints filed with the Gilbertsville-Mount Upton CSD are confidential to the extent possible as described below. Confidentiality also applies to the investigative process.

Where to file a complaint:

Gilbertsville-Mount Upton CSD
Special Education Supervisor
Gilbertsville, New York 13776

Investigation Procedures and Decision of Investigator

Upon receipt of a report or complaint alleging disability harassment/discrimination, the Special Education Supervisor shall immediately undertake or authorize an investigation. The investigation may be conducted by school administrators or by a third party investigator, as determined by the Special Education Supervisor.

The investigation will, at a minimum, consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint.

The investigation will be completed as soon as practicable. The investigator shall make a written report to the office of the Special Education Supervisor with a copy to the Superintendent of Schools upon completion of the investigation. If the complaint involves the Superintendent of Schools, the report may be filed directly with the Clerk of the Board of Education. The report shall include the investigator's conclusion as to whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

The Superintendent of Schools upon receipt of the investigator's report shall make the final determination as to whether the alleged conduct constitutes a violation of this policy. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

Upon a finding that disability harassment/discrimination has occurred, a proper response shall be fashioned by the appropriate administrator. Building principals addressing violations of this

policy by students and the Superintendent of Schools addressing violations of this policy by employees and/or students should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred.

Steps may be taken by the appropriate administrator to protect the complainant, students, teachers, administrators or other personnel pending completion of an investigation of alleged disability harassment/discrimination.

The results of the investigation of each complaint filed under these procedures will be reported in writing to the complainant or his/her legal guardian by the Office of the Superintendent. However, if necessary to comply with state and federal privacy laws, a copy of the investigator's report shall not be provided to any third party.

Disciplinary Consequences

Any individual who violates this policy by engaging in prohibited conduct that directly or indirectly causes intimidation, harassment, or physical harm to another student or employee will be subject to disciplinary action.

Retaliation

No person will suffer retaliation or intimidation for participating in the complaint process.

Retaliation means some type of adversarial or punitive action taken against an individual or individuals as a result of filing a complaint or participating in the complaint process. Retaliation against any student seeking assistance at their school, filing a complaint, or participating in the investigative process is grounds for a subsequent retaliation/harassment complaint.

Confidentiality

Gilbertsville-Mount Upton CSD will respect the privacy of the complainant, the individual(s) against whom the complaint is filed and the witnesses as much as possible, consistent with our legal obligations to investigate, take appropriate action, and conform to any legal discovery or disclosure obligations.

LEGAL COMPLIANCE

The Special Education Supervisor has the responsibility to monitor the compliance of state and federal laws and regulations as well as District policies and procedures related to disability harassment. The Americans with Disabilities Act and Section 504 of the Rehabilitation Act Coordinator for the District is the Special Education Supervisor. Parents/guardians, or the student (if 18 or over) also have the right to contact or file a complaint with the U.S Department of Education, Office of Civil Rights, Washington, DC. www.hhs.gov/ocr

**REPORT FORM FOR REPORTS OR COMPLAINTS OF SEXUAL HARASSMENT,
AND HARASSMENT BECAUSE OF RACE, NATIONAL ORIGIN, RELIGION AND
DISABILITY**

Complainant: _____

Home Address:

Work Address (if applicable):

Home Phone: _____

Work Phone: _____

Date of alleged incident(s): _____

Did the incidents involve:

sexual _____ racial _____ national origin _____ disability _____ religion _____

Name of person(s) you believe harassed you or another person:

If the alleged harassment was toward another person, identify that other person:

Describe the incident as clearly as possible, including such things as what force, if any, was used, any verbal statements (i.e. threats, requests, demands, etc.), what, if any, physical contact was involved. Attach additional pages as necessary.

When and where did the incident occur?

List any witnesses who were present:

This complaint is based upon my honest belief that _____ has harassed me or another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received by

Date

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Non-Instructional/Business
Operations

SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT

This policy applies to both students and employees.

The District does not discriminate in employment or in the education programs and activities which it operates on the basis of race, color, national origin, religion, marital status, military status, sex, age, weight, sexual orientation, gender identity, ethnic group; religions practice, disability including but not limited to gender dysphoria) or predisposing genetic characteristic in violation of Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 1211 et seq. known as the Americans With Disabilities Act or § 504 of the Rehabilitation Act of 1973, New York State Human Rights Law, and The Boy Scouts of America Equal Access Act of 2001.

Grievance Procedure

Section 1

If any person believes that the District or any of the District's staff or any third party has failed to apply or has inadequately applied the principles or regulations of (1) Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3), 504 of the Rehabilitation Act of 1973, or (4) The Boy Scouts of America Equal Access Act of 2001, that person may bring forward a complaint, which shall be referred to as a grievance, to the District's Compliance Officer, Section 504 Coordinator or the United States Office for Civil Rights at <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.

The Compliance Officer or section 504 Coordinator will then investigate the substance of the grievance in a prompt, thorough, and impartial manner. The Complainant may provide evidence or witnesses to the Compliance Office or Section 504 Coordinator as part of the investigation. If a determination is found that discrimination occurred, the District will take appropriate steps to prevent further harassment from occurring and to correct the effects of said harassment if appropriate.

Further the District prohibits retaliation against any individual filing a complaint under this policy or participating in any resulting investigation. If you believe you are being retaliated against, you should contact the District's Compliance Officer or Section 504 Coordinator or the United States Office for Civil Rights as noted above.

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Non-Instructional/Business
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The District's Compliance Officer and Section 504 Coordinator is: Annette D. Hammond, Superintendent

Examples of conduct violating this policy include but are not limited to:

Use of race based language such as the "n" word

Unwanted touching or groping

Failure to follow an IBP or 504 Plan

Making fun of someone because of where they come from or their accent

Making fun of someone's clothes based on gender bias or religious/ethnic traditions

Making fun of someone based on their disability

Section 2

Step (a):

The complainant shall discuss the grievance informally with the Compliance Officer or Section 504 Coordinator, or may file a written complaint with the Compliance Officer or Section 504 Coordinator. The Compliance Officer or Section 504 Coordinator or the District's designee will then investigate in an impartial and thorough manner the substance of the grievance. The complainant may provide evidence or witnesses to the Compliance Office or Section 504 Coordinator as part of the investigation. The Compliance Officer or Section 504 Coordinator will take necessary steps during the investigation to ensure the Complainant's safety. The Compliance Officer or Section 504 Coordinator will reply to the complainant and person alleged to be engaged in the harassment in writing within seven business days of the initiation of the complaint, unless the Compliance Officer or Coordinator determines that the circumstances of the investigation reasonably requires more time. If a determination is found that discrimination occurred, the District will take appropriate steps to prevent further harassment from occurring and to correct the effects of said harassment if appropriate. Such steps will include, as appropriate, offering counseling and academic support services to the Complainant and to the person engaging in the harassment.

Step (b):

If either party wishes to appeal the decision of the Compliance Officer or Section 504 Coordinator, the party may submit a signed statement of appeal to the Superintendent within seven business days after receipt of the Compliance Officer's or Section 504 Coordinator's response.

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Non-Instructional/Business
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The Superintendent shall meet with the party and representative and make such other inquiries which the Superintendent deems appropriate. The Superintendent will consider the appeal in an impartial manner. Thereafter, the Superintendent shall set forth a conclusion and respond in writing to the complainant and the person alleged to be engaging in the harassment within 14 business days.

Step (c):

If a party is not satisfied with the conclusion of the Superintendent, the party may appeal through a signed written statement to the Board within seven business days of receipt of the Superintendent's response in step (b). In an attempt to resolve the grievance, the Board shall meet with the complainant or respondent and any representative within 30 calendar days of receipt of such an appeal. The Board's written disposition of the appeal shall be sent to the complainant within ten business days of this meeting.

Step (d):

If the grievance has not been satisfactorily settled at Step (c), further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20201.

Section 3

The compliance officer, on request, will provide a copy of the District's grievance procedure to any employee or student of the District.

A copy of each of the acts and regulations upon which this notice is based will be made available upon written request directed to the District's Compliance Officer and Section 504 Coordinator.

The words *person* and *complainant* shall include an employee as well as a student of the District.

Inquiries concerning the non-discrimination policy may be made to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

Publication

The District shall promulgate this policy and the sexual harassment policy as follows:

(Continued)

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Non-Instructional/Business
Operations

- A copy of this policy and the sexual harassment policy shall be inserted in the first pay envelope of each employee every school year.
- In relation to an employee hired during the school year, these policies shall be inserted in the first paycheck paid to the employee.
-
- These policies shall be published as part of the District's student handbook.
- These policies shall be published in any recruitment materials or publications containing general information made available to participants, beneficiaries, applicants, or employees and shall include the contact information for the Compliance Officer and Section 504 Coordinator.
- These policies shall be published annually in the official newspaper of the District.
- These policies shall be provided annually to the president of each bargaining unit.

Annual publications shall contain the name, business address and telephone number of the District's compliance officer and Section 504 Coordinator.

Employment Application

Each employment application of the District shall contain the following language:

- The district does not discriminate in employment or in the education programs and activities which it operates on the basis of race, color, national origin, religion, marital status, military status, sex, age, weight, sexual orientation, gender identity, ethnic group, religious practice, disability or predisposing genetic characteristic in violation of Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 12111 et seq. known as the Americans With Disabilities Act or 504 of the Rehabilitation Act of 1973, New York State Human Rights Law, and The Boy Scouts of America Equal Access Act of 2001.

Adopted:

POLICY

1993

6110

PERSONNEL

SUBJECT: CODE OF ETHICS FOR EMPLOYEES AND OFFICERS

A resolution establishing standards of conduct for officers and employees of the Gilbertsville-Mount Upton School District.

BE IT RESOLVED by the Board of Education of the Gilbertsville-Mount Upton Central School District:

Section 1. Pursuant to the provisions of Section 806 of the General Municipal Law, the Board of Education of the Gilbertsville-Mount Upton Central School District recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. It is the purpose of this local resolution to promulgate those rules of ethical conduct for the officers and employees of the Gilbertsville-Mount Upton Central School District. These rules shall serve as a guide for official conduct of the officers and employees of the Gilbertsville-Mount Upton Central School District.

The rules of ethical conduct of this local resolution as adopted shall not conflict with, but shall be in addition to, any prohibition of Article 18 of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of municipal officers and employees.

Section 2. Definitions :

(a) "Municipal Officer or Employee" means an officer or employee of the Gilbertsville-Mount Upton Central School District, whether paid or unpaid, including members of any administrative board, commission or other agency thereof.

(b) "Interest" means a pecuniary or material benefit accruing to a municipal officer or employee unless the context otherwise requires.

Section 3. Standards of Conduct: Every officer or employee of the Gilbertsville-Mount Upton Central School District shall be subject to and abide by the following standards of conduct:

(a) **Gifts:** S/He shall not directly or indirectly solicit any gift, or accept or receive any gift having a value of seventy-five dollars or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended

to influence him/her or could reasonably be expected to influence him/her, in the performance of his/her official duties or was intended as a reward for any official action on his/her part.

(b) **Confidential information:** S/He shall not disclose confidential information to further his/her personal interest.

(c) **Representation before one's own agency:** S/He shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which s/he is an officer, member or employee of any municipal agency over which s/he has jurisdiction or to which s/he has the power to appoint any member, officer or employee.

(d) **Representation before any agency for a contingent fee:** S/He shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of his/her municipality, whereby his/her compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.

(e) **Disclosure of interest in legislation:** To the extent that s/he know thereof, a member of the board of Education and any officer or employee of the Gilbertsville-Mount Upton Central School District, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board of Education on any legislation before the Board of Education shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest s/he has in such legislation.

(f) **Investments in conflict with official duties:** S/He shall not invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict with his/her official duties.

(g) **Private employment:** S/He shall not engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests when such employment of service creates a conflict with, or impairs the proper discharge of, his/her official duties.

(h) **Future employment:** S/He shall not, after the termination of service or employment with such municipality, appear before any board or agency of the Gilbertsville-Mount Upton Central School District in relation to any case, proceeding or application in which s/he personally participated during the period of his/her service or employment or which was under his/her active consideration.

Section 4. Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee of any claim, account, demand or suit

against the Gilbertsville-Mount Upton Central School District, or any agency thereof on behalf of himself or any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized by law.

Section 5. Distribution of Code of Ethics: The Superintendent of the Gilbertsville-Mount Upton Central School District shall cause a copy of this Code of Ethics to be distributed to every officer and employee of the Gilbertsville-Mount Upton Central School District within thirty days after the effective date of this local resolution. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his/her office or employment.

Section 6. Penalties: In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by resolution.

Section 7. Effective date: This local resolution shall take effect thirty days after it is filed as provided in Section 27 of the Municipal Home Rule Law.

General Municipal Law
Sections 800-806

Approved 4-2-91
Readopted 7-6-93

BOARD OF ETHICS

Boards of ethics may adopt rules and regulations relative to the conduct of its business but may only render advisory opinions subject to these limitations:

1. Requests for opinions shall be in writing.
2. Requests or inquiries must originate with a municipal officer or employee.
3. Requests or inquiries must relate to the conflict of interest law or a code of ethics.
4. A county board may not act with respect to a request from any municipality within the county having its own board of ethics except at the request of that board.

It should be noted that the law defines and qualifies any opinion rendered by a board of ethics as "advisory" and hence not a binding determination. This in no way minimizes the importance or potential impact of the opinion. The opinion may have an extraordinary effect on the persons involved or may be the subject of inordinate public attention and therefore, in all instances, must be regarded as a decision made by an impartial and objective group which has acted only after thorough study of the law, the facts and other evidence, including testimony when necessary of a potential violator. Board members should be mindful that the law authorizing boards of ethics has as its objective "to protect innocent public officers from unwarranted attacks on their integrity".

Rules and regulations should be adopted to govern the conduct of meetings of a board. These may include the following:

1. The selection and terms of office of a chairman and secretary and such other officers as are deemed necessary if such designations have not been made by the governing board.
2. The number of board members constituting a quorum.
3. The number of board members necessarily in affirmative agreement to render an opinion.
4. The form and content of records of proceedings and other board records.
5. The form and content of requests for opinions which may include indication that certain municipal officials or employees have been advised of such request.
6. The form and content of opinions to include: (1) a full statement of facts, (2) a full statement of pertinent law and/or of a code of ethics and (3) a conclusion.
7. Distribution of opinions.

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Personnel

SUBJECT: CODE OF ETHICS FOR EMPLOYEES AND OFFICERS

A resolution establishing standards of conduct for officers and employees of the Gilbertsville-Mount Upton School District.

BE IT RESOLVED by the Board of Education of the Gilbertsville-Mount Upton Central School District:

Section 1. Pursuant to the provisions of Section 806 of the General Municipal Law, the Board of Education of the Gilbertsville-Mount Upton Central School District recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. It is the purpose of this local resolution to promulgate those rules of ethical conduct for the officers and employees of the Gilbertsville-Mount Upton Central School District. These rules shall serve as a guide for official conduct of the officers and employees of the Gilbertsville- Mount Upton Central School District.

The rules of ethical conduct of this local resolution as adopted shall not conflict with, but shall be in addition to, any prohibition of Article 18 of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of municipal officers and employees.

Section 2. Definitions:

- (a) "Municipal Officer or Employee" means an officer or employee of the Gilbertsville-Mount Upton Central School District, whether paid or unpaid, including members of any administrative board, commission or other agency thereof.
- (b) "Interest" means a pecuniary or material benefit accruing to a municipal officer or employee unless the context otherwise requires.

Section 3. Standards of Conduct: S/He shall conduct himself/herself in a professional manner at all times. S/He will not engage in any conduct which violates the District's antidiscrimination policy. Every officer or employee of the Gilbertsville-Mount Upton Central School District shall be subject to and abide by the following standards of conduct:

(Continued)

POLICY

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Personnel

- (a) **Gifts:** S/He shall not directly or indirectly solicit any gift, or accept or receive any gift having a value of seventy-five dollars or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him/her or could reasonably be expected to influence him/her, in the performance of his/her official duties or was intended as a reward for any official action on his/her part.
- (b) **Confidential information:** S/He shall not disclose confidential information to further his/her personal interest.
- (c) **Representation before one's own agency:** S/He shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which s/he is an officer, member or employee of any municipal agency over which s/he has jurisdiction or to which s/he has the power to appoint any member, officer or employee.
- (d) **Representation before any agency for a contingent fee:** S/He shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of his/her municipality, whereby his/her compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.
- (e) **Disclosure of interest in legislation:** To the extent that s/he know thereof, a member of the board of Education and any officer or employee of the Gilbertsville- Mount Upton Central School District, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board of Education on any legislation before the Board of Education shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest s/he has in such legislation .
- (f) **Investments in conflict with official duties:** S/He shall not invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict with his/her official duties.

(Continued)

POLICY

2019

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Personnel

- (g) **Private employment:** S/He shall not engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests when such employment of service creates a conflict with, or impairs the proper discharge of, his/her official duties.
- (h) **Future employment:** S/He shall not, after the termination of service or employment with such municipality, appear before any board or agency of the Gilbertsville-Mount Upton Central School District in relation to any case, proceeding or application in which s/he personally participated during the period of his/her service or employment or which was under his/her active consideration.

Section 4. Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee of any claim, account, demand or suit Against the Gilbertsville-Mount Upton Central School District, or any agency thereof on behalf of himself or any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized by law.

Section 5. Distribution of Code of Ethics: The Superintendent of the Gilbertsville- Mount Upton Central School District shall cause a copy of this Code of Ethics to be distributed to every officer and employee of the Gilbertsville-Mount Upton Central School District within thirty days after the effective date of this local resolution. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his/her office or employment.

Section 6. Penalties: In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by resolution.

Section 7. Effective date: This local resolution shall take effect thirty days after it is filed as provided in Section 27 of the Municipal Home Rule Law.

General Municipal Law
Sections 800-806

Approved 4-2-91
Readopted 7-6-93

Uniform Guidance - Internal Controls

Gilbertsville-Mt. Upton School

Central School District

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Statement

The Federal Uniform Grant Guidance identifies the criteria that must be met in order to properly charge costs to Federally funded projects.

The Gilbertsville-Mt. Upton Central School District shall adhere to all applicable cost principles governing the use of Federal grants and contracts. District personnel who are responsible for administering, expending or monitoring grant funded programs should be well versed with the categories of costs that are generally allowable and unallowable.

The cost guidelines of the UGG must be considered any time Federal award funds are to be expended.

Federal regulations also require that any other District policies related to specific types of expenditures must also be followed.

Responsibilities

Designated Program Office personnel and the District Treasurer are responsible for creating purchasing documents and encumbering grant funds. They should be familiar with the general cost principals embodied in the Federal UGG. Purchasing office personnel must notify the Principal when they recognize a request as an unallowable cost and will reject the requisition.

The Superintendent along with the District Treasurer must ensure that any costs charged to their award are aligned with applicable cost principles, are computed correctly, and would not create a compliance violation. The District Treasurer will monitor, review and approve (or disapprove) grant expenditures at the program office level as the first level of “Approver” for non-personnel expenditures to ensure that applicable cost principles, regulations and policies are followed.

Related Policies

The following policies detail the responsibility and controls regarding purchasing and the allocation of costs to grants pursuant to Federal OMB circulars.

- 5687 Non-Discrimination and Anti-Harassment Policy
- 6110 Code of Ethics
- 5670 Records Management
- 5311 Use of District Credit Card

Definitions

Direct costs are expenses that are specifically associated with a particular grant program that can be directly assigned to such activities relatively easily with a high degree of accuracy. Common examples of direct costs include the GPM’s salary and fringe benefits, equipment and supplies for the program.

Indirect costs are incurred for common or joint objectives and, therefore, cannot be readily and specifically identified with a particular program. They are expenses that benefit more than one grant. Common examples of indirect costs include utilities, local telephone charges, shared office supplies, administrative or secretarial salaries.

A. Financial Management Standards

Financial management systems standards include:

Identification

The District shall identify, in its accounts, all Federal awards received and expended and the Federal programs under which they were received. Federal program and award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal agency, and, if applicable, name of the pass-through entity.

Financial Reporting

The District must maintain records which adequately identify the source and application of funds provided for Federally-assisted activities. Reports will be filed in a timely fashion on the forms directed by the state or Federal agency. These include, but are not limited to the FS-10 series, FS-25, and SF-425.

Internal Controls

Effective control and accountability must be maintained for all funds, real and personal property, and other assets. The District maintains an internal controls procedures manual which shall be followed to implement these activities.

B. Overview of the Financial Management/Accounting System

The District maintains a fund accounting system for financial management. This system is procured and maintained through the Regional Information System (RIC). The current system is nVision. This system manages fund accounting, the purchasing function, and the human resources function, including payroll. All budgets are loaded into the system after the approval by SED. Federal funds ("F" funds in nVision) are named in such a fashion to permit a clear delineation of the accounting for subsequent identification by CFDA title and number.

The Treasurer and the Superintendent shall compile or cause to be compiled timely, accurate financial reports. Monthly grant reports shall include current and cumulative expenditures against project budget, with unencumbered amounts remaining identified.

C. Budgeting

The Planning Phase: Meetings and Discussions

Before Receiving the Grant Award Notice (GAN): Upon notification of the availability of a grant, the Superintendent shall make an initial determination whether the District meets the minimum qualifications for the grant; whether this grant, if awarded, supplements and does not supplant any existing efforts in this area. The Superintendent shall present the general grant concept to the Board of Education and receive its direction on filing for the grant. This direction may be in the form of informal guidance, including oral instructions.

Reviewing and Approving the Budget: The final approval of the grant budget normally resides with the awarding agency. The Superintendent, in conjunction with the Treasurer, shall review the items in the budget to ensure allowability. Once the District Office determines that all budgeted items are allowable, the budget is approved by the Superintendent and forwarded to the awarding agency for its approval.

Amending the Budget

The Office of Federal Programs, Treasurer, or Superintendent, as appropriate, shall prepare necessary documentation to amend any grants awarded. If necessary, amendments shall be forwarded to and approved by the awarding agency.

Budget Control

On a monthly basis the Treasurer will provide the Board of Education, as well as the District administration, with a report of expenditures incurred during the month. This shall be incorporated into the monthly Treasurer's report for all District funds.

D. Accounting Records

Payroll and purchasing records for each grant, as well as application records, shall be maintained for a period of six years after the final receipts are made and the final bills are paid.

E. Spending Grant Funds

The Treasurer shall oversee the accounting functions for all grants. Payroll operations will make allowable payments for personnel services. No employees shall be paid unless approved by the Board of Education. Purchasing operations shall be in accordance with the District Purchasing policy. Only the Purchasing Agent may commit the funds to a purchase.

Standards of Conduct

In accordance with 2 C.F.R. §200.112, NY GML §§ 806 and 808, and District policy 6110, the District maintains of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.

Appendices A & B – Allowable Activities and Costs

Expenditures must be aligned with approved budgeted items. For grants flowing through the State Education Department, variations or changes are documented on Form FS-10 or FS-10A and submitted to the controlling state authority for approval.

When determining how the District will spend its grant funds, the Superintendent and/or the District Business Office will review the proposed cost to determine whether it is an allowable use of Federal grant funds *before* obligating and spending those funds on the proposed good or service.

- **Be Necessary and Reasonable for the performance of the Federal award.** A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, reasonable means that sound business practices were followed, and purchases were comparable to market prices.

Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the district can demonstrate that the cost addresses an existing need, and can prove it.

- **Allocable to the Federal award.** A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received. For example, if 50% of a teacher’s salary is paid with grant funds, then that teacher must spend at least 50% of his or her time on the grant program. This will be documented in order to demonstrate the allocability determination.
- **Consistent with policies and procedures that apply uniformly to both Federally financed and other activities of the District.**
- **Adequately documented.** All expenditures must be properly documented.
- **Be determined in accordance with general accepted accounting principles (GAAP), unless provided otherwise in the condition of the Federal award.**

Selected Items of Cost

Part 200 examines the allowability of 55 specific cost items (commonly referred to as Selected Items of Cost) at 2 C.F.R. §§ 200.420-200.475. These cost items are listed in the chart below along with the citation where it is discussed whether the item is allowable.

District personnel responsible for spending Federal grant funds and for determining allowability must be familiar with the Part 200 selected items of cost section.

The selected item of cost addressed in Part 200 includes the following (in alphabetical order):

Item of Cost	Citation of Allowability Rule
Advertising and public relations costs	Allowable with restrictions
Advisory councils	Allowable with restrictions
Alcoholic beverages	Not allowable
Alumni/ae activities	Not specifically addressed

Audit services	Allowable with restrictions
Bad debts	Not allowable
Bonding costs	Allowable with restrictions
Collection of improper payments	Allowable
Commencement and convocation costs	Not specifically addressed
Compensation – personal services	Allowable with restrictions
Compensation – fringe benefits	Allowable with restrictions
Conferences	Allowable with restrictions
Contingency provisions	Not allowable with exceptions
Contributions and donations	Not allowable
Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements	Allowable with restrictions
Depreciation	Allowable with qualifications
Employee health and welfare costs	Allowable with restrictions
Entertainment costs	Not allowable with exceptions
Equipment and other capital expenditures	Based on specific requirements
Exchange rates	Allowable with restrictions
Fines, penalties, damages and other settlements	Not allowable with exception
Fund raising and investment management costs	Not allowable with exception
Gains and losses on disposition of depreciable assets	Allowable with restrictions
General costs of government	Not allowable with exceptions
Goods and services for personal use	Not allowable
Idle facilities and idle capacity	Idle facilities – not allowable with exceptions; idle capacity – allowable with restrictions
Insurance and indemnification	Allowable with restrictions
Intellectual property	Allowable with restrictions
Interest	Allowable with restrictions
Lobbying	Not allowable
Losses on other awards or contracts	Not allowable
Maintenance and repair costs	Allowable with restrictions
Materials and supplies costs, including costs of computing devices	Allowable with restrictions
Memberships, subscriptions, and professional activity costs	Allowable with restrictions, not allowable for lobbying organizations
Organization costs	Not allowable except Federal prior approval
Participant support costs	Allowable with prior approval of the Federal awarding agency
Plant and security costs	Allowable
Pre-award costs	Allowable with restrictions
Professional services costs	Allowable with restrictions
Proposal costs	Allowable with restrictions
Publication and printing costs	Allowable with restrictions

Rearrangement and reconversion costs	Allowable (ordinary and normal)
Recruiting costs	Allowable with restrictions
Relocation costs of employees	Allowable with restrictions
Rental costs of real property and equipment	Allowable with restrictions
Scholarships and student aid costs	Not addressed; refer to Federal agency awarding grant
Selling and marketing costs	Not allowable with exceptions
Specialized service facilities	Allowable with restrictions
Student activity costs	Not allowable unless specifically provided for in the Federal award
Taxes (including Value Added Tax)	Allowable with restrictions
Termination costs	Allowable with restrictions
Training and education costs	Allowable for employee development
Transportation costs	Allowable with restrictions
Travel costs	Allowable with restrictions
Trustees	Not specifically addressed, refer to Federal agency awarding agency

In order for a cost to be allowable, the expenditure must also be allowable under the applicable program statute (e.g., Title I of the Elementary and Secondary Education Act (ESEA), or the Carl D. Perkins Career and Technical Education Act (Perkins), along with accompanying program regulations, non-regulatory guidance and grant award notifications.

The Business Office shall coordinate personnel services procured through Federal awards, including both assignment of personnel costs to the grant and procurement of personnel services from an outside source.

Time and Effort Standards

All employees who are paid in full or in part with Federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities.

Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must be certified by the supervisor to assure that the work was in compliance with the grant or award intent.

Appendix C – Cash Management

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the New York State Department of Education on a reimbursement basis.

The District Business Office will request reimbursement for actual expenditures incurred under the Federal grants at least semi-annually, and more frequently if dictated by the awarding agency. All reimbursements shall be based on actual disbursements, not on obligations.

Consistent with state and Federal requirements, the District will maintain source documentation supporting the Federal expenditures (invoices, time sheets, payroll stubs, etc.) for a period of six years after the grant is closed and the final funds are received and will make such documentation available for review by NYSED upon request.

Appendix E – Eligibility

The criterion for determining eligibility will vary from program to program, but the objective that only eligible individuals or organizations participate remains consistent across all Federal programs. Eligibility for a specific award will be announced in the award notice.

Appendix F – Equipment and Property Management

Equipment and real property procured through any Federally funded award shall be accounted for under District Policies; 5421 – Procurement of Goods and Services and 5251 – Sale and Disposal of District Property. The District shall maintain an active accounting and inventory system for all items procured through Federal grants.

A. Property Classifications

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000. 2 C.F.R. § 200.33.

Capital assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

- Land, buildings (facilities), equipment, and intellectual property (including software)
- Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. § 200.12.

B. Inventory Procedure

Upon receipt any property classified above, the item shall be entered into the inventory system in sufficient detail to provide a discrete identification of the item (nomenclature, serial numbers, model numbers, etc.) as well as the location where the equipment will ultimately be situated.

C. Inventory Records

For each equipment and computing device purchased with Federal funds, the following information is maintained:

- Serial number or other identification number
- Source of funding for the property
- Acquisition date and cost of the property
- Location, use and condition of the property

D. Physical Inventory

A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

E. Maintenance

In accordance with 2 C.F.R. § 200.313(d) (4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal award, and the District will not encumber the property without prior approval of the Federal awarding agency and the pass-through entity.

H. Disposal of Equipment

Generally, disposition of equipment is dependent on its fair market value (FMV) at the time of disposition. If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the Federal awarding agency. If the item has a current FMV of more than \$5,000, the Federal awarding agency is entitled to the Federal share of the current market value or sales proceeds. All final decisions to excess property are reserved to the Board of Education.

Appendix G – Matching, Level of Effort, and Earmarking

Matching, also referred to as “cost sharing”, is a requirement for the recipient to provide contributions or donations of a specified amount or percentage to supplement Federal assistance received.

Level of effort defines particular goals or objectives the recipient must achieve with the assistance received, and includes recipient requirements for a specified level of service, specified level of expenditures for designated activities, and Federal funds to supplement and not supplant non-Federal services.

Earmarking is a requirement that specifies a limit amount or percentage of the program’s assistance that must (minimum) or may (maximum) be used for specified activities.

Individual Federal grants may have matching or level of effort requirements associated with the grant as a condition of award. The Superintendent will determine these requirements during the application/pre-award phase of the process.

The Grant Program Director will ensure that earmark requirements are fully complied with. The Business Office will monitor this aspect and ensure that no funds are disbursed that do not meet the earmark requirements.

Appendix H – Period of Performance

The period of performance will be described in the grant award notice. All obligations must occur on or between the beginning and ending dates of the grant project.

Appendix I – Procurement, and Suspension, and Debarment

The District will comply with its established Procurement policy (Policy 5440) in all purchases made through Federal grants or awards. The procurement requirement is established to ensure that such goods and services are obtained in an effective manner, including the prohibition of conflicts of interest, the fair selection of vendors, provide open and free competition among vendors, etc. The District Purchasing Agent must verify that the vendor, supplier, provider or their respective principals (e.g., owners, top management, etc.) are not suspended, debarred or otherwise excluded by the Federal government. This is done by checking the Excluded Parties List System (EPLS) maintained by the General Services Administration (GSA) or by contacting the Federal agency.

Appendix J – Program Income

This type of income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. However, it generally does not include interest on program funds.

Use of Program Income

The default method for the use of program income for the District is the deduction method. Under the deduction method, any program income is deducted from total allowable costs to determine the net allowable costs.

Appendix L – Reporting

The most common reports are pre-designed by the Federal agency, are approved by OMB, and are available to all recipients and the general public. Common reports include:

- FS-10 the *Proposed Budget for a Federal or State Project*
- FS-10A the *Proposed Amendment for a Federal or State Project*
- FS-25 the *Request for Funds for a Federal or State Project*

It is critical for charges to match the actual disbursement. Therefore, when filing final reports, all accounting must be for actual, not budgeted accounting numbers.

Record Retention

The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the sub-grantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with Federal program requirements. These records and accounts must be retained and made available for programmatic or financial audit and will be maintained for a minimum of six years after filing the final reports, unless the New York state retention period prescribes a longer retention period.

Appendix M – Sub-recipient Monitoring

In the event that the District awards subgrants to other entities (also known as pass-through entities), the District shall monitor those grant subrecipients to ensure compliance with Federal, state, and local laws. The specific measures will be developed at the time the subgrant is awarded and will be followed up by the District Superintendent.

Appendix N – Special Tests and Provisions

Certain programs have unique compliance requirements. The Superintendent must review these, normally provided in the Grant Award Notice, and ensure compliance with those requirements.