

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

Wednesday, November 28, 2018

Regular Meeting, 6:30 pm, D131

AGENDA

CALL TO ORDER & PLEDGE OF ALLEGIANCE

COMMUNICATIONS / POSITIVE HIGHLIGHTS

INFORMATION FOR MEMBERS

- BOE Scholarship Ideas
- Holiday Luncheon-Dec. 21st @ 12:00
- Indian Artifact Project Letter-Leigh Eckmair, Historian (**Enclosure 2**)
- Threat Assessment Conference-Annette Hammond
- Healthy Kids Extended Day Program-Heather Wilcox (**Enclosure 3**)

PUBLIC COMMENT

REPORTS

- Bus Purchases-Joseph Zaczek, Transportation Supervisor (**Enclosure 4**)

BOARD DISCUSSION

- Brian Underwood & Larry Smith-To address the Board
- Review updated Sexual Harassment Policy BP5688-Second Reading (**Enclosure 5**)
- Review results from the School Based Health Center Survey (**Enclosure 6**)
- Review information regarding to the Clay Target Shooting League from our Attorney and Insurance Company (**Enclosure 7**)

EXECUTIVE SESSION

I. RECOMMENDED ACTIONS – ROUTINE MATTERS

APPROVE MINUTES

RESOLVED, to approve the minutes from the Regular Board of Education on 17 October 2018. (**Enclosure 8**)

APPROVE AGENDA

RESOLVED, to approve the 28 November 2018, consent agenda. (**Enclosure 1**)

II. RECOMMENDED ACTIONS-NEW BUSINESS

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.

COMMITTEE ON SPECIAL EDUCATION/COMMITTEE ON PRESCHOOL SPECIAL EDUCATION CONSENT AGENDA

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 28 November 2018, Committee on Special Education/Committee on Preschool Special Education Consent Agenda. The meeting dates include 25 October 2018 and 01 & 15 November 2018. (Enclosure 9)

FINANCIAL CONSENT AGENDA

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 28 November 2018, Financial Consent Agenda.

PERSONNEL CONSENT AGENDA

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 28 November 2018, Personnel Consent Agenda.

NEW ITEMS CONSENT AGENDA

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 28 November 2018, New Items Consent Agenda.

EXECUTIVE SESSION

-Maintenance/Transportation Personnel Concerns

SECOND PUBLIC COMMENT

ADJOURNMENT

Gilbertsville – Mount Upton Central School District
Indian Artifact Project
Rehouse the RICHMOND COLLECTION

The RICHMOND COLLECTION, an amazing and unique collection of 1,100+ Indian Artifacts belongs to GMU. Assembled by local amateur archeologists in the Unadilla River Valley and the Butternut Creek Valley over a fifty year period from about 1880 – 1930, the educational value and importance of this collection to the history of this entire region is inestimable.

When Gilbertsville CSD merged with Mt Upton CSD, The RICHMOND COLLECTION artifacts were temporarily placed in an inadequate setting in the lobby of the new GMU. In February of 2016, the Board of Education identified and reserved space for an appropriate permanent exhibit and requested help with this from historian, Leigh Eckmair.

A project “Team” was assembled including regional archeologists, anthropologists, historians and a muralist. The Oneida Nation has loaned their Historian/Archeologist to the team.

The “Team” has compiled a list of requirements for a permanent exhibit. Included are a set of professional photographs of the collection, “processing” (cleaning, identification and cataloguing of the collection, design of proper exhibit space and descriptive materials, storage furniture, lighting, and a mural showing traditional uses of these items. A plan to include an interactive computer component to this exhibit is still to be developed.

“Partners” have been solicited for help with project components. Photographic images have been completed. A partnership with SUCO’s Dept of Anthropology to process the collection is almost complete. The New York State Museum’s head exhibits designer has completed conceptual and working drawings for the display furniture, lighting installations, etc. DCMO BOCES’ Masonville Carpentry Dept. is expected to create the furniture as part of their Fall semester program. Mural planning and progress has stalled due to events beyond our control. An application for assistance has been filed with Golden Artists Inc.” who may find this project of interest and be able to help with this part of the exhibit planning and execution.

Estimates at this point suggest about \$8,000 is needed to cover the costs of purchased materials. To date, a \$1,000 Grant has been received from a Walmart Community Grant program. The Unadilla Valley Historical Society has pledged \$500 toward this project. Other grants are being researched.

George Seneck, board member of the Unadilla Valley Historical Society and Supervisor of the Town of Guilford has offered to announce the project and solicit donations. He plans to post a solicitation on the Town of Guilford website and coordinate that fundraising effort should this offer meet with the approval of the GMU Board.

Additional fund raising efforts would be appreciated.

Leigh C Eckmair, Historian
30 October, 2018

2019-20

**Before/After
School
Programs**

*With pick up as
late as 6:00PM*



**Healthy Kids
Programs
Before and After School**



Activities

- Homework completion
- Recreation
- Arts & Crafts
- Fun
- Friendship building

*BEFORE & AFTER
SCHOOL
PROGRAM
AT*

ELEMENTARY SCHOOL

Before School Fees

Before School 7AM * Drop Off	Before School Fees
5 days/week	\$30/week
4 days/week	\$25/week
3 days/week	\$20/week
2 days/week	\$15/week
1 day/week	\$10/week

After School Fees

After School 6:00PM Pick-Up	After School Fees
5 days/week	\$50/week
4 days/week	\$45/week
3 days/week	\$35/week
2 days/week	\$25/week
1 day/week	\$20/week

*If interested in 6:30AM drop-off contact Jeanne at 845-568-6100 ext.1002 for rates.

**For children ages 3-12
DSS subsidies gladly accepted.**

Register Now—for 2019-20

Contact Hailey at RaeAnne@HealthyKidsProgram.org or 845-247-5572

Registration contact Jeanne at Jeanne@HealthyKidsProgram.org or 845-568-6100 ext. 1002

Visit us at www.HealthyKidsPrograms.com

www.facebook.com/healthykidsprograms/

GILBERTSVILLE - MT. UPTON CENTRAL SCHOOL
GILBERTSVILLE, NY 13776
TRANSPORTATION DEPARTMENT

Memo To: Annette Hammond
Dorothy Iannello

From: Joe Zaczek

Re: Bus Purchases

Date: October 23, 2018

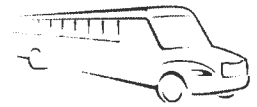
For our bus replacement purchase, I am recommending that we purchase 2- 66 passenger school buses. They would be Freightliner/ Thomas Saf T Liner C2 Conventional Type C Buses similar to the models we have purchased in the past.

We would be replacing Buses #52 and Bus #53 both 66 passenger buses. They are 2010 models with 73,543 and 82,175, respectively. Both are getting to the point that they will be needing extensive body repairs due to rusting. We have 1 older bus(#51), that is a year older that is better shape with lower miles and after consultation with our mechanic, we feel we can keep it another year and be more cost effective.

These buses may be purchased off of State Contract Bid #PC6617, Group #40524-23000. The cost of the buses would be \$124,746.16 each.

I have attached a copy of the Bus Replacement Schedule and spec sheets for your review.

If you have any questions, please do not hesitate to call me at Ext. 115.



2900 Rt. 9 Malta, Ballston Spa, NY 12020
800-288-6287

Quote #: RN-00580-004

Item #4 - (SC) C2 64 Passenger-Diesel 66 Pass

N.Y. State Contract Group #: 40524-23000

Contract # PC67617, 12/01/16 to 11/30/19 APPENDIX C, #2

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Freightliner / Thomas Saf T Liner C2 Conventional
NYS DOT APPROVAL 1559-NY-64-00WC-TBB

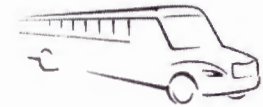
Date:	8/14/2018	This Quote Valid for 60 Days
Customer:	Gilbertsville Mount Upton Central School District	
Contact:	Mr. Joe Zaczak	Sales Professional: Ron Northrop

STANDARD FEATURES INCLUDED IN BASE PRICE

- 3 YEAR / 50K BUMPER TO BUMPER WARRANTY
- Wheel Base 238"
- Front Axle: 10,000 Lb.-5 Year Warranty
- Rear Axle: 19,000 Lb.-5 Year Warranty
- Brakes: Air
- Engine: Cummins 6.7 L 200 HP @ 2,300 RPM
- Transmission: Allison 2500 PTS Automatic
-7 Year Warranty
- Synthetic Transmission Fluid
- Alternator 185 amp
- Batteries: (3) Group #31 2775 Total CCA
- Frame Mounted Box
- Fuel Tank: Diesel - 60 Gal "BTR", Polyuria Coated
- Front Suspension #10,000 Front Spring
- Rear Suspension: 23,000 lbs (Spring)
- Wheel Cut 55 Degree
- Tires: 10R 22.5 Highway Tread
- Easy Tilt Hood
- Exhaust: COMPLETE Stainless Steel
- Viscous Fan Drive
- Front and Rear Mud Flaps
- One Piece Bonded Windshield
- Stainless Steel Lower Radiator Pipes
- ZONAR GPS
- Black Vinyl Floor Covering
- Lighted Front & Rear School Bus Signs
- Blue Upholstery
- Front Heater & Defroster
- Rear Heater 84,000 BTU
- Stepwell Heater
- LED Light Package (Incl. Air Stop Arm & Side Directional)
- Alliance Non-Heated Fuel / Water Separator
- 1/2" Douglas Fir Plywood Water Resistant Subfloor
- National Deluxe Driver's Seat w/Mechanical Pedestal
- Full Multiplex Wiring
- Heated Exterior Duo Style RearView Mirrors
- Specialty Pro Lo Roof Hatches
- NYS DOT Required Safety Equip. Package
- Air Operated O/O Entrance Door
- 78" Interior Headroom
- Gray Interior Trim
- Flush Mounted Warning Lights
- Galvalume Aisle Strips
- Belt Lettering
- Rear Wheel Fenderettes

STANDARD FEATURES SUBJECT TO CHANGE WITHOUT NOTICE





2900 Rt. 9 Malta, Ballston Spa, NY 12020
800-288-6287

Quote #: RN-00580-004

Item #4 - (SC) C2 64 Passenger-Diesel 66 Pass

N.Y. State Contract Group #: 40524-23000

Contract # PC67617, 12/01/16 to 11/30/19 APPENDIX C, #2

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Freightliner / Thomas Saf T Liner C2 Conventional
NYS DOT APPROVAL 1559-NY-64-00WC-TBB

Date:	8/14/2018	This Quote Valid for 60 Days
Customer:	Gilbertsville Mount Upton Central School District	
Contact:	Mr. Joe Zaczak	Sales Professional: Ron Northrop

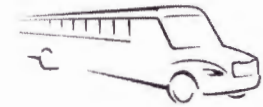
OEM Factory Installed Options

21	Seat Belts: Retractable Seat Belts (1-39" Seat) Enter in # of Seats (\$81.00 x 21)	B6230-03-096	\$1,701.00
1	Seat Upholstery: Color Colonial Blue	B6600-06-105	\$0.00
1	Horn: Air Horn Chassis Mounted	D1058-00-001	\$190.00
1	Radio: PA/AM/FM/CD w/6 Premium Speakers /Mic/Horn	D1069-02-000	\$995.00
1	Step: Cowl Step	D1105-00-000	\$34.00
1	Extended Warranty: 5 Year / 100K Body and Chassis	D1TWAR0025	\$3,046.25
1	Body: 12V Power Supply	D3011-00-001	\$59.00
1	Switch: Right Side Entrance Door Switch	D3086-02-001	\$66.00
1	Lock: Drivers Storage Box	D3090-01-000	\$19.00
1	Lights: Medium Dome Lights	D4007-03-310	\$60.00
1	Lights: Shielded Exterior Light Aft of Step Well	D4022-00-001	\$54.00
1	Lights: Hooded Stepwell Light	D4025-01-000	\$16.00
1	Lights: LED Side Directional Amber, FRT	D4060-00-002	\$91.00
1	Lights: Strobe Light Roof 4.9" High (4' from Rear)	D4083-00-003	\$175.00
1	Mirrors: Open View Remote Control w/Ext R/S Bracket Heated	D5000-03-000	\$478.00
1	Mirrors: Heated "Tinted" Crossover Mirrors	D5003-02-001	\$103.00
1	Lights: Warning Light Visors	D5044-02-008	\$147.00
1	Paint: Rub Rails Painted Black	D5063-47-000	\$388.00
1	Roof: Static Roof Ventilator	D5109-00-000	\$0.00
1	Headliner: Vestibule	D6011-00-003	\$142.00
1	Flooring: Aisle Strips Stainless Steel	D6014-03-000	\$160.00
1	Flooring: Gray Floor Covering	D6015-10-001	\$739.00
1	Floor: 5/8 Marine Plywood Floor	D6017-01-310	\$182.00
1	Mirror: Backup Camera monitor integrated in Interior Mirror	D6022-00-007	\$1,234.00
1	Heater: Midship 84K BTU	D6038-05-084	\$395.00
1	Clipboard: Drivers Clipboard Holder	D6206-00-000	\$92.00
1	Glass: Drivers Storm Tempered (Always Clear)	D7016-00-010	\$91.00
1	Winter Front: Vinyl	D8007-00-001	\$64.00
1	Drivers Seat: Heated Drivers Seat, Includes R/S Armrest	D9001-04-001	\$220.00
1	Drivers Seat: Drivers Air Pedestal, inc. R/S arm rest	D9005-03-007	\$573.00
1	Engine: Cummins B6.7 220 HP @2400 RPM,600 LB/FT @ 1600, 2600 GOV	FL-101-21R	\$500.00
1	Chassis: Fleetguard Coolant Filter	FL-120-011	\$134.00
1	Alternator: 240 Amp Leece Neville In lieu of STD 185 Amp	FL-124-1F3	\$91.00
1	Engine: Exhaust Brake	FL-128-076	\$125.00
1	Chassis: Cruise Control	FL-149-013	\$48.00
1	Chassis: Adjustable Pedals	FL-185-108	\$712.00
1	Engine: Fan Drive,Wamer Electromagnetic	FL-273-037	\$530.00
1	Axle Ratio 6.14	FL-421-614	\$0.00
1	Chassis: ABS w/Traction Control	FL-490-101	\$373.00
1	Steering: Tilt & Telescoping Steering Column	FL-532-002	\$478.00





McKAY
BUS



2900 Rt. 9 Malta, Ballston Spa, NY 12020
800-288-6287

Quote #: RN-00580-004

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N.Y. State Contract Group #: 40524-23000

Contract # PC67617, 12/01/16 to 11/30/19 APPENDIX C, #2

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Freightliner / Thomas Saf T Liner C2 Conventional
NYS DOT APPROVAL 1559-NY-64-00WC-TBB

Date:	8/14/2018	This Quote Valid for 60 Days
Customer:	Gilbertsville Mount Upton Central School District	
Contact:	Mr. Joe Zaczak	Sales Professional: Ron Northrop

1	Rear Axle: "InstaChain" Automatic Tire Chains	FL-576-034	\$3,777.00
1	Suspension: 23K Air Ride Suspension	FL-622-216	\$908.00
1	Grill: Hardened Chrome Grill (Package) headlamp bezel + Air Intake	FL-646-023	\$234.00
1	A/C: Dash Air Conditioning	FL-700-002	\$2,472.00
1	Dash: Digital Clock In the Dash	FL-738-001	\$66.00
Subtotal:			\$21,962.25

State Contract Options

1	Body Adjustment: 66 Passenger Seating + 310 Body Increase	AAA-004A-SC	\$1,353.75
1	Paint: White Roof-Items C3,C4	D5060-1E-000-SC-C3/4	\$507.01
1	Glass: Tinted Tempered Glass-Item C3 & C4	D7007-00-000-SCC3/4	\$180.36
Subtotal:			\$2,041.12

Non OEM Sublet Options

1	Radio: 2 way radio-Tri County Communications	Budget	\$1,467.25
1	Camera: Zeus-247 Systems	Budget	\$4,425.00
Subtotal:			\$5,892.25

Projected Payment/Delivery Date:

PROJECTED DELIVERY DATE SUBJECT TO FUTURE CONFIRMATION

Base Price	\$100,421.44
Options	\$27,854.50
Options Discount (20%)	(\$5,570.90)
Option Credits	\$0.00
State Contract Options	\$2,041.12
Unit Price Per Bus	\$124,746.16
Quantity	2
Additional Options:	\$0.00
Add'l Options Discount (20%)	\$0.00
Subtotal	\$249,492.32
Trades	\$0.00
Tax (if applicable)	\$0.00
Waste Tire Fee (if applicable)	\$0.00
Total Purchase Amount	\$249,492.32
<u>PAYMENT DUE UPON DELIVERY</u>	



GMU Bus Replacement Schedule 2017-2018

<u>Bus#</u>	<u>Capacity</u>	<u>Mileage</u>	<u>Yr/Chassis</u>	<u>Body</u>	<u>Condition</u>	<u>Replacement Year</u>
51	66 C/43A	53,272	2009 Frgt.	Thomas	Good-Spare	2018-2019
52	66 C/43A	73,543	2010 Frgt.	Thomas	Fair-Spare	2018-2019
53	66 C/43A	82,175	2010 Frgt.	Thomas	Fair	2019-2020
55	5 A	72,187	2010 Chev.	Equinox	Good	2019-2020
56	66 C/43A	70,164	2011 Frgt.	Thomas	Good	2020-2021
57	66 C/43A	63,630	2012 Frgt.	Thomas	Very Good	2021-2022
58	66 C/43A	51,826	2012 Frgt.	Thomas	Very Good	2021-2022
59	66 C/43A	59,732	2014 Frgt.	Thomas	Very Good	2022-2023
60	28 C/18A	59,790	2014 Chev.	Thomas	Very Good	2022-2023
61	8 A	69,643	2014 Chev.	Traverse	Very Good	2023-2024
62	66 A/43A	47,857	2014 Frgt.	Thomas	Excellent	2023-2024
64	12/2WC	29,115	2015 Chev.	Trans Tec	Excellent	2024-2025
65	66 C/43A	22,796	2016 Frgt.	Thomas	Excellent	2024-2025
66	66 C/43A	17,407	2017 Frgt.	Thomas	Excellent	2025-2026
67	66 C/43A	16,568	2017 Frgt.	Thomas	Excellent	2024-2026
68	28 C/18A	25,961	2018 Chev.	Thomas	Excellent	2026-2027
69	28 C/18A	27,647	2018 Chev.	Thomas	Excellent	2026-2027
70	8 A	9,863	2017 Chev.	Traverse	Excellent	2026-2027
71	28c/18 A	7,678	2017 Chev	Transtec	New	2027-2028
72	66 C43A	6,528	2019 Frgt.	Thomas	New	2027-2028

POLICY

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Non-Instructional
Business Operations

SUBJECT: SEXUAL HARASSMENT

It is the policy of the Gilbertsville-Mount Upton Central School District that all employees and students have a right to work or study in an environment free of discrimination on the basis of sex, sexual orientation, or gender identity which encompasses freedom from sexual harassment. The Gilbertsville-Mount Upton Central School District has a zero tolerance policy against sexual harassment of its employees or students in any form, and states that all employees as well as students at all grade levels of the Gilbertsville-Mount Upton Central School District must avoid offensive or inappropriate sexual or sexually harassing behavior at school, on school grounds, at school functions, and on school transportation and will be held responsible for ensuring that such workplace is free from sexual harassment. Specifically, the Gilbertsville-Mount Upton Central School District prohibits the following:

- unwelcome sexual advances;
- requests for sexual favors, whether or not accompanied by promises or threats with regard to the student-teacher, student-student or employment relationship;
- other verbal or physical conduct of a sexual nature made to any employee or student that may threaten or insinuate either explicitly or implicitly that any person's submission to or rejection of sexual advances will in any way influence any decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts, academic performance, or any other condition of employment, academic or career development;
- any verbal or physical conduct of a sexual nature or regarding orientation or that has the purpose or effect of substantially interfering with a person's ability to perform the individual's duties;
- any verbal or physical conduct of a sexual nature that has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- any verbal or physical conduct regarding gender or sexual orientation that has the purpose of creating a hostile or offensive working or academic environment.

Such conduct may result in disciplinary action up to and including dismissal or suspension upon instruction. Employees who are found to have engaged in sexual harassment, and supervisors who knowingly permit such behavior to continue, will be subject to discipline.

Other sexually harassing conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel or students is also prohibited. This behavior includes but is not limited to commentary about an individual's body, sexually degrading words to describe an individual, offensive comments, off color language or jokes, innuendos, or displaying sexually suggestive objects, books, magazines, photographs, cartoons or pictures.

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Business Operations

Employees or students who have complaints of sexual harassment by anyone in the school environment, including any supervisors, co-employees, students, or visitors are urged to report such conduct to the Compliance Officer so that the Gilbertsville-Mount Upton Central School District may investigate and resolve the problem. If the complaint involves the Compliance Officer, or if the person for any reason is uncomfortable in dealing with the Compliance Officer, the employee or student may go to the Superintendent or a person appointed by the Superintendent to handle the complaint.

The Gilbertsville-Mount Upton Central School District will endeavor to investigate all complaints as expeditiously and as professionally as possible. Where investigations confirm the allegations, appropriate corrective action will be taken.

The Gilbertsville-Mount Upton Central School District will endeavor to maintain the information provided to it in the complaint and investigation process as confidentially as possible, consistent with the laws of the State and, if applicable, the collective bargaining agreement.

Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe to the Compliance Officer.

There will be no retaliation against employees or students for reporting sexual harassment or assisting the Gilbertsville-Mount Upton Central School District in the investigation of a complaint.

Consistent with the Anti-Discrimination Policy the procedures for investigating a complaint of sexual harassment are as follows:

Section 1

All complaints or information about suspected sexual harassment will be investigated in a timely manner. The investigation will be confidential to the extent possible, and all persons involved will be accorded due process to protect their right to a fair and impartial investigation.

The Compliance Officer will investigate the substance of the complaint in a thorough and impartial manner. **In situations where the complaint is about the Compliance Officer, the complaint should be filed with the District Clerk who will then contact an outside investigator. The Complainant may provide evidence or witnesses to the Compliance Officer as part of the investigation.** If a determination is found that sexual harassment occurred, the Gilbertsville-Mount Upton Central School District will take appropriate steps to prevent further harassment from occurring and to correct the effects of said harassment if appropriate.

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Non-Instructional
Business Operations

Further, the Gilbertsville-Mount Upton Central School 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 Gilbertsville-Mount Upton Central School District's Compliance Officer or the United States Office for Civil Rights as noted above.

The Gilbertsville-Mount Upton Central School District's Compliance Officer is: Annette D. Hammond.

Section 2

Step (a):

The Complainant shall discuss the complaint informally with the Compliance Officer, or may file a written complaint with the Compliance Officer. The Compliance Officer will then investigate in an impartial and thorough manner the substance of the complaint in a thorough and impartial manner. The Complainant and the Respondent shall receive written notice in advance of any interview or hearing. The Complainant or Respondent may provide evidence or witnesses to the Compliance Officer as part of the investigation. The Compliance Officer will take necessary steps during the investigation to ensure the Complainant's safety. The Compliance Officer 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. If a determination is found that harassment occurred, the District will take appropriate steps to prevent further harassment from occurring and to correct the effects of said harassment if appropriate. If a determination is found that disciplinary action will be taken against a responding party, written notice will be provided to the Respondent containing the allegations constituting a violation.

Step (b):

If either party wishes to appeal the decision of the Compliance Officer, that party may submit a signed statement of appeal to the Superintendent within seven business days after receipt of the Compliance Officer's response. The Superintendent shall meet with the Complainant or the respondent and any 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 Respondent within 14 business days.

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Non-Instructional
Business Operations

Step (c):

If the party is not satisfied with the conclusion of the Superintendent, that 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 appeal, 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 appealing party within ten business days of this meeting.

Step (d):

If the appeal has not been satisfactorily settled at Step (c), employees and students may seek further legal remedies. Specifically, the New York State Human Rights Law protects employees, students, and non-employees from sexual harassment. Complaints may be filed with the Division of Human Rights or in New York State Supreme Court. Further, the United States Equal Employment Opportunity Commission enforces federal discrimination laws, including Title VII of the Federal Civil Rights Act. Contact information is provided below.

New York State Division of Human Rights
1 Fordham Plaza, Fourth Floor
Bronx, NY 10458
(888) 392-3644

United States Equal Employment Opportunity Commission (EEOC)
1-800-669-4000
www.eeoc.gov

In addition to the above, local laws, including criminal laws, may also apply.

Adopted by the Board of Education on _____, 20__.

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Non-Instructional
Business Operations

SEXUAL HARASSMENT COMPLAINT FORM

COMPLAINANT INFORMATION

Name: Work Address:
Home Address: Work Phone:
Home Phone: Email:
Job Title:
Select Preferred Communication Method:

SUPERVISORY INFORMATION

Immediate Supervisor's Name:
Title:
Work Phone: Work Address:

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made against:

Name: Title:
Work Address: Work Phone:

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

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Non-Instructional
Business Operations

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

Signature of Individual Appealing Decision

Date Signed

A School Based Health Clinic at Gilbertsville-Mt. Upton School will...

Provide all students access to, physical examinations, dental services, illness checks, immunizations, mental health screenings, and much more, with no out of pocket costs.

Are you planning to enroll your child/children?(Circle One) Yes No Maybe

Please have your child return this to their first teacher of the day ASAP.

Thank you! The GMU Board of Education

The results are: YES=67

MAYBE=38

NO=25

A School Based Health Clinic at Gilbertsville Mt. Upton School will...

Provide all students access to, physical examinations, dental services, illness checks, immunizations, mental health screenings, and much more, with no out of pocket costs.

Are you planning to enroll your child/children? (Circle one) Yes No Maybe

Please have your child return this to their first teacher of the day ASAP.

Thank you! The GMU Board of Education

Utica is comfortable with this exposure as long as the appropriate risk management policies and procedures are in place. Since this will be a new activity for the district and they are just now setting up the policies/procedures for this team, **the below requirements as a minimum must be in place.**

If they follow the NYSHSCTL 2018 polices & procedures, most of the below items should be covered, except background checks and hold harmless agreements.

Once the team is established, we would have our loss control department visit the school to review the exposure and controls.

Skeet/Trap Shooting

- The school should develop a hold harmless agreement in consultation with the school's attorney or ask for a hold harmless agreement from the range or club they are utilizing. All hold harmless agreements must be reviewed by the school's attorney prior to signature of agreement. The district should be held harmless and indemnified by the range/club in the event of an incident or accident.
- The school should also develop a hold harmless agreement in consultation with the school's attorney from the New York State High School Clay Target League. The district should NOT hold harmless the NYSHSCTL or name them as an additional insured.
- The school should require all coaches, assistant coaches and volunteers, that will be involved with the clay target team, to have background checks completed.
- The school should have a clear policy with regard to transporting and/or storage of weapons and ammunition. Student transportation of firearms (to school) should be discouraged beyond the original delivery (if school does not provide the firearms used for the sport). The school should also limit transportation of firearms in district vehicles. If at all possible storage of firearms should be at the facility where the club/team practices and most meets are held.
- A secure facility for storage of weapons and a separate secure area for storage of ammunition should be in place. Key control/access control to weapons and ammunition must be strictly enforced. Students should not be allowed access without adult supervision.
- All rules/regulations for participation should be in writing and communicated to students and parents. Consequences for violation of the school's rules and regulations should also be clearly defined and communicated to parents and students.
- All students should be given appropriate training with regard to the safe handling of firearms. Safety instruction should be given at the beginning of the season before being allowed to handle or use firearms. Depending on what state the school is located in, any applicable safety requirements must be adhered to. In addition advisors, coach(s) should clearly communicate any safety requirements beyond state and local regulations that might include national standards or standards for the league or association the school participates in.
- Schools should follow at minimum any safety precautions/guidance set forth by the National Skeet Shooting Association. Their website is:

<http://www.nssa-nsca.com>

Precautions that the National Skeet Shooting Association addresses include:

- Eye and ear protection while participating in or attending meets/events at skeet ranges.
- When a firearm may and may not be loaded as well as what constitutes a loaded firearm.
- When shooting is and isn't allowed. Prohibition of any test shots unless permission is granted to do so.
- Safely handling and pointing of loaded firearms. Carrying of firearms when not actively within the shooting station.
- Loading of firearms.
- Firearms that are acceptable and ones that aren't.
- Spectator allowable locations when at skeet ranges.

Karen Willis - AU, CSRM
Executive Commercial Lines Underwriter

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2018 Policies & Procedures

Welcome

The League

The USA High School Clay Target League is a 501(c)(3) non-profit corporation and operates the New York State High School Clay Target League (League) as the independent provider of shooting sports as an extracurricular co-ed and adaptive activity to high schools for students in grades six through twelve who have earned their firearms safety certification.

The USA High School Clay Target League's Board of Directors and/or the Executive Committee reserves the right to make alterations in, or amendments to, these Policies & Procedures at any time without notice, whenever it is deemed to be in the best interest of the League.

These Policies & Procedures apply to all League-sponsored events and participants.

More Information

Website: www.nyclaytarget.com

We Believe

Safe and responsible handling and storage of firearms and ammunition is the first priority.

Everyone should have fun.

Participation is a privilege and not a right.

Sportsmanship needs to have a constant presence.

Students should have an equal opportunity to participate.

Ethical behavior, dignity and respect are expected.

Participants will be chemically free.

Collaborative relationships with schools and students create a positive experience.

Academic priorities must come before participation.

Adults must serve as a positive role model to students.

The success of the team is more important than individual honors.

Shooting ranges are critical to the success of the League and are positive business leaders in their community.

Compliance with school, community, shooting range and League rules are mandatory for all participants.

Shooting sports strengthens connections within families and communities for life.

Everything the League does will always be in the best interest of the students.

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General Policies

Priorities

The League's priorities, in order of importance, are safety, fun, and marksmanship.

Fair Play

The League's success is dependent on the trust it instills in every student athlete, coach, shooting range member, parent and school officials. The assured reliance on character, ability, and truthfulness for each person will create an entrusted safe environment that everyone will enjoy.

Conduct

Acts by coaches and student athletes of using abusive or profane language, displaying unsportsmanlike conduct (includes but not limited to: arguing with referees; unsafe handling/use of shotguns; distracting a competitor; cheating, etc.), consuming alcohol, or using drugs before or during any League event are prohibited and are grounds for suspension and/or expulsion from the League.

Athletes are strongly encouraged to be respectful of the time constraints for all coaches, volunteers and shooting range staff.

League Season

The League organizes a spring clay target competition season and in some select states, a fall clay target competition season. Although examples used in these Policies & Procedures are in reference to the League's spring season, the League's Policies & Procedures apply to both seasons.

Spring – 9 Weeks:

- All past and new teams are invited to participate.
- Early-April thru June
- 2 Practice Weeks
- Reserve Week
- 5 Competition Weeks
- 1 Fun Week
- State Tournament
- National Championship

Fall – 6 Weeks (optional if offered by the League)

- Only same-year teams may participate
- New students may join same-year teams
- September-October
- Practice/Reserve Week
- 5 Competition Weeks
- No State Tournament

The League's season schedule is defined as the first day after student athlete registration ends and the final League-sponsored event is completed.

Penalties

All student athletes, team leaders and shooting range officials must be familiar with the League Policies & Procedures and must ensure that these Policies & Procedures are enforced. It is the responsibility of each student athlete to comply with the Policies & Procedures. Any violation of Policies & Procedures should result in the following Two Strike Penalty Rule:

Strike 1: Upon a first violation the student will be sent home immediately and it will be the coach's responsibility to contact the parents of the athlete and address the concerns before the athlete can return to the team.

Strike 2: If a second violation occurs the student will be removed from the team with no refund and will not be able to return for the remainder of the season.

The League must be informed immediately of any roster changes. Individual teams may include alternative penalties and enforcement actions.

School conduct, academic or chemical abuse policies and penalties and federal Gun-Free Zone Act laws will always supersede any League policies.

Insurance

All registered student athletes are insured by the League's accident insurance policy if a covered injury occurs because of participating in a League event.

All registered coaches and volunteers are insured under a General Liability Insurance Policy if a covered injury occurs because of participating in a League event.

The names of all registered athletes, coaches and volunteers must be included in the team's Team Management profile prior to the first practice event to qualify for the insurance. Coaches must agree to League terms of participation to receive insurance.

A team's shooting range may have an insurance policy that may cover athletes from the League while shooting during scheduled League events. Ask your participating shooting range for their insurance policy details.

Privacy

The League has strict rules and regulations regarding disclosure of athlete's and parent's contact information, including but not limited to names, phone numbers, email addresses, house addresses or any other information allowing a third-party to identify or contact any League participant or parent. Coaches, assistants, staff or any other personnel with access to contact information may not copy, distribute, sell, share, or make available in any manner, to any other person, entity, or third-party. In the event of unauthorized disclosure of any contact information the individual(s) responsible shall be deemed in violation of this privacy rule and the League may resort to any remedy available to it, through its internal Bylaws or at law.

Eligibility

School Eligibility

Any high school or home school association comprised of grades 9-12 located within the League's state is eligible to participate. New teams require:

- Approval from the school (Board, Principal, Assistant Principal, or Activities/Athletic Director), AND
- Use of the school name, AND
- A school-approved adult Head Coach, AND
- A letter or email from the school that is sent to the League authorizing participation of the team and Head Coach.

Example approval letter: This letter serves as approval for our students to represent Example High School and to utilize the name Example High School for their clay target team representation in the State High School Clay Target League. The team's Head Coach will be John Doe.

Schools are strongly encouraged to allow use of the school logo, offer a lettering program, and include the team photo in the school's yearbook.

Team Eligibility

In the spirit with which this League was formed, the League encourage all athletes who meet student athlete eligibility requirements to be included on a team based on submission of registration (first come, first serve) and not by tryouts.

- A minimum of five student athletes are required to form a team.
- Different schools within or adjacent to a school district may combine student athletes to form a single team.
- A minimum of one coach for every 10 team members is required.
- An unlimited number of student athletes may be on a team if the athlete-to-coach ratio complies.
- The number of members on a team will be determined by a combination of coach/student ratio and shooting range capacity.

It is important that the Head Coach and the shooting range work together to determine the number of students the coaching staff and facility can safely and efficiently accommodate.

- If additional coaches are required to conform to the coach/student ratio requirements, ask parents or shooting range members to assist with the team.
- If additional shooting time is needed at the shooting range to accommodate more members, consider adding an additional day or extend participation hours.
- If a shooting range has reached capacity or team size limit is imposed, returning student athletes and seniors should be provided the first opportunity to participate.
- Teams may utilize different shooting ranges to accommodate larger team sizes and/or to reduce travel for participants.

Athlete Eligibility

Any student enrolled at school at the time of the student athlete registration deadline date is eligible to participate if he/she:

- Is in grades six through twelve, AND
- Has completed a League-approved firearm safety certification program, AND
- Meets all school curricular activity eligibility requirements, AND
- Complies with the League's Policies & Procedures, AND
- If the team has the capacity to accommodate the student.

Homeschooled or online students may participate on a team if they meet the above criteria and the team is within their same school district as their residence.

If a student athlete transfers to a different school during the League's season, the athlete must complete the season with the team he/she originally registered for. No roster changes are allowed after registration is complete.

Special Need Athletes

Shooting sports provides student athletes and their families an equal opportunity to participate in the League.

Students with physical disabilities, learning disabilities, or mental health concerns should consult with the team's Head Coach prior to registering with the team to explore participation opportunities and requirements. The student's participation may require written approval from a physician.

Special need student athletes may utilize coach assistance and/or apparatuses at any time while shooting.

Team Or Athlete Disqualification

The League promotes participation in clay target sports emphasizing safety, fun, and marksmanship and does not encourage youth competition for a financial benefit. The League also does not support motivating youth to participate in this sport through financial gain and, therefore, the following conduct will disqualify a team or athlete from participation in League sponsored events:

A student shall remain eligible to participate in League activities unless any of the following occur:

A student accepts one or more of the following associated with the participation in clay target events occurring during the League's season:

- Monetary compensation for participation in clay target competition;
- Gifts or promotional merchandise valued at \$100 or more;
- A share in the season profit of a team;
- An expense allowance;
- An exclusive financial benefit that includes an ancillary advantage or benefit to a for-profit business;
- A tangible prize or award having a value exceeding \$100; or
- Monetary prize, purse, reward or other winnings exceeding \$100.

Gifts or scholarships received by the athlete, either directly or indirectly, that are not conditioned upon continued participation in clay target events shall not be construed as a disqualifying event.

A team shall remain eligible to participate in League activities unless any of the following occur:

A team, or entity benefiting the team, accepts one or more of the following associated with the team's participation in a clay target event at any time during the year:

- Promotional merchandise, goods, or services valued at \$1,000 or more;
- A team prize or award having a value of \$100 or more; or
- A monetary prize, purse, reward or other winnings exceeding \$100.

Monetary contributions received through fundraising, donations, grants, scholarship or like kind that are given and remain in the possession and control of the team, or in the possession and control of an entity that is organized for the benefit of the specific team, shall not be construed as a disqualifying event.

A student or team who fails to comply with these requirements shall be disqualified from further participation in the League.

Organizing A Team

Team Setup

The League is not a sanctioned sport/activity with a state's high school activity/athletic association. Most schools will setup the clay target team as a club or activity just like other activities at the school. This means the coaching staff is solely responsible for management, coaching, administration, and monetary management on behalf of the team.

Non-Profit Organization

Because most teams are setup as an independent activity for the school, some teams establish a 501(c)(3) non-profit organization for their team to take advantage of being tax-exempt and the ability to accept contributions and donations that are tax-deductible to the donor. Additional benefits include, but are not limited to:

- Exemption from federal and/or state corporate income taxes.
- Possible exemption from state sales tax (varies by state).
- Ability to apply for grants and other public or private allocations available only to IRS-recognized, 501(c)(3) organizations.
- The public legitimacy of IRS recognition.
- Formal checking and banking services.

When considering creating a non-profit organization, it is strongly recommended to consult with certified legal and accounting professionals prior to considering starting a 501(c)(3) organization. The League can provide some startup guidance upon request.

Shooting Range

Shooting ranges are important partners for high school clay target teams and play a vital role in providing student athletes a safe, fair, and competitive environment to participate in the League.

Ensuring a consistent and fair shooting experience throughout the state and the League is important to the enjoyment of the sport for all participants. The League strongly encourages shooting ranges to adhere to standard equipment, field, target and target flight specifications to the best of the shooting range's abilities.

Clay target team events should be held to the same requirements as other high school events. Therefore, no alcohol or tobacco will be used during League events at the shooting range.

Shooting ranges that host League teams should familiarize themselves with the League's Policies & Procedures. This document is the first resource that clubs, teams, and coaches should refer to if there are any questions.

Additionally, the League recommends that shooting ranges set clear expectations with teams and athletes regarding shooting range rules and safety procedures. In all cases, shooting range safety procedures and product specifications supersede any League policies and/or procedures.

Extreme Travel Distance Option

Teams may complete two consecutive weeks of League events during a single day if the team travels more than 50 miles one-way to the shooting range.

Events must be competed in the following order: Practice Week 1 & 2, Reserve Week & Competition Week 1, Competition Week 2 & 3, Competition Week 4 & 5, Fun Week

Event scores must be submitted to the League in its corresponding scheduled week. (i.e.: Competition Week 1 scores, during Competition Week 1 schedule, Competition Week 2 scores during Competition Week 2 schedule, etc.)

Event scores cannot be submitted for previously completed week events (Week 2 scores cannot be submitted during Week 3, etc.)

This option is only available for teams. It cannot be used for a select student athlete(s).

Sponsorships, Donations & Fundraising

Sponsorships, donations and fundraising events for the team are strongly encouraged to help raise money and reduce the costs of participation for the athletes. Recognition for team sponsorships may occur on team uniforms, banners and websites. Sponsorships cannot include or reference:

- Tobacco products
- Gambling
- Sexual connotations
- Alcohol products (bar/restaurant establishments allowed)

Athlete Recruitment

Recruiting student athletes for a team is coordinated through your high school. Host an open house event at the school to invite everyone that is interested in learning about the team. Promote the open house event through school newsletters, message boards, and posters.

The League can provide a checklist of items to prepare your event, promotional messages and posters to customize and print, and presentation materials to assist with a successful event. Sign interested student athletes up and you have a team!

Team Registration

All teams are required to contact the League to verify participation.

- All teams will have to commit to participation prior to March 1 to be included in the spring season.
- The team's Head Coach will be invited to register their team and agree to League participation terms.

Athlete Registration

Each athlete is required to register with his/her team via the League's registration website. Unless a student athlete is 18 years of age or older at the time of registration, a parent or legal guardian must register the student athlete. All registrants must agree to all terms regarding Sportsmanship, Medical Consent, and Consent & Waiver.

- Check the League's website for all athlete registration requirements, deadlines, and registration fee payment.
- Teams may have deadline requirements prior to the League's requirements.
- Athletes/parents will receive an email from the team inviting them to register the student athlete(s).
- Teams may remove an athlete from their roster after registration but before the Reserve Week begins. Conference assignments will not be changed after they are published if a team removes a student athlete(s). Contact the League to remove a student athlete after registration.
- Unregistered student athletes will be removed from the team roster after the registration deadline.
- There are NO registration deadline extensions or refunds.

Lettering & Yearbook

Each participating school is strongly encouraged to offer a lettering program and a team picture in the school yearbook. Approximately 80% of all teams offer these. Each school has different criteria for awarding letters and yearbook recognition to participating student athletes. Verify the participation and accomplishment requirements with your school. The League offers lettering program recommendations for coaches through the League's website.

League Logo Use

The League's logo may be used by a team only if the team complies to the League's Name and Logo Terms of Use requirements that can be viewed by clicking on the link located on the bottom of the League's website.

If your team requires alternative digital formats of the League's logo, contact the League via email.

Complementary PullUSA Magazine Subscription

PullUSA is the official publication of the USA High School Clay Target League. The magazine covers human interest features, lifestyle stories, tips, product reviews, college prep and more from the world of clay target shooting sports.

The quarterly (four issues annually) magazine will be direct mailed and digitally delivered via email to registered and paid student athletes, Head Coaches, and gun clubs.

- Mailed to valid addresses only.
- Non-qualifying complementary subscriptions may purchase an annual subscription. Visit www.pullusamagazine.com

Technology

Team Management System™ (TMS)

Each Head Coach will be required to utilize the League's Team Management System (TMS) – proprietary online software program designed specifically for the League.

A Head Coach may allow additional users to access TMS and is responsible for those users. Any user will have full access to view, edit, and change all accessible information in TMS so it is vitally important to ensure the proper team staff has the required access.

The Team Management System includes:

- Activity Dashboard – instantly review critical team status, action items, and important messages from the League.
- Team Profile – school and coach contact information, billing information, conference designation, registration user names and passwords, and more.
- Team Roster – add, edit, and download all information about your team members.
- Submit Scores – submit weekly scores for each athlete.
- Team Scoring Report – review scores and statistics on each athlete or the team.
- Tournament Registration – activated prior to tournaments to manage student athlete registration and roster.
- Access Special Team Offers – advertisements from select League providers offer special purchase incentives for teams.

The Head Coach will receive access information to the TMS after confirming their team's participation in the League.

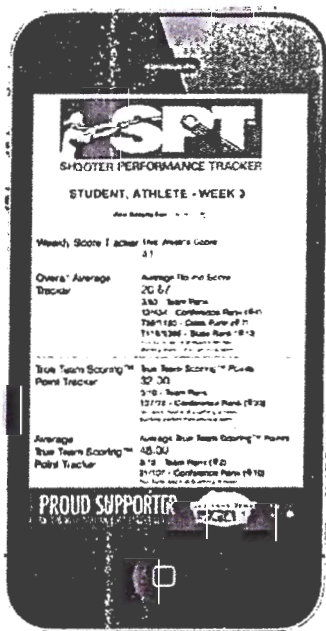
Only a Head Coach or school administrators (Athletic/Activities Director, Principal, Assistant Principal, Superintendent) can assign access or change the Head Coach's access to TMS. This must be coordinated through the League.

The League has strict rules and regulations regarding disclosure of athlete's and parent's contact information, including but not limited to names, phone numbers, email addresses, house addresses or any other information allowing a third-party to identify or contact any League participant or parent. Coaches, assistants, staff or any other personnel with access to Contact Information may not copy, distribute, sell, share, or make available in any manner, to any other person, entity, or third-party. In the event of unauthorized disclosure of any Contact Information the individual(s) responsible shall be deemed in violation of this privacy rule and the League may resort to any remedy available to it, through its internal Bylaws or at law.

Shooter Performance Tracker®

The Shooter Performance Tracker® (SPT) is a League-exclusive web-based performance tracking tool provided to all participants in the high school clay target league.

- Each athlete receives their SPT private access after registration or from their coach
- Accessible on any computer, tablet or mobile device.
- Athletes can monitor their scores and ranking when compared against other athletes on their team, conference, class, state, and nation.
- Athletes can share access to their SPT so friends and family can watch their favorite clay target league athlete.
- If a family has more than one student athlete participating on a team, they will need to use a different email address for each athlete to access the corresponding athlete's SPT statistics.
- Scores and rankings are updated every Saturday night after scores are posted.



Athlete Requirements

League-Approved Firearm Safety Certifications

All student athletes are required to obtain certification for either of the League-approved firearm safety certification programs. Only a state-approved hunter education certificate or the League's SAFE Certification are accepted. Teams should verify the firearm safety training certification requirements with the shooting range where they will be conducting League events.

Student athletes cannot shoot at an event on a team at any time without a League-approved firearm safety certificate. Certificate numbers are required to be included into the athlete's profile by the athlete/parent before the Reserve Week begins. A student athlete that is missing a valid League-approved firearm safety certificate will be removed from the team's roster when the Reserve Week begins.

State-Approved Hunter Education Certification

Most states require that hunters complete a certified hunter education course. The hunter education certificate is proof that students have successfully completed a state's official and approved hunting safety course. A student can use a different state's hunter education certificate than their residing state. A team coach will verify the certificate's authenticity and the registrant must enter the certificate number at registration. Only the coach can enter this information after registration but before the deadline.

Check your state's department of natural resources website for complete hunter education certification information. If the hunter education certificate cannot be obtained by the deadline, then the League's SAFE Certification is recommended if the shooting range allows it.

Student Athlete Firearm Education (SAFE) Certification

The League's SAFE Certification provides an in-depth firearm safety and procedures training program designed specifically for League participants. The cost per student of the SAFE Certificate is \$25 and is payable at the beginning of the online course. Refunds are not allowed. The SAFE Certificate is valid only for League participation and cannot be used for obtaining a hunting license.

The SAFE Certificate is designed specifically for student athletes and coaches participating in the League. To obtain SAFE Certification, students are required to be on a team's waitlist or roster prior to receiving access to SAFE Certification.

The SAFE Certification requires the completion of the online AND shooting range certification programs to earn the SAFE certificate.

Step 1: Go to the SAFE website and complete the SAFE Online Certification program before the athlete registration deadline. Upon completion of the online course, the student athlete will receive a confirmation email and PDF certificate.

Step 2: Complete the SAFE Range Certification prior to the start of the Reserve Week. The SAFE Range Certification is conducted at a shooting range and coordinated by the Head Coach.

Students will participate in a training session conducted by a CLASS-Certified coach on the team. The 1-2 hour shooting range training will include firearm safety, shooting sport procedures, shooting at clay targets, and range safety requirements. The Instructors must have completed the League's Coach Leadership And Safety Support (CLASS) Certification program. Instructors will be provided a SAFE Range Certification guide from the League to assist with certification.

SAFE Range Certification verification must be entered and included in the Team Management System prior to the start of the Reserve Week. Only the coach can enter this information after registration but before the deadline.

All student athletes that complete the SAFE Certification receive an official iron-on certificate patch from the USA High School Clay Target League.

The SAFE Certification can be found at usaclaytargetSAFE.com.

Different School Team Participation

If an athlete wants to participate in the League and the athlete's school does not have a team; the athlete may participate on another team with the approval of both school's Athletic/Activities Directors.

If both schools already have a cooperative participation arrangement for other sports or activities, a League Cooperative Agreement is not required. Check with your school regarding cooperative agreement requirements prior to considering a cooperative agreement with a student and school.

If no cooperative participation arrangement is valid with the student's school and the team school, then the student athlete MUST have the League's Cooperative Agreement completed by both school athletic/activity directors. This agreement is available on the League's website. The Head Coach must retain the approved Cooperative Agreement.

- A student must join a team that is located nearest the student's home school district.
- The League's Cooperative agreement is valid for only one year.
- The student athlete must participate with the team for all events.

The coaching staff for a team makes all decisions if they can accommodate any athletes from other school districts. It is strongly encouraged that the athlete makes a concerted effort to start a team at his/her own school before participating on another school's team.

Other Memberships

No school, or student in a school, shall be required to join any outside organization to participate in the League.

Cost

The cost for each student athlete to participate in the League is determined by the team. Costs vary by team depending on ammunition costs, uniform expenses, and local shooting range fees.

- Cost for participation is typically \$200-\$300 and includes targets, ammunition, and other team costs.
- Payment for the \$35 non-refundable student athlete registration fee for the League is defined by the team to be paid at the time of registration or on behalf of the team.
- League registration fees include administration, awards, insurance and a subscription to PullUSA - the League's official magazine.
- League registration fees do not include optional participation in year-end tournaments.
- Fees typically do not include mandatory ear protection, eye protection, shooting gear, uniforms, or shotgun.
- Athletes must supply their own shotgun. Shooting ranges may allow a shotgun to be borrowed or rented with parental approval. Some teams may also have shotguns for use.

All first-year student athletes receive a complementary official League participation patch to adhere to their gear.

Firearm & Ammunition Transportation

All students and coaches will follow state and county laws and their school's policy regarding shotguns and ammunition.

The shotgun and ammunition are picked up at a student athlete's home and brought to shooting range by parents or students. Some shooting ranges may have secured firearm storage available.

Student athletes and coaches will follow all local shooting range rules and policies.

Scholarship

The League offers a scholarship to a student athlete to continue post-secondary education.

To qualify, a student athlete must:

- Be a member of the League.
- Be a graduating senior in participating year.

- Demonstrate an interest in pursuing a career in environmental sciences and/or conservation of natural resources.
- Adhere to all school eligibility requirements.
- Submit application before deadline.

Details and applications are made available on the League's website in April.

Coaching Staff

All coaches on a team will strive to develop in each athlete the qualities of leadership, initiative, fine judgment, and good citizenship.

New Head Coaches are required to complete the CLASS Certification from the League prior to March 15th. Alternative shooting sport coach certification is not required for any coaches.

The school is responsible for approval of the Head Coach and the school may require background screening for all coaches and volunteers.

Volunteer state-approved hunter education instructors or certified firearm safety instructors are very qualified coaches to be included on a team's coaching staff. Check your state's department of natural resources website for complete hunter education instructor certification information.

Head Coach

Each team requires a Head Coach which must be approved by the school's Athletic/Activities Director. The Head Coach is responsible for all operations of a school's team including, but not limited to:

- Supervising student athletes in a professional manner.
- Recruiting and training assistant coaches.
- Training student athletes in safety and courtesy.
- Training student athletes in trapshooting skills.
- Monitoring the safe handling of shotguns and ammunition.
- Having a wide experience in shotgun shooting and a thorough knowledge of shotguns and shooting range equipment.
- Supervising, advising and assisting all coaches and volunteers.
- Educating student athletes about shooting range safety and courtesy rules.
- Managing student, coach, League, or school conflicts.
- Enforcing all Policies & Procedures.
- Making all penalty decisions.
- Coordinating schedules.
- Submitting all required forms and payments before deadlines.
- Verifying all scores and submitting them to the League before the deadline.
- Appointing qualified Range Safety Officer.
- Conducting and verifying Student Athlete Firearm Education (SAFE) Program certification.
- Completing the CLASS Program.
- Making all decisions in any and all cases which are not provided for in the Policies & Procedures, or are against the spirit of these Policies & Procedures, in the best interest of the school, team and the League.

Assistant Coach & Volunteers

Team assistants receive responsibilities as assigned by the Head Coach.

Team Manager

Although not required, it is recommended each team have a Team Manager. The Team Manager's responsibilities may include:

- Coordinating communications from the League to the coaches and team members.
- Managing all information for team rosters.
- Ensuring all League required forms, payments and score submissions are submitted completely and within deadlines.
- Assist the coaching staff when requested.

Range Safety Officer

The Range Safety Officer (RSO) will possess the knowledge and skills essential to organizing, conducting and supervising safe shooting activities and range operations. One RSO must be present at no more than two adjoining fields during all times when a student athlete participates in League events. The RSO's responsibilities will include:

- Ensuring all shotguns and ammunition are handled safely at all times.
- Supervising preparation of the shooting range according to technical, safety, and target requirements.
- Ensuring the correct application of guns, ammunition and equipment is being used.
- Ensuring proper hearing and eye protection is worn by athletes.

Coach Education And Support Program

The Coach Education And Support Program provides a free education support platform that it is consistent with the clay target league's mission, policies, and procedures to help coaches help themselves, other coaches, and student athletes. The usaclaytargetcoach.com website provides coaches private access to advisors, blogs, and dozens of different lessons to help their knowledge and skills in various areas of starting a team, managing team growth, and emerging teams.

Coaches may also contact the League Coach Education & Support Manager via the League's website for additional assistance and knowledge to help with team management.

Coach Leadership And Safety Support (CLASS) Certification

The League's CLASS Certification provides a comprehensive and interactive online education and training program designed specifically for League coaches. The CLASS Certification is available to all coaches and takes 5-6 hours of online training to complete.

- New Head Coaches are required to complete the CLASS Certification from the League prior to March 15th. A complementary single-use promotional code to complete the certification will be provided.
- New Head Coaches assigned during the participation season are requested to complete the certification within ten days.
- Assistant coaches or volunteers may complete the CLASS Certification for \$50 each.
- Only CLASS-Certified coaches may conduct the SAFE Range Certification program for student athletes to complete the SAFE Certification.
- All coaches registered with the League receive General Liability Insurance.

The CLASS Program provides three critical areas of coach training; Leadership, Range Safety Officer, and Student Athlete Firearm Education.

Leadership:

- Working with coaches and volunteers
- Recruiting student athletes
- Partnering with a shooting range
- Ammunition
- Implementing a safety management plan
- Team communications
- Teaching the skill of the sport
- Recognizing achievements
- Working with parents and schools
- First aid basics

Range Safety Officer (RSO):

- Responsibilities
- Rules
- Shooting range
- Safety meeting
- Equipment failures

- Emergency actions
- Communications

Student Athlete Firearm Education (SAFE) Certification:

- The coach will complete the same 3-4 hour SAFE Online Certification that a student athlete completes.

All coaches that complete the CLASS Certification receive an official iron-on certificate patch from the USA High School Clay Target League.

The CLASS Certification can be found at usaclaytargetCLASS.com.

Background Screening

The League does not require background screening for coaches. School administration and/or the team will determine background screening requirements.

Emergency Management Plan

It is required that each team develops an emergency management plan so they are prepared in case of an emergency. It is vitally important that all elements of this plan are clearly understood by team coaches, shooting range staff, parents and athletes.

Emergency management plans should include:

- Immediate access to a phone to dial 911
- Team roster report – Downloaded and printed from the Team Management profile. This includes emergency contact information for athletes and medical conditions.
- Evacuation information – in case of inclement weather.
- Situation leaders – assigned staff that serve as designated decision-makers and communicator who understand their roles and responsibilities.
- Key contacts – School officials, police, fire, hospital, legal counsel, monetary management, Board of Directors, community partners, etc.

Clear, decisive, and timely communication is important in any situation and having an established plan will help the team successfully navigate its way through any emergency.

Safety & Courtesy

All coaches and adult volunteers have the responsibility to keep the range safe always. Any coach should take it upon them self to speak respectfully with any student athlete on any team immediately if they see a safety violation.

Safe Firearm Handling

All shotguns must be unloaded and have the action open when not shooting.

- Shotguns should be uncased and placed in the rack immediately upon arrival to the shooting range to ensure they are unloaded.
- A break open gun's action may be closed when it is in a gun rack but it shall not contain a live or empty shell.
- All shotguns will be carried with the action open and muzzle pointed in a safe direction.
- Immediately after shooting a student athlete's shotgun should either be placed back onto the gun rack or cased and returned to the student athlete's vehicle.

When Not Shooting

All shotguns will be carried with the action open and must be pointed in a safe direction down range. Student athletes will place their shotguns on a designated gun rack. Immediately after shooting a student athlete's shotgun should either be placed back onto the gun rack or cased and returned to the athlete's vehicle.

Safety & Courtesy

It is the student athletes and coaches' responsibility to conduct an event in a reasonable and safe manner. Safety is more important than speed.

- The practice of tracking targets behind a shooting squad is not permitted.
- Test shots are not permitted.
- Snap caps are permitted in a safe place away from people.
- Always have the shotgun pointed out over fields, up in the air, or at the ground when at the firing line whether shotgun is loaded or not.
- Always keep your finger out of the trigger guard area until your shotgun is shouldered and set.
- Do not handle another person's shotgun without the shotgun owner's consent and coach's permission.
- Clean your shotgun after shooting.
- It is recommended to add a name label on your shotgun for identification.
- Be respectful and do not distract others.
- No heckling.
- Listening to music/podcast through appropriate hearing protection devices are allowed if range commands are audible.
- Empty shells should not be picked up until the round is over or when instructed by a coach.
- Do not leave your station or pivot recklessly to offer help if another shooter needs assistance.
- Only coaches can instruct students while occupying a shooting station. On-field skill training/coaching is not allowed during competition events including year-end tournaments.
- No eating or drinking while occupying a shooting station.
- Wash your hands after handling ammunition, shooting, or cleaning your shotgun.
- Control ejected shells so they do not disturb other shooters at their shooting station. Shell catchers on a pump-action shotguns are recommended.
- Cell phones must be turned off, in airplane mode, or not in possession while shooting.

Foot Pads

Athletes are not allowed to rest muzzles on their feet and should not use any type of foot pads. Magnetic muzzle pads are allowed if placed on the ground.

Practice

Practice is allowed prior to a scheduled event or any other different scheduled day(s) if it doesn't interfere with other teams or shooting range members.

Any athlete wishing to shoot more should be encouraged to do so, if it doesn't interfere with other schools scheduled practice. It is important that a school team does not infringe on another school team's opportunity to participate by taking up more than their fair share of range time. In addition, teams are strongly encouraged to be respectful of all volunteer time and shooting range manager(s) time. Additional shooting may occur if all other athletes have had an opportunity to complete practice rounds and an athlete has no viable opportunity to shoot during the week. Ask a coach or shooting range manager for availability and costs.

Equipment & Gear

Each athlete is responsible for personal equipment and items. Shooting ranges or coaches are not responsible for a student athlete's personal items. It is recommended that student athletes affix a name label to their shotgun and gear.

Shotguns

Student athletes are required to supply their own shotgun. Some teams or shooting ranges may have shotguns to borrow or rent. All

types of smooth-bore shotguns, including semi-automatics, may be used provided their caliber does not exceed 12 gauge.

The student athlete cannot:

- Use a shotgun with any form of "release" trigger actions.
- Use slings or straps on a shotgun.
- Change a properly functioning gun or parts of shotgun in the same round.
- Use devices fitted to the shotgun that have magnifying or light emitting effects.
- Use a pistol grip shotgun that does not have a stock.
- Use a shotgun with mechanical hammer used for "cocking" the shotgun.

Ammunition

All student athletes must use factory ammunition. Ammunition load, shot size, and velocity (feet per second) specifications must meet the use requirements of the shooting range during the event. A student athlete cannot use:

- Reloaded cartridges.
- Tracers, copper and nickel coated shot.

Shooting range ammunition requirements supersede League ammunition requirements.

Teams, families and student athletes must follow all federal laws on the purchase, sale, storage, and transportation of ammunition.

Eye Protection

Eye protection devices designed specifically for shooting sports are required for each student athlete and coach to use while on the field during all events.

Prescription glasses can be used for eye protection if the lenses are comprised of plastic or polycarbonate.

Hearing Protection

Hearing protection devices designed specifically for shooting sports are required for each student athlete and coach to use while on the field during all events. Devices may include:

- Ear muffs
- Ear buds
- Ear plugs

Hearing protection devices that allow for playing music are allowed as long as range commands are audible. Standard commercial ear buds, headphones, or Bluetooth audio playback devices are not designed to reduce and/or eliminate gunshot noise and are not approved hearing protection.

It is recommended that spectators also wear hearing protection when near the field.

Attire

Every participant in the League will promote a positive image by wearing appropriate attire during all events.

Prohibited items include:

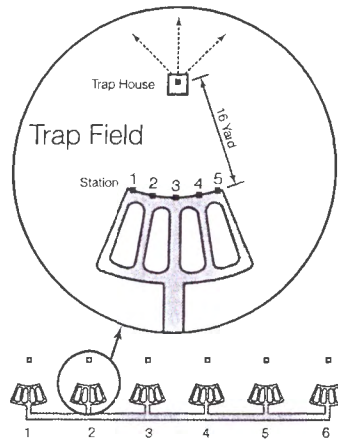
- Clothing that exposes any part of the torso, including but not limited to, cutoff t-shirts, halter tops, tank tops, etc.
- Short shorts and low riding shorts or pants revealing undergarments or buttocks.
- Flip-flops or opened-toed shoes/sandals.
- Any clothing with pictures, caricatures, designs, messages, writings, or other embellishments with direct or indirect references to alcohol, tobacco, sex or sexual connotations, drugs, gambling, or profanities.

Equipment Inspections

Any team coach or RSO has the right to examine any item of a shooter's equipment including guns, ammunition, clothing, and other equipment to ensure proper accordance with these Policies & Procedures.

Trap Shooting

A practice or competition event will consist of shooting two 25 target rounds for a total of 50 targets from the 16-yard station. Up to 5 athletes (squad) will occupy the stations on a trap field. Station 1 is assigned the "squad leader".



Trap Field

The trap field is the area of a shooting range where trapshooting occurs. Each field contains shooting stations (typically concrete walkways with yardage markers) and a trap house.

The trap house is the structure in front of the stations from which the clay targets are launched. Only facility personnel shall enter and maintain the trap house. A cone or flag will be displayed when the trap house requires maintenance and shooters are required to exit their shooting station and make firearms safe until the trap house maintenance is completed and the cone or flag is removed.

Preparation

Each shooter will have all the equipment and ammunition necessary to complete the round each time they occupy a shooting station. All shotguns must be carried open and unloaded when moving to the athletes assigned starting station. Test firing of a shotgun is not permitted.

Ready

At the moment the shooter calls and until the target appears, the shooter must stand in the "READY" position including:

- Both feet entirely within the 16-yard shooting station area.
- Holding the shotgun with both hands.
- The "squad leader" (Station 1) calls for a single target to be launched as an example of flight.
- A live round may be in the chamber, but the action MUST be open until it is the shooter's turn to shoot.

Start

Upon a "START" command from the scorekeeper, each shooter, in turn, will:

- Take proper shooting position.
- Load one shell (if not already loaded)
- Close the action of the shotgun.
- Clearly call "PULL" or some other command for the target.
- Shoot at the target.
- Scorekeeper does not comment when a target is "HIT"
- Scorekeeper will say "LOST" loudly when a target is missed.
- Discharge empty shell.
- Wait for next turn.

A shooter may close the shotgun action only after the previous shooter has completed his/her turn. No shooter will turn from the shooting station before the shooter's shotgun action is open and empty. Each athlete should begin his/her turn within five (5) seconds after the last shooter has fired at a target and the result has been recorded. At the end of each round, the scorekeeper announces the scores for that round in firing order.

"Lost" Target

A missed target must be declared "LOST" when:

- It is not hit during its flight.
- It is only "dusted" and no visible piece is broken from it.
- A shooter, for no permitted reason, does not shoot at a

regulation target for which the shooter has called.

- The shooter is allowed two "misfire" per round if they were not able to fire his/her firearm because he/she has not released the safety or has forgotten to load it.

Disputed Call

In the event of a lost target dispute:

- The shooter immediately raises an arm to notify the scorekeeper.
- All shooters must unload their shotguns and make them safe.
- The scorekeeper defers to the entire squad for majority ruling decision.
- If a majority ruling cannot be made by the squad, the lost target score will stay as-is.
- Unless there is a disputed call, no score can be changed after the next shooter in line has completed his/her shot.

"Refused" Target

A shooter may refuse shooting at a released target if:

- A target is not released immediately after the shooter's call.
- The shooter is visibly disturbed by some external cause.
- The Scorekeeper agrees that the target was flying along an irregular path other than that specified in angle, elevation or distance.

The shooter refusing a target must indicate this by opening the action on their shotgun and raising an arm.

"No Bird" Target

A scorekeeper may declare a "NO BIRD" when:

- A broken or irregular target emerges.
- Multiple targets are thrown at once.
- A shooter shoots out of turn.
- Another shooter fires at the same target.
- The scorekeeper notices the shooter was visibly disturbed by some external cause.
- The scorekeeper notices shooter's foot position is outside his/her lane.
- The scorekeeper detects a violation of the shooters allowed time limit.
- The shot is discharged involuntarily before the shooter has called for the target.
- A target is thrown before the shooter's call.
- A target is not released immediately after the shooter's call.
- A target's trajectory is irregular.
- There is an allowable malfunction of shotgun or shell.

Even if the shooter has fired a shot, a "NO BIRD" allows the shooter to replay the shot without a penalty.

Moving From Station To Station

After the first 5 shots are completed by the entire squad, each shooter will move to a new station by:

- Verifying the gun is unloaded.
- With the chamber open and the shotgun pointed in a safe direction, rotate in a clockwise manner to the next station.
- Station 1 will move to station 2, 2 to 3, 4 to 5, and 5 to 1.
- Station 5 will rotate to their right moving away from the station 4 shooter who is moving to station 5 and continue to walk behind the other shooters to station 1.
- Await the "START" command from the scorekeeper.
- The squad leader is the first to shoot in each round.
- Repeat process until all shooters have each shot 25 targets.
- No shooter will move until the last target in a round is completed.

Stop

When the command or the signal "STOP" or "CEASE FIRE" is given, shooting must stop immediately.

- All shooters must unload their shotguns and make them safe.
- Shooting may only be resumed at the appropriate "START" command is given by the scorekeeper.

Shotgun Malfunction

Failure to fire due to a shotgun malfunction requires that the athlete calls for a "cease fire" or "stop" and properly makes the shotgun safe. The RSO must examine the situation and determine if the shotgun can safely function for the remainder of the round. If the RSO deems the shotgun unusable for that round the shooter must finish the round with another shotgun not already in use. If the athlete does not have access to a alternative shotgun then the athlete must take a zero score for each remaining target that round.

- Shooters are not allowed to suspend a round and finish it after their shotgun has been repaired.
- Shooters are not allowed to hold up the round for more than three minutes during a failure to fire situation.
- Once the RSO has deemed the shotgun unusable for that round the shotgun cannot be brought back onto the field for any reason until the start of a new round.

"Out" Or "End Of Round"

Upon the completion of a round, the scorekeeper will declare "OUT" or "End Of Round". Shooters will be notified of their scores, make their shotguns safe, and carry the shotgun in the approved manner and exit the station.

Practice & Competition Events

League events are defined as practice or competition during scheduled participation.

League Play

Each team coordinates with their local shooting range to determine available days and times to shoot.

- Prior to the start of the League, the coaching staff will define the scheduled event day(s) in the League's Team Management System™.
- Teams may allow up to two scheduled days per week to accommodate large teams, shooting range capacity, other spring sports/activities, or inclement weather conditions.
- All teams must conduct their weekly shoot within the corresponding scheduled week between Sunday and Saturday before 9:00 p.m. CDT.
- If a team cannot compete on their scheduled shoot day, they may reschedule within the same competition week.
- A full-round (25 targets) competition event may continue on a second day only if the competition event gets postponed due to weather, darkness, or other unforeseen circumstances.
- An athlete's score can only be used if completed on their team's scheduled day.
- All rounds are considered practice scores unless they are declared competition targets PRIOR to conducting the round.
- Each scheduled weekly event consists of 50 targets (two rounds of 25 each).
- Using "best scores" from multiple events is not allowed.
- No student athlete makeup rounds for scores are allowed.
- If a team has two scheduled days during the event week and a student athlete cannot participate on his/her scheduled day, the student athlete can participate on the other team-scheduled day if the team allows it.
- Reserve Week scores can only be used for entire teams and cannot be used for individuals.
- In all cases, a coach and Range Safety Officer must be present at all times when a student is participating in League events.
- No handicapping allowed for athlete score adjustments.

Inclement Weather

In the event of inclement weather before or during League events, coaches should make safety their priority.

- When lightning is observed or thunder is heard, the event must be suspended.
- The occurrence of lightning or thunder is not subject to interpretation or discussion. Lightning is lightning; thunder is thunder.
- Athletes and support personnel shall be moved to appropriate indoor facilities.
- Athletes shall not return to the field until lightning has been absent from the local sky and thunder has not been heard for 30 minutes.
- Spectators need to be advised to seek shelter also.

If the event is cancelled, the event may be rescheduled within the same week or the Reserve Week score must be used.

Scoring & Recognition

The League's exclusive True Team® scoring format is used to determine the overall performance for a team in all weekly events during the season. League events are defined as practice or competition during scheduled participation.

Class Designation

A Class contains multiple conferences. Multiple Classes may be used for the League if a multi-day state tournament is required.

Conference Designation

Each conference is comprised of two or more teams. Teams are assigned a conference based on a similar number of members on a team. In the True Team® scoring format, each team in a conference must have the same number of athlete scores used to offer an equal opportunity of points earned. Each conference will have a different total of the points available to be earned for each event because each conference will have a different number of qualifying athletes and perhaps a different number of teams.

- The number of scores used is determined upon a team's conference designation which occurs after the athlete registration deadline but before Competition Week 1 begins.
- Smaller conferences with smaller teams will use less scores.
- Larger conferences with larger teams will use more scores.
- The same number of team members must be used for each team to provide equal opportunity to earn points.

See the conference True Team® scoring assignment example on the League's website to learn more.

Submitting Scores

A team's Head Coach or Team Manager is required to submit their team's scores in the Scoring Management through the League's website for all event weeks.

- Scores must be submitted prior to 9:00 p.m. CDT on the Saturday of the scheduled event (practice or competition).
- Score submissions or changes can be made at any time prior to the weekly 9:00 p.m. CDT Saturday deadline.
- Athletes will automatically receive a score of "0" if a score is not submitted before the deadline.
- After submitting scores, the coach(es) will receive a confirmation email including athlete scores. If the coach does not receive the email, the scores were not properly submitted and they should try again.
- The email scoring confirmation is sent to all coach emails that are selected in the Team Management System.
- Partial (one or more athlete scores) scoring submissions count as a team score and the Reserve Week score cannot be used.
- Any student athlete score that is an error cannot be corrected after the deadline.

****IMPORTANT**** For any team that does not submit scores for the week before Saturday at 9:00 p.m. CDT, the Reserve Week score will be used. No exceptions will be made after the deadline.

True Team® Scoring

The True Team® scoring designed specifically by the League makes competition exciting for the team and its student athletes while incorporating the League's mission and beliefs. This is accomplished by measuring which team is the best overall, rather than which team has the most top finishers while allowing all team members to participate. The League's True Team® scoring method is:

- Fair for everyone.
- Focused on team awards.
- Scalable to work with all team and conference sizes.
- Measurable so athletes and coaches can monitor personal performance progress and goals.
- Flexible to encourage teams to offer open participation and introduce beginner participants.
- Open to all athletes on a team to contribute to the team score.

The League's True Team® scoring is a similar scoring system used for other high school sports including track, swimming and gymnastics.

Earning True Team® Scoring Points – Athlete

All athletes shoot at their assigned 50 targets on their team-assigned event day of the week. A coach enters all scores in their Team Management profile™ before Saturday at 9 p.m. CDT.

- The top scores, as determined by the qualifying number of scores used for your team each week, are compared against all other teams within your conference. See the True Team® scoring example.
- The top score receives the highest number of points available and the remaining scores are assigned based on decreasing subsequent scores to the last qualifying score that receives one point.
- Scores that are tied will split the earned points equally.
- Athletes who do not qualify (DNQ) for the week's top qualifying finishers are recorded, submitted and contribute to an athlete's overall average, but not used in the team's score for the week.

Earning True Team® Scoring Points – Team

- All qualifying athlete scores are added to determine the total team score for the event.
- The team score is then compared against all scores of the other teams in their conference to determine weekly and overall standings.

Published Scores, Athlete Rank & Standings

- All calculations and scores are posted on the League's website on Saturday at approximately 9:30 p.m. CDT.
- Student athlete rankings and 25/50 Straight Club listings are not updated until scores are posted.

Team Recognition

- All completed event scores are added to determine the standings based on the highest number of points earned.
- The team that ends the season with the highest number of points earned wins their respective conference.
- Ties will be awarded equally.

Individual Recognition

Individual performance will be available for public viewers on the League's website in the following categories:

- High Overall Average - overall, conference, and gender. Athletes are required to participate in all competition weeks to qualify. Ties for awards are broken by the Reserve Week high score.
- 25/50 Straight Club - achievers earn a patch and recognition on the website for shooting perfection.

True Team® Scoring Example:

Event 4: Individual Points Earned Example (5 teams, 5 qualifying participants each)

	Event Score	Finish Place	True Team Points Earned
Team 5, Shooter 3	49	1	25
Team 3, Shooter 4	48	2	24
Team 2, Shooter 5	47	T3	22.5
Team 2, Shooter 1	47	T3	22.5
Team 1, Shooter 3	45	5	21
Team 1, Shooter 5	44	6	20
Team 4, Shooter 5	43	7	19
Team 4, Shooter 2	42	8	18
Team 3, Shooter 2	42	T8	16
Team 2, Shooter 3	42	T8	16
Team 3, Shooter 5	42	T8	16
Team 5, Shooter 5	40	12	14
Team 4, Shooter 3	39	13	13
Team 2, Shooter 4	38	14	12
Team 5, Shooter 2	37	15	11
Team 5, Shooter 1	35	T16	9.5
Team 2, Shooter 2	35	T16	9.5
Team 1, Shooter 1	33	18	8
Team 1, Shooter 2	30	19	7
Team 3, Shooter 3	29	20	6
Team 5, Shooter 4	24	21	5
Team 4, Shooter 1	22	T22	3.5
Team 1, Shooter 4	22	T22	3.5
Team 3, Shooter 1	21	24	2
Team 4, Shooter 4	19	25	1

Event 4 Results: Total Team Points Earned (add team's earned points)

	True Team Points Earned	Finish Place
Team 2	82.5	1
Team 5	64.5	2
Team 3	64	3
Team 1	59.5	4
Team 4	54.5	5

Overall Results: After 4 Events (add team's weekly earned points)

	True Team Points Earned	Place
Team 3	284.5	1
Team 1	260	2
Team 2	258.5	3
Team 5	232	4
Team 4	230	5

Awards

Team and individual awards will be announced on the League's website shortly after the completion of the last event.

Absent Athlete Scoring

If an athlete is absent for a week or cannot complete a round, a score of "0" will be entered. If no score is entered for an athlete, a "0" scores is automatically used when the scoring submission deadline expires.

- A "0" score will not count against the athlete's weekly average score used for tournament classifications.
- A "0" score will not count against the team's weekly score unless the team does not meet the minimum number of athlete scores required for the True Team® scoring.
- An athlete must post scores in all competition weeks to qualify for post-season performance recognition awards.

Reserve Score

The week prior to the first competition event week, each team will shoot in a "simulated" (not competing against other teams) competition and the scores will be used as a "reserve" score.

- The Reserve Week score will be saved in the scoring system and can be manually selected by the Head Coach or Team Manager for any week if the team cannot compete during any scheduled event due to inclement weather or other unforeseen circumstances.
- Once the Reserve Week scores are submitted to use for a Competition Week, the scores cannot be changed.
- The Reserve Week scores must be used for the scheduled team and cannot be separated to be used for individual scores.
- Reserve Week scores will be used as a tiebreaker in determining year-end team and individual competitions.
- Reserve Week scores can be used multiple times if required.
- Reserve Week scores are used by selecting the "Use Reserve Week Score" check box in the weekly score submission page in the Team Management System.
- Reserve Week scores are automatically used if no scores are entered before the score submission deadline.

Uncompleted Reserve Week

If the Reserve Week cannot be completed during its scheduled week, follow the below preferences in the order as they appear to makeup the Reserve Week score:

- Reschedule the entire team or multiple squads to complete the Reserve Week event and submit scores during the Week 1 Competition Week.
- If the Reserve Week event cannot be completed during the first competition week, then compute the average scores for all student athletes for completed practice weeks and use them for your Reserve Week scores.
- If your team needs to use the Reserve Week scores for a competition event week and no Reserve Week scores are entered in the Team Management profile, then "0" scores will be used for all members.

Patches

The League provides a number of different iron-on patches to acknowledge student athlete participation and achievement.

- Participation Patches will be sent to head coaches after the start of each season to commemorate each new student athlete's participation in the League.
- 25 and 50 Straight Patches are earned by any student athlete shooting 25-straight in the same round or 50-straight in two consecutive rounds on the same event day during League-sponsored events (including official team practices). Website postings for the 25/50 Straight Club will occur when scores and standings are posted on Saturday night.
- 75 and 100 Straight Patches will be distributed at season-ending tournaments when relevant.
- One Straight patch should be awarded for the greatest number of consecutive targets hit.
- All-State Patches will be awarded to the top season averages.
- SAFE and CLASS Patches will be provided to student athletes and coaches who complete these League sponsored certification courses.
- Head coaches may request additional 25 and 50 Straight Patches by completing the Patch Order Form in TMS or emailing requests to patches@usaclaytarget.com

Fun Week

The Fun Week follows the last week of competition and is intended for teams to host a fun event or practice for the tournaments.

Some ideas for Fun Week include:

- Host a picnic and fun shoot for school officials, city officials, parents, and sponsors of the team.
- Try other shooting sports like skeet, 5-stand, or sporting clays.
- Host an Annie Oakley shoot or try some other fun games.
- Host a team banquet with athletes, their families, and team supporters to celebrate the season and recognize achievements.

Final Events

The season-ending events are only venue that individuals and teams compete and have fun together. Visit each event's website pages for specific details.

State Tournament

All student athletes and teams participating in the state's spring trap shooting league are invited to participate.

National Championship

Qualifying student athletes and teams participating in USA High School Clay Target League's state trap shooting leagues throughout the nation are invited to participate.

Visit: <http://usaclaytargetchampionship.com>

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RESOLUTION REGARDING FORMATION OF A DISTRICT TRAPSHOOTING TEAM

WHEREAS, the Superintendent has advised the Board of Education regarding a number of students being interested in forming a school trapshooting team, which will enable its members to compete against other schools with trapshooting teams; and

WHEREAS, trapshooting is an exciting and challenging sport with several million participants which is growing in popularity throughout the United States and New York; and

WHEREAS, trapshooting has gained international recognition; and

WHEREAS, trapshooting is one of the recognized Olympic shooting sports, introduced to the Olympics program in 1900; and

WHEREAS, trapshooting has been a sport in America since 1831; and

WHEREAS, interest in the sport of trapshooting has grown to the point that New York has now formed a New York State High School Clay Target League ("NYSHSTL") to facilitate and promote students' participation in the sport of trapshooting; and

WHEREAS, the Amateur Trapshooting Association ("ATA"), the primary governing body of American trapshooting and the NYSHSTL both award scholarships to college-bound trapshooters based on academics, integrity, and marksmanship; and

WHEREAS, trapshooting is a coeducational sport capable of being participated in by students with disabilities, therefore making it compliant with Title IX and the Americans with Disabilities Act; and

WHEREAS, the goal of forming a trapshooting team would be to provide instruction and promote firearm safety, personal responsibility, and sportsmanship among the participants, and to enable students of both genders and those with disabilities to engage in competition against their peers across both New York State and the United States; and

WHEREAS, the formation of a trapshooting team would be compliant with the New York Safe Act and the Federal Gun Free Schools Act, in that at no time would firearms or ammunition be brought onto the campus as a result of the formation of a trapshooting team, or one of the District's students becoming a member of such a team; and

WHEREAS, the District has been advised that per the rules of the NYSHSTL, the formation of a trapshooting team can be achieved at no cost to the District, and that team members and coaches would be covered under insurance provided by the NYSHSTL, also at no cost to the District; and

WHEREAS, the Board being fully apprised of the process to form a school trapshooting team under the NYSHSTL, and being desirous of the same.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

Section 1. The formation of a school trapshooting team pursuant to the rules of the New York State High School Trapshooting League is hereby approved, and the use of the school's name in forming and identifying said team is likewise hereby approved.

Section 2. The members of any such team shall be subject to the District's Code of Conduct and any other policy or procedure applicable to student participation in extracurricular activities.

Section 3. It shall be emphasized to any student seeking to join the trapshooting team and/or any student who becomes a member of the trapshooting team, as well as in any policies or procedures adopted as a result of the formation of the District's trapshooting team that students are to be fully compliant with the New York Safe Act and the Gun Free Schools Act, i.e., that at no time are firearms or ammunition to be brought on campus.

Section 4. The Superintendent and/or their designee are authorized to execute any documents necessary to form a school trapshooting team under the NYSHSTL.

Section 5. The Superintendent and/or their designee shall have the authority to seek sponsors in support of the formation of a school trapshooting team, subject to the limits on commercial speech in schools as determined by the Commissioner of Education.

Section 6. This resolution shall take effect immediately.

10/17/18

Gilbertsville-Mount Upton Central School Board of Education

Regular Meeting

17 October 2018

Board Room D131

Members present at the start of the meeting were President, Jeremy Pain, Patricia Dunham, Hillary Giuda-Philpott, Barbara Hill, Zachary Proskine and three guests.

Vice-President Ethan Eberly and Member Mark Muller were 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 Acting PK-12 Principal provided POSITIVE HIGHLIGHTS the following Positive Highlights:

- The Principal thanked the Board President for speaking at GMU's Career Presentation Day.
- Open House was well attended.
- The Mentoring Program is going well.
- The Superintendent talked about the grant GMU was awarded for Systems of Care.
- The Principal is receiving positive feedback from the teachers on the RTI Program.
- The mats on the wall in the gym are being updated, from a donation GMU received from the Booster Club.
- Rotary honored the new GMU teachers with a dinner & the Superintendent was inducted as an official Rotary Member.
- The Superintendent thanked the board for their service and dedication to GMU.

No topics were raised from the floor. PUBLIC COMMENT

-Members of the Gilbertsville Rod and Gun Club spoke REPORTS, TRAP about establishing a High School Trap Shooting Team SHOOT LEAGUE open to students in grades 6-12.

The board discussed the following: BOARD DISCUSSION

- Sexual Harassment Policy
- Exit Poll Survey for a SRO
- Options for the School Based Health Center
- Options to replace the GMU vacant board seat

Minutes from the 12 September 2018 regular meeting MINUTES were unanimously approved on a motion by Hill, seconded by Proskine. For the motion six, opposed none. Motion carried.

The proposed 17 October 2018 Regular Consent Agenda AGENDA was unanimously adopted as amended on a motion by Giuda-Philpott, seconded by Dunham. For the motion six, opposed none. Motion carried.

Board Member Hill made the motion, seconded by Board Member Proskine. RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 17 October 2018 CSE/CPSE Consent Agenda. The meeting dates include September 13, 20, 24, 27 & October 03, 2018. For the motion six, opposed none. Motion carried.

CSE/CPSE CONSENT
AGENDA

Board Member Proskine made the motion, seconded by Board Member Dunham. RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 17 October 2018, Financial Consent Agenda. For the motion six, opposed none. Motion carried.

FINANCIAL CONSENT
AGENDA

Financial Reports

To accept the financial reports for September 2018.

Standard Workday for Employees

BE IT RESOLVED, that the Gilbertsville-Mt. Upton CSD, location code 73609, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Building and Grounds Supervisor- 8 hours

Bus Driver- 6 hours

Bus Mechanic- 8 hours

Bus Monitor- 6 hours

Business Clerk- 6 hours

Cleaner- 8 hours

Food Service Helper- 6.25 hours

Head Bus Driver- 8 hours

Occupational Therapist- 8 hours

Recess Monitor- 6 hours

School Meals Manager- 8 hours

School Nurse- 8 hours

Secretary- 8 hours

Substitute Health Aide- 6 hours

Substitute Cleaner- 6 hours

Teacher Aide- 7 hours

Transportation Supervisor- 8 hours

Keyboard Specialist- 6.5 hours

Attendance Clerk- 7.5 hours

Standard Workday Reporting Form for Elected and Appointed Officials

BE IT RESOLVED, that the Gilbertsville-Mount Upton Central School District, location code 73609, hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on their record of activities:

Sheila Nolan, Superintendent's Secretary/Board Clerk- 8 hours

Dorothy Iannello, District Treasurer- 8 hours

Cindy Ketchum, Deputy Treasurer- 6 hours

Donation

To accept the following donation from the GMU Booster Club: A donation in the amount of \$2,000.00 for new gym mats.

Donation

To accept the following donation from C & S Engineers, Inc.: A donation in the amount of \$750.00 for the STEAM Program.

Substitute Rates

To approve the updated substitute rates for the remainder of the 2018-19 school year.

Fully Certified Long Term Teacher: After 10 consecutive days in same position-\$90/day, after 25 days \$95/day.

Non-Certified Long Term Teacher: After 10 consecutive days in same position-\$80/day, after 25 days \$85/day.

Budget Transfers

To approve budget transfers from September 1 through September 30, 2018.

Corrective Action Plan

To approve the corrective action plan resulting from the audit of the district's financial statements for extra classroom funds for the year ending June 30, 2018.

Tax Correction

To approve a correction to a change in assessment in the amount of \$20,205 to Tax Map Number #253.00-1-44.03, and \$37,905 to Tax Map Number 254.00-1-2.00, and to authorize the District Treasurer to make the necessary revision/corrections to the school tax bill effective 17 October 2018. This action in the Town of Morris, Otsego County reduces the school levy by \$1,633.23.

Bid Refusal

Upon the recommendation of the Superintendent of Schools and following the advice of the District's Architect, RESOLVED, all bids received on the Small Capital Project on October 10, 2018 are hereby rejected. The District will rebid.

Board Member Hill made the motion, seconded by Board Member Dunham, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 17 October 2018, Personnel Consent Agenda. For the motion six. opposed none. Motion carried.

PERSONNEL CONSENT
AGENDA

Cafeteria Substitute

To approve Amber Lum as a cafeteria substitute for the 2018-19 school year.

Food Service Worker

To approve Stacey Barnes as a food service worker effective October 18, 2018.

Retirement

To accept the retirement of Joanne Krut as bus/recess monitor effective October 19, 2018 with regret and gratitude for her years of service.

Substitute

To approve Michael Pope as a non-certified substitute effective October 18, 2018.

Substitute

To approve Sara Jo Barnes as a non-certified substitute effective October 18, 2018.

10/17/18

Substitute

To approve Joanne Krut as a non-certified substitute for the 2018-19 school year.

Recess Monitor

To approve Amanda Austin as a recess monitor effective October 22, 2018.

Substitute Bus Driver

To approve Aaron Bower as a substitute bus driver for the 2018-19 school year.

Bus Monitor

To approve Kali Ricco as a bus monitor for the 2018-19 school year.

Coaching Recommendation

To appoint the following volunteer assistant coach for the 2018-19 sports season:

Boy's & Girl's Basketball Programs -Art Christensen

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 17 October 2018 Personnel Proposal Agenda. For the motion six, opposed none. Motion carried.

PERSONNEL PROPOSAL
AGENDA

Resignation

To accept the resignation of Zachary Proskine from the Board of Education, effective October 18, 2018, with regret and gratitude.

Board Member Proskine made the motion, seconded by Board Member Giuda-Philpott, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 17 October 2018 New Items Consent Agenda. For the motion six, opposed none. Motion carried.

NEW ITEMS CONSENT
AGENDA

Records Management

To approve Sheila Nolan as Records Management Officer for the remainder of the 2018-19 school year.

No topics raised from the floor.

PUBLIC COMMENT

The meeting adjourned at 8:28 p.m. on a motion by Hill, 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: Annette D. Hammond
Special Education Supervisor

RE: Recommendations Regarding Students with Disabilities

DATE: November 15, 2018

The following were reviewed by the 504/CSE/CPSE Committee(s) at its meeting of October 25th, 2018, November 1st and November 15th, 2018. The 504/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
Wednesday, November 28, 2018

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 October 2018.

Tax Correction (encl F2)

To approve a correction to a change in assessment and to add a Veteran's Exemption to Tax Map Number 254.00-1-11.00, to add an Enhanced STAR Exemption to Tax Map Number 254.00-1-41.01, and to authorize the District Treasurer to make the necessary revision/corrections to the school tax bill effective 14 November 2018. This action in the Town of Morris, Otsego County reduces the school levy by \$372.43 and the remainder of \$721.00 for the Enhanced STAR will have no budgetary impact because this will be paid for by New York State STAR aide.

Budget Calendar (encl F3)

To approve the budget calendar for the 2019-20 school year.

CSEA Sick Bank Report (encl F4)

To approve the CSEA Sick Bank Report for the 2018-19 school year.

GMUTA Sick Bank Report (encl F5)

To approve the GMUTA Sick Bank Report for the 2018-19 school year.

Small Capital Project Bid (encl F6)

To approve the small capital project bid from A. Treffeisen & Sons, LLC with a bid amount of \$70,200.

Clinic Renovations Project Bid (encl F7)

To approve the clinic renovations for the school based health center from Murnane Building Contractors, Inc. with a bid amount of \$359,000.

Donation (encl F8)

To accept the following donation from Unadilla Valley Historical Society: A donation in the amount of \$500.00 for the Richmond Artifacts Collection Project.

Donation (encl F9)

To accept the following donation from the United Methodist Church in Mt. Upton-Carol Clum: A donation of Clorox wipes & tissues.

Gilbertsville-Mt. Upton Board of Education
Regular Meeting
Wednesday, November 28, 2018

School Tax Collection Report (encl F10)

To accept the unpaid school tax collection report in the amount of \$289,753.12 to be forwarded to the Otsego and Chenango County Treasurer's Office for the 2018-19 school year.

Gilbertsville-Mt. Upton CSD**Check Warrant Report For A - 7: Cash Disbursement For Dates 10/1/2018 - 10/31/2018**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
27051	10/01/2018	1721	SENYWWC	433	36.00
27052	10/01/2018	2196	PITNEY BOWES INC	265	31.99
27053	10/01/2018	1810	247 SECURITY INC.	242	135.00
27054	10/01/2018	1141	CAZENOVIA EQUIPMENT CO	311	225.61
27055	10/01/2018	134	CHENANGO WELDING SUPPLY LLC	287	25.32
27056	10/01/2018	248	DOUG EXLEY		268.00
27057	10/01/2018	272	FRONTIER COMMUNICATIONS	334	699.62
27058	10/01/2018	835	GRAINGER	310	448.56
27059	10/01/2018	3091	HAMPTON INN & SUITES	435	338.00
27060	10/01/2018	2518	Hummel's Office Plus	430	44.97
27061	10/01/2018	350	J.W. PEPPER & SON INC	358	838.21
27062	10/01/2018	3182	JEFF UTTER		75.00
27063	10/01/2018	407	MATTHEWS BUSES INC	248	164.18
27064	10/01/2018	2452	NORWICH OUTDOOR POWER	332	138.32
27065	10/01/2018	607	PUTNAM PEST CONTROL INC	345	55.00
27066	10/01/2018	609	QUALITY HARDWOODS	288	363.92
27067	10/01/2018	680	SCHOOL SPECIALTY	371	1,450.34
27068	10/01/2018	765	THE WATER BOTTLE	282	70.00
27069	10/01/2018	780	TOWN OF BUTTERNUTS		500.00
27070	10/01/2018	788	TRI-COUNTY COMMUNICATIONS INC.	421	336.00
27071	10/01/2018	2254	US BANK EQUIPMENT FINANCE	333	656.00
27072	10/01/2018	2283	W.B. MASON CO INC	111	596.22
27073	10/01/2018	3116	WILLIAM V. MACGILL & CO	405	48.80
27074	10/02/2018	2230	Cascio Interstate Music	261	194.82
27075	10/02/2018	915	HEINEMANN	214	943.86
27076	10/02/2018	2109	MICROBAC LABORATORIES, INC	278	64.00
27077	10/02/2018	674	SCHOLASTIC SPORTS SALES LTD	407	1,478.61
27078	10/02/2018	680	SCHOOL SPECIALTY	155	55.08
27079	10/02/2018	2283	W.B. MASON CO INC	202	12.70
27080	10/03/2018	3181	COMODO	428	99.95
27081	10/09/2018	2629	BROWN & BROWN OF GARDEN CITY INC	276	5,707.20
27082	10/09/2018	428	CDW GOVERNMENT	426	347.00
27083	10/09/2018	2782	EASTERN	274	121.00
27084	10/09/2018	3183	EDUCATORS PUBLISHING SERVICE	439	640.06
27085	10/09/2018	971	FISCAL ADVISORS & MARKETING INC		626.50
27086	10/09/2018	1834	Gillee's Auto Truck & Marine	243	75.22
27087	10/09/2018	327	HOGAN & SARZYNSKI LYNCH, DEWIND & GREGORY, LLP	353	760.00
27088	10/09/2018	337	INDUSTRIAL ARTS SUPPLY COMPANY	314	1,282.36
27089	10/09/2018	948	MARY IMOGENE BASSETT HOSPITAL	255	987.48
27090	10/09/2018	437	MODULAR MECHANICAL SERVICE	384	954.46
27091	10/09/2018	2052	OTSEGO COUNTY		402.75
27092	10/09/2018	243	THE EVENING SUN	394	125.27
27093	10/09/2018	2283	W.B. MASON CO INC	206	94.77
27094	10/11/2018	54	AT & T	363	48.83
27095	10/11/2018	2210	Casella Waste System INC	227	295.66

Gilbertsville-Mt. Upton CSD



Check Warrant Report For A - 7: Cash Disbursement For Dates 10/1/2018 - 10/31/2018

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
27096	10/11/2018	1647	DEBORAH OSTRANDER		24.00
27097	10/11/2018	2212	FISHER SCIENTIFIC CO LLC	126	22.12
27098	10/11/2018	3050	LEARNING WITHOUT TEARS	415	64.25
27099	10/11/2018	1809	LOWE'S	235	538.43
27100	10/11/2018	3185	MORRISVILLE STATE COLLEGE		59.50
27101	10/11/2018	1507	UNIFIRST	344	64.14
27102	10/15/2018	2430	BSN SPORTS	122	201.93
27103	10/15/2018	2109	MICROBAC LABORATORIES, INC	278	58.43
27104	10/15/2018	1815	MONROE2-ORLEANS BOCES	438	95.00
27105	10/15/2018	547	OTSEGO ELECTRIC COOP.	336	6,147.81
27106	10/15/2018	1023	PLANK ROAD PUBLISHING	422	112.45
27107	10/15/2018	680	SCHOOL SPECIALTY	69	213.45
27108	10/15/2018	3172	HILTON PHILADELPHIA CITY AVE	316	318.00
27109	10/15/2018	3073	ROCHESTER RIVERSIDE HOTEL	418	278.16
27109	10/15/2018	3073	**VOID** ROCHESTER RIVERSIDE HOTEL	418	-278.16
27110	10/15/2018	188	DCMO BOCES	364	939.88
27111	10/15/2018	835	GRAINGER	310	668.03
27112	10/15/2018	560	PASCO INC.		931.00
27113	10/15/2018	3000	SIDNEY CENTRAL SCHOOL DISTRICT		234.60
27114	10/16/2018	54	AT & T	363	1.00
27115	10/17/2018	14	ADIRONDACK COMBUSTION TECH	420	1,969.00
27116	10/17/2018	30	AMAZON.COM	436	410.38
27117	10/17/2018	428	CDW GOVERNMENT	431	366.00
27118	10/17/2018	188	DCMO BOCES	450	159,609.88
27119	10/17/2018	2625	LIGHTSPEED SYSTEMS INC	448	2,000.00
27120	10/17/2018	2109	MICROBAC LABORATORIES, INC	278	60.93
27121	10/17/2018	1880	PEARSON EDUCATION INC	434	518.80
27122	10/17/2018	1460	PRICE CHOPPER OPER. CO. INC	299	158.22
27123	10/17/2018	1552	REINHARDT HOME HEATING	281	2,638.12
27124	10/17/2018	3073	ROCHESTER RIVERSIDE HOTEL	418	244.00
27125	10/17/2018	680	SCHOOL SPECIALTY	50	36.32
27126	10/17/2018	2283	W.B. MASON CO INC	410	451.88
27127	10/23/2018	2501	BCK-IBI GROUP A NEW YORK GENERAL PARTNERSHIP		2,336.36
27128	10/23/2018	2430	BSN SPORTS	123	639.60
27129	10/23/2018	1583	BUSINESS CARD		39.25
27130	10/23/2018	2230	Cascio Interstate Music	261	109.00
27131	10/23/2018	2391	CHENANGO COUNTY REAL PROP TAX		654.74
27131	10/23/2018	2391	**VOID** CHENANGO COUNTY REAL PROP TAX		-654.74
27132	10/23/2018	238	ERIC MAZARAK PIANO TUNING		210.00
27133	10/23/2018	2635	Excellus Health Plan - Group	231	18,519.05
27134	10/23/2018	272	FRONTIER COMMUNICATIONS	334	703.94
27135	10/23/2018	2908	Greg Bonczkowski		15.96
27136	10/23/2018	3189	IXL LEARNING INC	457	249.00
27137	10/23/2018	1136	LAURENS CENTRAL SCHOOL		4,292.91
27138	10/23/2018	2572	NY44 Health BenefitsPlan Trust	230	138,186.00

Gilbertsville-Mt. Upton CSD



Check Warrant Report For A - 7: Cash Disbursement For Dates 10/1/2018 - 10/31/2018

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
27139	10/23/2018	898	NYSSMA		108.00
27140	10/23/2018	3192	ONEONTA YOUTH SOCCER ASSOCIATION INC		125.00
27141	10/23/2018	3191	TERESA TITUS		36.94
27142	10/23/2018	1068	THE OTSEGO COUNTY CHAMBER OF COMMERCE	459	160.00
27143	10/23/2018	3166	TRI VALLEY ATHLETIC ASSOCIATION OF SEC. IV	458	250.00
27144	10/23/2018	3193	UNATEGO CSD		2,052.45
27145	10/23/2018	1783	WILLIAMS TIRE & AUTO INC	454	615.00
27146	10/23/2018	186	D'ARCANGELO & CO., LLP	342	8,400.00
27147	10/23/2018	133	CHENANGO COUNTY TREASURER		654.74
27148	10/25/2018	16	ADVANCED FIRE PROTECTION	324	135.00
27149	10/25/2018	2629	BROWN & BROWN OF GARDEN CITY INC	276	5,653.96
27150	10/25/2018	512	NYSASBO	413	331.00
27151	10/25/2018	3180	THE DESMOND HOTEL AND CONF. CENTER	414	441.00
27152	10/25/2018	765	THE WATER BOTTLE	282	65.00
27153	10/25/2018	2254	US BANK EQUIPMENT FINANCE	333	656.00
27154	10/25/2018	1025	VOLO'S AUTO SUPPLY	250	55.59
27155	10/25/2018	2283	W.B. MASON CO INC	111	37.86
27156	10/25/2018	40	AMREX CHEMICAL CO., INC.	390	531.50

Number of Transactions: 108

Warrant Total: 387,630.30
Vendor Portion: 387,630.30

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 108 in number, in the total amount of \$ 387,630.30 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.

10/25/18 Cindy Hutchinson 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 \$ 387,630.30. 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.

10-26-18 T.H. Cull Internal Claims Auditor
 Date Auditor's Signature Title

Gilbertsville-Mt. Upton CSD



Check Warrant Report For C - 2: Cash Disbursement For Dates 10/1/2018 - 10/31/2018

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
32267	10/03/2018	2062	BIMBO FOODS, INC	374	299.79
32268	10/03/2018	2907	Carlo Masi and Sons Inc.	375	1,457.60
32269	10/03/2018	280	GINSBERG'S FOODS	376	2,665.73
32270	10/03/2018	3068	HERSHEY'S CREAMERY CO	377	450.78
32271	10/03/2018	318	HILL & MARKES INC.	378	691.55
32272	10/03/2018	3067	INSTANT WHIP-EASTERN NY INC	379	1,735.60
32273	10/03/2018	2371	SYSCO FOOD SVCS OF SYRACUSE	381	3,221.74
32274	10/17/2018	188	DCMO BOCES	424	267.44

Number of Transactions: 8

Warrant Total: 10,790.23

Vendor Portion: 10,790.23

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 \$ 10,790.23. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

10/25/18 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 \$ 10,790.23. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

10-26-18 JH Cook External Claims Auditor
 Date Auditor's Signature Title

Check Warrant Report For F - 4: Cash Disbursement For Dates 10/1/2018 - 10/31/2018

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40408	10/12/2018	3003	TANYA SCHNABL		2,400.00
Number of Transactions: 1					Warrant Total: 2,400.00
					Vendor Portion: 2,400.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 2400.00. 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.

10/25/18 Cindy Kitchener 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 \$ 2400.00. 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.

10-26-18 TH Combl Internal claims Auditor
 Date Auditor's Signature Title

Gilbertsville-Mt. Upton CSD



Check Warrant Report For H - 4: Cash Disbursement For Dates 10/1/2018 - 10/31/2018

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
706	10/01/2018	2501	BCK-IBI GROUP A NEW YORK GENERAL PARTNERSHIP		1,233.50
706	10/01/2018	2501	**VOID** BCK-IBI GROUP A NEW YORK GENERAL PARTNERSHIP		-1,233.50
707	10/01/2018	3048	MURNANE BUILDING CONTRACTORS INC		60,749.00
708	10/04/2018	2651	SYRACUSE SCENERY & STAGE LIGHTING CO.		56,773.00

Number of Transactions: 4

Warrant Total: 117,522.00
Vendor Portion: 117,522.00

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 \$ 117,522.00. 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.

10/25/18 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 \$ 117,522.00. 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.

10-26-18 G.H. Cook External Claims Auditor
 Date Auditor's Signature Title

Gilbertsville-Mt. Upton CSD

Check Warrant Report For TA - 7: Cash Disbursement For Dates 10/1/2018 - 10/31/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
23273	10/01/2018	2650	AFLAC		545.40
Number of Transactions: 1				Warrant Total:	545.40
				Vendor Portion:	545.40

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 545.40. 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.

10/26/18 Date Cindy Kitchum Signature Deputy Treas. Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 545.40. 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.

10-26-18 Date [Signature] Auditor's Signature Internal Claims Auditor Title

Gilbertsville-Mt. Upton CSD



Check Warrant Report For A - 8: PAYROLL TO GL - OCTOBER 2018 For Dates 10/1/2018 - 10/31/2018

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
251	10/12/2018	288	GMU PAYROLL ACCOUNT		106,910.92
252	10/12/2018	459	SECURITY BENEFIT LIFE INS		200.00
253	10/12/2018	498	NYS INCOME TAX		5,693.79
254	10/12/2018	810	UNITED STATES TREASURY		33,623.78
255	10/12/2018	873	LEGEND GROUP/ADSERV, THE		2,360.90
256	10/12/2018	2773	MET LIFE		100.00
257	10/26/2018	288	GMU PAYROLL ACCOUNT		105,103.66
258	10/26/2018	459	SECURITY BENEFIT LIFE INS		200.00
259	10/26/2018	496	NYS EMPLOYEES RETIREMENT SYSTE		1,280.98
260	10/26/2018	498	NYS INCOME TAX		5,681.62
261	10/26/2018	810	UNITED STATES TREASURY		33,361.74
262	10/26/2018	873	LEGEND GROUP/ADSERV, THE		2,360.90
263	10/26/2018	2773	MET LIFE		100.00
23274	10/12/2018	188	DCMO BOCES		186.57
23275	10/12/2018	545	OTSEGO COUNTY SHERIFF		36.32
23276	10/26/2018	1831	ALLSTATE LIFE INS COMP OF NY		36.36
23277	10/26/2018	3079	COMMUNITY BANK		2,793.92
23278	10/26/2018	172	CSEA INC.		1,395.98
23279	10/26/2018	188	DCMO BOCES		186.57
23280	10/26/2018	934	GMU LUNCH FUND		50.00
23281	10/26/2018	507	NYS TEACHERS RETIREMENT SYSTEM		1,249.00

Number of Transactions: 21

Warrant Total: 302,913.01

Vendor Portion: 302,913.01

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 21 in number, in the total amount of \$ 302,913.01. 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.

10/26/18 Cindy K. Allum Deputy Treas
 Date Signature Title

Gilbertsville-Mt. Upton CSD

Revenue Status Report From 7/1/2018 To 10/31/2018



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	3,520.83	9,979.17
A 1489	ADM FEE FOR NON-RESIDENT STUDENTS	0.00	0.00	0.00	3,750.00	-3,750.00
A 2401	INTEREST AND EARNINGS	325.00	0.00	325.00	194.68	130.32
A 2401.PR	INTEREST PAYROLL ACCOUNT	3.00	0.00	3.00	0.49	2.51
A 2402	INTEREST EARNINGS-CAPITAL RESERVE	325.00	0.00	325.00	314.55	10.45
A 2403	INTEREST EARNINGS-LIABILITY RESERVE	100.00	0.00	100.00	112.74	-12.74
A 2404	INTEREST EARNINGS-EBALR RESERVE	102.00	0.00	102.00	267.67	-165.67
A 2405	INTEREST EARNINGS-ERS RESERVES	100.00	0.00	100.00	84.26	15.74
A 2406	INTEREST EARNINGS-UNEMPLOYMENT RES	45.00	0.00	45.00	33.73	11.27
A 2413	BOCES ROOM RENTAL	12,000.00	0.00	12,000.00	0.00	12,000.00
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	0.00	55,000.00
A 2703	REFUND OF PRIOR YEARS EXP	0.00	0.00	0.00	7,970.94	-7,970.94
A 2770	OTHER UNCLASSIFIED REVENUES	20,000.00	0.00	20,000.00	352.38	19,647.62
A 3101	BASIC AID GENERAL	3,948,927.00	0.00	3,948,927.00	447,308.90	3,501,618.10
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	0.00	619,000.00
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	63,982.20	233,017.80
A 3103	BOCES AID	598,500.00	0.00	598,500.00	232,810.72	365,689.28
A 3260	TEXTBOOK AID	25,850.00	0.00	25,850.00	5,130.00	20,720.00
A 3262	SOFTWARE AID	5,866.00	0.00	5,866.00	0.00	5,866.00
A 3263	LIBRARY A/V AID	2,237.00	0.00	2,237.00	0.00	2,237.00
A 4601	MEDICAID	17,500.00	0.00	17,500.00	32,870.06	-15,370.06
A Totals:		9,550,000.00	0.00	9,550,000.00	3,620,109.69	5,929,890.31
C 1440	SALE OF REIMBURSABLE MEALS	34,000.00	0.00	34,000.00	11,360.60	22,639.40
C 1445	OTHER CAFETERIA SALES	22,500.00	0.00	22,500.00	3,798.06	18,701.94
C 2401	INTEREST AND EARNINGS	50.00	0.00	50.00	0.42	49.58
C 2701	REFUND OF PRIOR YEARS EXPENDITURES	200.00	0.00	200.00	0.00	200.00
C 2770	MISC REVENUE FROM LOCAL SOURCES	2,500.00	0.00	2,500.00	68.00	2,432.00

Gilbertsville-Mt. Upton CSD

Revenue Status Report From 7/1/2018 To 10/31/2018



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C 2772</u>	Catering - Internal	5,000.00	0.00	5,000.00	0.00	5,000.00
<u>C 3190</u>	STATE REIMB.-BREAKFAST	3,500.00	0.00	3,500.00	196.00	3,304.00
<u>C 3190..01</u>	STATE REIMB.-LUNCH	3,500.00	0.00	3,500.00	287.00	3,213.00
<u>C 3190..1</u>	BOCES AID	500.00	0.00	500.00	541.08	-41.08
<u>C 4190</u>	FEDERAL REIMB.-BREAKFAST	45,000.00	0.00	45,000.00	3,929.00	41,071.00
<u>C 4190..01</u>	FEDERAL REIMB.-LUNCH	95,000.00	0.00	95,000.00	8,630.00	86,370.00
<u>C 4190..02</u>	FEDERAL REIM-AFTER SCHOOL SNACKS	3,585.00	0.00	3,585.00	536.00	3,049.00
<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	29,346.16	225,988.84
<u>F 2401</u>	INTEREST	0.00	0.00	0.00	0.58	-0.58
<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	26,366.00	105,465.00
<u>F 4142.19</u>	2018-19 Title IIA	15,720.00	0.00	15,720.00	3,144.00	12,576.00
<u>F 4143.19</u>	2018-19 Title IV	10,535.00	0.00	10,535.00	0.00	10,535.00
<u>F 4242.19</u>	2018-19 IDEA, Section 611	99,279.00	0.00	99,279.00	0.00	99,279.00
<u>F 6119</u>	2018-19 REAP	19,851.00	0.00	19,851.00	0.00	19,851.00
F Totals:		285,976.09	0.00	285,976.09	37,127.58	248,848.51
<u>H 2401</u>	INTEREST EARNED	0.00	0.00	0.00	154.75	-154.75
<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	100,000.00	0.00
H Totals:		100,000.00	0.00	100,000.00	192,547.25	-92,547.25
<u>V 2401</u>	INTEREST EARNED	0.00	0.00	0.00	71.62	-71.62
V Totals:		0.00	0.00	0.00	71.62	-71.62
Grand Totals:		10,191,311.09	0.00	10,191,311.09	3,879,202.30	6,312,108.79

Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2018 To 10/31/2018



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1010.400</u>	BOE - CONTRACTUAL	6,000.00	-500.00	5,500.00	465.00	0.00	5,035.00
<u>A 1010.450</u>	BOE - SUPPLIES	250.00	0.00	250.00	114.22	0.00	135.78
<u>A 1040.400</u>	CONF/ELECTION OFFICIALS	750.00	0.00	750.00	0.00	0.00	750.00
<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	1,958.92	983.26	1,057.82
<u>A 1240.150</u>	SUPERINTENDENT-SALARY	134,609.00	0.00	134,609.00	44,454.57	88,323.53	1,830.90
<u>A 1240.160</u>	SUPERINTENDENT SECRETARY	51,000.00	-3,612.43	47,387.57	13,458.17	26,480.78	7,448.62
<u>A 1240.400</u>	DO - CONTRACTUAL	5,000.00	0.00	5,000.00	4,506.06	30.00	463.94
<u>A 1240.450</u>	DO - SUPPLIES	1,000.00	0.00	1,000.00	809.59	0.00	190.41
<u>A 1310.160</u>	BO - NON INSTRUCTIONAL	90,140.00	207.12	90,347.12	34,880.54	55,466.58	0.00
<u>A 1310.400</u>	BO - CONTRACTUAL	3,500.00	3,305.31	6,805.31	6,805.31	0.00	0.00
<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	3,000.00	73,225.00	13,634.26	59,363.74	227.00
<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	296.25	703.75	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	865.35	2,134.65	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	574.16	2,425.84	1,000.00
<u>A 1420.400</u>	LEGAL SERVICES	15,000.00	0.00	15,000.00	7,315.00	6,765.00	920.00
<u>A 1430.400</u>	ADVERTISING-PERSONNEL	2,500.00	0.00	2,500.00	1,097.51	0.00	1,402.49
<u>A 1430.400-01</u>	PERSONNEL-FINGER PRINTING	520.00	0.00	520.00	66.00	0.00	454.00
<u>A 1430.490</u>	BOCES-REC/WC/EPA	32,500.00	0.00	32,500.00	6,463.18	25,918.82	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	2,031.80	8,218.20	0.00
<u>A 1480.490</u>	BOCES - SAFETY	53,875.00	2,000.00	55,875.00	11,168.84	44,676.16	30.00
<u>A 1620.160</u>	BLDG MAINT MECHANIC-SALARY	69,865.00	0.00	69,865.00	24,303.42	45,060.53	501.05
<u>A 1620.200</u>	MAINT-EQUIPMENT	10,000.00	0.00	10,000.00	2,077.33	0.00	7,922.67
<u>A 1620.400</u>	MAINT-CONTRACTUAL	14,500.00	0.00	14,500.00	993.70	462.30	13,044.00
<u>A 1620.400-05</u>	MAINT-RUGS/MOPS	2,200.00	0.00	2,200.00	124.41	1,875.59	200.00
<u>A 1620.421</u>	MAINT-FUEL OIL	80,000.00	-5,260.00	74,740.00	1,134.90	70,000.00	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 10/31/2018



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1620.425</u>	MAINT-ELECTRIC	75,000.00	-400.00	74,600.00	2,054.89	62,945.11	9,600.00
<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	613.21	1,886.79	2,500.00
<u>A 1620.431</u>	MAINT-TELEPHONE	3,250.00	0.00	3,250.00	1,751.21	1,498.79	0.00
<u>A 1620.450</u>	MAINT-SUPPLIES	26,000.00	0.00	26,000.00	4,762.02	4,849.81	16,388.17
<u>A 1620.450-01</u>	MAINT-SUPPLIES/STAFF/ADVISOR PURCHASES	1,500.00	1,350.00	2,850.00	1,273.22	1,350.00	226.78
<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	165.00	835.00	500.00
<u>A 1620.472</u>	MAINT-FIRE EXTING	1,000.00	3,760.00	4,760.00	4,551.18	162.00	46.82
<u>A 1620.474</u>	MAINT-GARBAGE	4,950.00	0.00	4,950.00	1,227.64	2,532.36	1,190.00
<u>A 1620.474-01</u>	MAINT-HAZARD WASTE DISP	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 1620.475</u>	MAINT-PORT A FACILITIES	1,800.00	0.00	1,800.00	0.00	1,800.00	0.00
<u>A 1621.160</u>	MAINT-SALARIES	127,500.00	1,864.22	129,364.22	43,326.12	86,038.10	0.00
<u>A 1621.160-21</u>	MAINT-SUMMER HELP	14,220.00	-1,864.22	12,355.78	8,096.40	0.00	4,259.38
<u>A 1621.160-22</u>	MAINT-OVERTIME	5,000.00	0.00	5,000.00	607.80	0.00	4,392.20
<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	931.00	1,363.00	4,069.00
<u>A 1621.400-02</u>	MAINT-TEL.REPAIRS	2,600.00	0.00	2,600.00	388.27	2,211.73	0.00
<u>A 1621.400-03</u>	MAINT-BOILER/MAINTENANCE	4,000.00	0.00	4,000.00	1,969.00	0.00	2,031.00
<u>A 1621.400-04</u>	MAINT-WATER SYSTEM	3,000.00	0.00	3,000.00	787.33	1,212.67	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	856.95	0.00	9,143.05
<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	8,218.75	0.00	1,781.25
<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	4,849.48	10,228.16	9,077.36
<u>A 1670.490</u>	BOCES-PRINTING/Q-COPY	50,145.00	0.00	50,145.00	8,232.68	34,267.32	7,645.00

Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2018 To 10/31/2018



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1680.490</u>	BOCES-Central Data Processing	55,500.00	600.00	56,100.00	11,218.54	44,874.46	7.00
<u>A 1910.400</u>	INSURANCE-DISTRICT LIABILITY	49,750.00	0.00	49,750.00	46,934.92	0.00	2,815.08
<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	0.00	203,750.00	40,748.17	162,992.83	9.00
<u>A 2010.150</u>	CURRICULUM DEVELOPMENT- STIPENDS	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 2010.450</u>	CURRICULUM DEVELOPMENT SUPPLIES	0.00	3,500.00	3,500.00	347.56	3,152.44	0.00
<u>A 2020.150-01</u>	PRINCIPAL-SALARY PRE-K-12	90,000.00	-372.00	89,628.00	25,262.28	53,929.82	10,435.90
<u>A 2020.160</u>	SECRETARIES-HS/ELEM-SALARY	34,015.00	0.00	34,015.00	18,387.80	15,626.40	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	0.00	2,000.00	1,214.07	0.00	785.93
<u>A 2020.450</u>	MAIN OFFICE SUPPLIES	2,000.00	0.00	2,000.00	1,846.16	16.89	136.95
<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	0.00	0.00	1,500.00
<u>A 2020.490</u>	BOCES-STAFF DEVELOPMENT	26,450.00	0.00	26,450.00	3,414.83	21,585.17	1,450.00
<u>A 2060.490</u>	BOCES-Research,Planning & Evaluation	0.00	900.00	900.00	179.08	720.92	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	118,985.62	635,831.14	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	-27,788.00	822,440.00	138,982.57	674,768.43	8,689.00
<u>A 2110.130-12</u>	SALARIES-TUTORING	5,000.00	0.00	5,000.00	960.26	4,039.74	0.00
<u>A 2110.130-CS</u>	SALARIES-STEAM SALARY	44,070.00	0.00	44,070.00	6,780.28	37,289.72	0.00
<u>A 2110.140</u>	SALARIES-SUB TEACHERS	46,256.00	-4,489.64	41,766.36	8,520.00	33,246.36	0.00
<u>A 2110.160</u>	SALARIES-AIDES	90,000.00	30,667.33	120,667.33	14,723.02	105,944.31	0.00
<u>A 2110.160-01</u>	SALARIES-SUB CLERICAL	10,000.00	0.00	10,000.00	1,076.40	8,923.60	0.00
<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	1,535.01	2,695.00	2,269.99
<u>A 2110.200-06-S</u>	STEM Equipment	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
<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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<u>Account</u>	<u>Description</u>	<u>Budget</u>	<u>Adjustments</u>	<u>Adj. Budget</u>	<u>Expensed</u>	<u>Encumbered</u>	<u>Available</u>
<u>A 2110.400-10</u>	CONTRACTUAL - ELEM MUSIC	3,275.00	0.00	3,275.00	0.00	0.00	3,275.00
<u>A 2110.400-11</u>	CONTRACTUAL - PREK-12 BLDG.	10,500.00	4,500.00	15,000.00	7,771.58	7,033.24	195.18
<u>A 2110.401-06-S</u>	STEM - CONTRACTUAL	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 2110.401-07</u>	CONTRACTUAL - HOME & CAREERS	500.00	0.00	500.00	0.00	500.00	0.00
<u>A 2110.401-08</u>	CONTRACTUAL - HS MUSIC/BAND	8,920.00	0.00	8,920.00	2,047.00	3,275.25	3,597.75
<u>A 2110.401-09</u>	CONTRACTUAL - HS TECHNOLOGY	1,850.00	0.00	1,850.00	638.24	710.76	501.00
<u>A 2110.401-12</u>	CONTRACTUAL - HS SCIENCE	500.00	20.00	520.00	484.00	0.00	36.00
<u>A 2110.401-18</u>	CONTRACTUAL - HS BLDG.	0.00	0.00	0.00	0.00	0.00	0.00
<u>A 2110.450</u>	SUPPLIES-K	300.00	25.00	325.00	265.70	0.00	59.30
<u>A 2110.450-01</u>	SUPPLIES-1ST GRADE	850.00	250.00	1,100.00	949.37	29.50	121.13
<u>A 2110.450-02</u>	SUPPLIES-2ND GRADE	600.00	237.68	837.68	711.25	37.86	88.57
<u>A 2110.450-03</u>	SUPPLIES-3RD GRADE	670.00	48.56	718.56	663.29	11.20	44.07
<u>A 2110.450-04</u>	SUPPLIES-4TH GRADE	250.00	8.00	258.00	258.00	0.00	0.00
<u>A 2110.450-05</u>	SUPPLIES-5TH GRADE	350.00	0.00	350.00	258.87	0.00	91.13
<u>A 2110.450-06</u>	SUPPLIES-6TH GRADE	750.00	0.00	750.00	614.43	2.99	132.58
<u>A 2110.450-08</u>	SUPPLIES-ELEM ART	2,500.00	0.00	2,500.00	1,771.47	559.05	169.48
<u>A 2110.450-09</u>	SUPPLIES-ELEM PE	950.00	0.00	950.00	687.53	0.00	262.47
<u>A 2110.450-1</u>	SUPPLIES-PREK-12 BLD	2,000.00	-1,239.98	760.02	92.74	48.30	618.98
<u>A 2110.450-10</u>	SUPPLIES-ELEM MUSIC	5,865.00	-805.00	5,060.00	3,046.65	738.65	1,274.70
<u>A 2110.450-14</u>	SUPPLIES-ELEM COMPUTER LAB	350.00	0.00	350.00	285.53	0.00	64.47
<u>A 2110.450-19</u>	SUPPLIES-ELEM AGENDAS	1,000.00	-1,000.00	0.00	0.00	0.00	0.00
<u>A 2110.450-20</u>	SUPPLIES-PRE-K	350.00	0.00	350.00	317.38	0.00	32.62
<u>A 2110.450-21</u>	READING	250.00	0.00	250.00	210.06	0.00	39.94
<u>A 2110.451</u>	SUPPLIES- HS ENGLISH	350.00	0.00	350.00	192.40	83.20	74.40
<u>A 2110.451-01</u>	SUPPLIES- HS MATH	650.00	27.81	677.81	668.51	5.98	3.32
<u>A 2110.451-02</u>	SUPPLIES- HS SOCIAL STUDIES	1,350.00	-950.00	400.00	286.59	0.00	113.41
<u>A 2110.451-03</u>	SUPPLIES- HS SCIENCE	3,000.00	1,120.86	4,120.86	3,927.68	67.92	125.26
<u>A 2110.451-04</u>	SUPPLIES - HS ART	1,000.00	875.47	1,875.47	1,450.03	0.00	425.44
<u>A 2110.451-05</u>	SUPPLIES - H.S. TECHNOLOGY	2,500.00	223.01	2,723.01	2,381.55	341.46	0.00
<u>A 2110.451-06</u>	SUPPLIES - H.S. BUSINESS	275.00	0.00	275.00	0.00	0.00	275.00
<u>A 2110.451-06-S</u>	STEM SUPPLIES	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 2110.451-07</u>	SUPPLIES-H.S. FCS	3,000.00	0.00	3,000.00	424.90	1,841.78	733.32
<u>A 2110.451-08</u>	SUPPLIES - HS MUSIC	4,000.00	-84.40	3,915.60	808.90	134.72	2,971.98

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<u>A 2110.451-09</u>	SUPPLIES- HS LANGUAGE	100.00	0.00	100.00	89.68	0.00	10.32
<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	8,519.64	29,624.64	27,499.00	1,426.80	698.84
<u>A 2110.490</u>	BOCES/REGULAR SCHOOL	198,350.00	0.00	198,350.00	43,613.51	154,736.49	0.00
<u>A 2250.150</u>	SPEC ED-SALARIES	322,752.00	27,788.00	350,540.00	54,407.00	296,133.00	0.00
<u>A 2250.160</u>	SPEC ED-SALARIES	107,500.00	0.00	107,500.00	18,832.90	79,345.94	9,321.16
<u>A 2250.400</u>	SPECIAL ED - CONTRACTUAL	6,000.00	0.00	6,000.00	4,329.85	1,000.00	670.15
<u>A 2250.400-05</u>	SPEC ED-TUITION	55,800.00	54,200.00	110,000.00	0.00	110,000.00	0.00
<u>A 2250.450-05</u>	SPEC ED-CSE SUPPLIES	2,000.00	0.00	2,000.00	1,707.29	19.27	273.44
<u>A 2250.490</u>	BOCES-SPECIAL EDUCATION	457,000.00	0.00	457,000.00	94,793.49	355,206.51	7,000.00
<u>A 2280.490</u>	BOCES-OC ED	230,360.00	0.00	230,360.00	46,052.65	184,212.35	95.00
<u>A 2330.490</u>	BOCES - SUMMER SCHOOL	14,925.00	725.00	15,650.00	3,136.60	12,513.40	0.00
<u>A 2610.150</u>	LIBRARIAN-SALARY	56,458.00	0.00	56,458.00	8,687.88	47,770.12	0.00
<u>A 2610.160</u>	LIBRARY AIDES-SALARIES	14,365.00	0.00	14,365.00	2,160.31	12,204.69	0.00
<u>A 2610.450</u>	LIBRARY-SUPPLIES	500.00	0.00	500.00	104.84	0.00	395.16
<u>A 2610.460</u>	LIBRARY-BOOKS/PERIODICALS	9,230.00	0.00	9,230.00	3,528.48	957.66	4,743.86
<u>A 2610.490</u>	BOCES-MEDIA SERVICES	40,500.00	0.00	40,500.00	8,134.75	28,192.53	4,172.72
<u>A 2630.150-01</u>	COMPUTER-HS/STIPEND	43,245.00	3,918.00	47,163.00	19,348.66	27,814.34	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	2,262.95	1,291.00	5,366.05
<u>A 2630.490</u>	BOCES - COMPUTER SERVICES	60,000.00	-38.61	59,961.39	11,207.46	45,042.54	3,711.39
<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	11,944.38	30,313.16	1,082.46
<u>A 2810.150-CS</u>	GUIDANCE SALARY CS	30,930.00	0.00	30,930.00	4,758.12	26,171.88	0.00
<u>A 2810.160</u>	GUIDANCE-SALARY/SECRETARY	5,903.00	-2,000.00	3,903.00	0.00	1,000.00	2,903.00
<u>A 2810.400-01</u>	GUIDANCE CONTRACTUAL/HS	1,500.00	0.00	1,500.00	351.00	0.00	1,149.00
<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	379.93	0.00	52.85
<u>A 2810.450-01</u>	GUIDANCE-SUPPLIES/HS	350.00	17.22	367.22	211.46	0.00	155.76

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<u>A 2815.160</u>	HEALTH OFFICE-SALARIES	33,298.00	0.00	33,298.00	456.34	32,841.66	0.00
<u>A 2815.400</u>	HEALTH OFFICE-CONTRACTUAL	5,825.00	0.00	5,825.00	1,082.48	3,712.52	1,030.00
<u>A 2815.450</u>	HEALTH OFFICE-SUPPLIES	2,000.00	0.00	2,000.00	413.60	670.67	915.73
<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	0.00	66,500.00	12,359.50	49,438.50	4,702.00
<u>A 2850.150</u>	MARCHING BAND	2,481.00	24.00	2,505.00	0.00	2,505.00	0.00
<u>A 2850.150-01</u>	EXTRA CHORAL	1,085.00	11.00	1,096.00	0.00	1,096.00	0.00
<u>A 2850.150-02</u>	COLOR GUARD	1,025.00	10.00	1,035.00	0.00	1,035.00	0.00
<u>A 2850.150-03</u>	HS STUDENT COUCIL	1,206.00	12.00	1,218.00	0.00	1,218.00	0.00
<u>A 2850.150-03-1</u>	ES STUDENT COUNCIL	580.00	6.00	586.00	0.00	586.00	0.00
<u>A 2850.150-04</u>	YEARBOOK	1,327.00	13.00	1,340.00	0.00	1,340.00	0.00
<u>A 2850.150-05</u>	DRAMA DIRECTOR	1,025.00	10.00	1,035.00	0.00	1,035.00	0.00
<u>A 2850.150-05-1</u>	ASST. DIRECTOR/COREOGRAPHER	595.00	6.00	601.00	0.00	601.00	0.00
<u>A 2850.150-05-2</u>	PIT AND DIRECTOR	595.00	6.00	601.00	0.00	601.00	0.00
<u>A 2850.150-06</u>	MUSICAL DIRECTOR	3,311.00	0.00	3,311.00	0.00	1,672.00	1,639.00
<u>A 2850.150-08</u>	SAFETY PATROL	481.00	5.00	486.00	0.00	486.00	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	0.00	752.00	0.00
<u>A 2850.150-12</u>	SADD	481.00	5.00	486.00	0.00	486.00	0.00
<u>A 2850.150-13</u>	7TH GRADE	303.00	3.00	306.00	0.00	306.00	0.00
<u>A 2850.150-14</u>	8TH GRADE	361.00	4.00	365.00	0.00	365.00	0.00
<u>A 2850.150-15</u>	9TH GRADE	421.00	4.00	425.00	0.00	425.00	0.00
<u>A 2850.150-16</u>	10TH GRADE	1,449.00	14.00	1,463.00	0.00	1,463.00	0.00
<u>A 2850.150-17</u>	11TH GRADE	1,686.00	17.00	1,703.00	0.00	1,703.00	0.00
<u>A 2850.150-18</u>	12TH GRADE	1,926.00	19.00	1,945.00	0.00	1,945.00	0.00
<u>A 2850.150-19</u>	NATIONAL JHS	481.00	5.00	486.00	0.00	486.00	0.00
<u>A 2850.150-20</u>	MS STUDENT COUNCIL	643.00	6.00	649.00	0.00	649.00	0.00
<u>A 2850.150-21</u>	JAZZ BAND	1,247.00	13.00	1,260.00	0.00	1,260.00	0.00
<u>A 2850.150-23</u>	SPANISH CLUB	467.00	5.00	472.00	0.00	472.00	0.00
<u>A 2850.150-24</u>	MOCK TRIAL	745.00	7.00	752.00	0.00	752.00	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	0.00	1,250.00	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	0.00	8,930.00	0.00
<u>A 2855.150-04</u>	BASKETBALL/JV-1/2 EACH	6,746.00	66.00	6,812.00	0.00	6,812.00	0.00
<u>A 2855.150-05</u>	BASKETBALL/MODIFIED-1/2 EACH	4,857.00	11.00	4,868.00	0.00	4,868.00	0.00
<u>A 2855.150-07</u>	BASEBALL/SOFTBALL-VSTY-1/2 EACH	6,685.00	67.00	6,752.00	0.00	6,752.00	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	0.00	4,594.00	0.00
<u>A 2855.150-11</u>	CHAPERONES	2,500.00	0.00	2,500.00	54.84	2,445.16	0.00
<u>A 2855.150-15</u>	MOD TRACK/ASST VARSITY	1,701.00	17.00	1,718.00	0.00	1,718.00	0.00
<u>A 2855.150-16</u>	VARSITY TRACK	3,343.00	33.00	3,376.00	0.00	3,376.00	0.00
<u>A 2855.150-17</u>	TIMERS	1,000.00	0.00	1,000.00	0.00	1,000.00	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	0.00	0.00	5,500.00
<u>A 2855.400</u>	OFFICIALS/CONTRACTUAL	22,250.00	-125.00	22,125.00	1,064.88	21,060.12	0.00
<u>A 2855.450</u>	ATHLETIC-SUPPLIES	10,500.00	-125.00	10,375.00	-180.43	4,840.97	5,714.46
<u>A 2855.490</u>	BOCES-SPORTS COORD	2,750.00	16.00	2,766.00	553.20	2,212.80	0.00
<u>A 5510.160</u>	TRANS-SALARIES	220,000.00	0.00	220,000.00	52,609.33	167,390.67	0.00
<u>A 5510.160-01</u>	TRANS-OFFICE SALARIES	11,150.00	0.00	11,150.00	0.00	11,150.00	0.00
<u>A 5510.160-22</u>	TRANS-EXTRA RUNS	14,000.00	0.00	14,000.00	1,202.13	12,623.00	174.87
<u>A 5510.160-23</u>	TRANS-SUB RUNS	13,000.00	0.00	13,000.00	760.00	12,240.00	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	0.00	10,000.00	10,000.00	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	0.00	0.00	4,000.00
<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	0.00	0.00	1,250.00
<u>A 5510.400-07</u>	TRANS-COPIER CHARGES	1,470.00	0.00	1,470.00	0.00	0.00	1,470.00
<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	198.00	0.00	302.00

Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2018 To 10/31/2018



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 5510.450	TRANS-DIESEL	60,000.00	-2,025.00	57,975.00	4,839.40	45,160.60	7,975.00
A 5510.450-01	TRANS-RIMS/TIRES	4,000.00	0.00	4,000.00	615.00	85.00	3,300.00
A 5510.450-02	TRANS-OIL & GREASE	2,400.00	0.00	2,400.00	0.00	0.00	2,400.00
A 5510.450-03	TRANS-OFFICE SUPPLIES	500.00	0.00	500.00	84.85	0.00	415.15
A 5510.450-04	TRANS-CLEANING SUPPLIES	500.00	0.00	500.00	125.96	224.04	150.00
A 5510.450-05	TRANS-POSTAGE	250.00	0.00	250.00	0.00	0.00	250.00
A 5510.450-06	TRANS-JACKETS	700.00	0.00	700.00	0.00	500.00	200.00
A 5510.450-07	TRANS-UNLEADED GASOLINE	28,500.00	0.00	28,500.00	3,718.67	21,281.33	3,500.00
A 5510.450-08	TRANS-PROPANE	6,000.00	0.00	6,000.00	0.00	5,000.00	1,000.00
A 5510.490	BOCES-TRAINING/TESTING/TOWERS	4,500.00	0.00	4,500.00	578.44	1,921.56	2,000.00
A 5530.160	MECHANIC/BUS DRIVER-SALARY	41,800.00	0.00	41,800.00	14,435.28	27,266.72	98.00
A 5530.160-01	CLEANER/BUS GARAGE-SALARY	33,750.00	0.00	33,750.00	11,520.00	21,760.00	470.00
A 5530.200	GARAGE-TRANS. EQP'T. SMALL TOOLS	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
A 5530.200-01	MAINT EQUIP	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 5530.400	GARAGE-ELECTRIC	30,000.00	0.00	30,000.00	12,050.77	17,949.23	0.00
A 5530.400-01	GARAGE-INSURANCE, PROP & LIAB.	7,500.00	0.00	7,500.00	6,222.00	0.00	1,278.00
A 5530.400-02	GARAGE-SEALANT/PAVING	14,500.00	15,000.00	29,500.00	19,288.00	0.00	10,212.00
A 5530.400-03	GARAGE-HARDWARE REPAIR	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 5530.400-04	GARAGE-GARBAGE REMOVAL/MOSA	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
A 5530.400-05	GARAGE-SNOW REMOVAL/ICE MELT	15,000.00	0.00	15,000.00	0.00	13,000.00	2,000.00
A 5530.400-06	GARAGE - UNIFORMS	1,000.00	0.00	1,000.00	0.00	650.00	350.00
A 5530.400-07	GARAGE - HEAT	5,000.00	0.00	5,000.00	0.00	5,000.00	0.00
A 5530.400-09	GARAGE - HVAC	2,000.00	0.00	2,000.00	1,329.46	670.54	0.00
A 5530.400-10	GARAGE - RUGS/MOPS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 5530.400-11	GARAGE - WATER SYSTEM MAINT.	500.00	0.00	500.00	0.00	500.00	0.00
A 5530.400-12	BUS WASH DISCHARGE	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 5530.400-13	GARAGE - PHONE REPAIRS	500.00	0.00	500.00	0.00	0.00	500.00
A 5530.400-14	GARAGE-LIFT INSPECTION	400.00	0.00	400.00	0.00	0.00	400.00
A 5530.400-16	GARAGE-GARAGE DOOR MAINT.	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 5530.450	GARAGE-PARTS	23,124.00	1,000.00	24,124.00	3,230.11	14,004.09	6,889.80
A 5530.450-01	GARAGE-PARTS(EXTRA)	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
A 5530.450-02	GARAGE-MAINT SUPPLIES	11,000.00	0.00	11,000.00	2,167.67	3,582.33	5,250.00
A 5530.450-03	GARAGE-TRANS. SUPPLIES	400.00	0.00	400.00	0.00	0.00	400.00

Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2018 To 10/31/2018



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	0.00	154,414.00	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	56,768.72	216,071.28	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	14.29	4,985.71	5,000.00
<u>A 9060.800</u>	HEALTH INSURANCE	1,728,500.00	-13,473.00	1,715,027.00	637,905.51	1,098,285.50	-21,164.01
<u>A 9070.800</u>	DENTAL INSURANCE	41,429.00	0.00	41,429.00	18,597.24	13,709.80	9,121.96
<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	1,293.00	263,274.00	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
Fund ATotals:		9,885,000.00	18,713.00	9,903,713.00	2,173,976.84	6,943,972.14	785,764.02
<u>C 2860.160</u>	SALARIES	80,000.00	0.00	80,000.00	13,188.92	66,811.08	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	0.00	2,500.00	2,500.00
<u>C 2860.409</u>	CONTRACTUAL	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
<u>C 2860.410</u>	FOOD PURCHASES	80,500.00	0.00	80,500.00	9,802.51	53,597.49	17,100.00
<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	720.28	3,529.72	3,250.00
<u>C 2860.490</u>	BOCES MAINT AGREEMENT	4,250.00	0.00	4,250.00	534.88	2,140.12	1,575.00
<u>C 9030.800</u>	SOCIAL SECURITY	7,000.00	0.00	7,000.00	936.57	5,507.29	556.14
<u>C 9060.800</u>	HEALTH & DENTAL INSURANCE	51,685.00	0.00	51,685.00	55,483.00	0.00	-3,798.00
Fund CTotals:		255,335.00	0.00	255,335.00	80,666.16	134,485.70	40,183.14
<u>F 1419.150</u>	18-19 Title IIA - Instructional Salaries	15,720.00	0.00	15,720.00	2,418.56	13,301.44	0.00
<u>F 1619.150</u>	18-19 Title IV - Instructional Salaries	10,535.00	0.00	10,535.00	1,620.48	8,914.52	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
<u>F 2118.160</u>	2017-18 Title I - Non-Instructional	469.73	0.00	469.73	361.00	0.00	108.73

Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2018 To 10/31/2018



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<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	13,024.56	57,098.64	18,376.80
<u>F 2119.160</u>	18-19 Title I - Non-Instructional Salaries	19,231.00	0.00	19,231.00	5,517.05	9,668.95	4,045.00
<u>F 2119.400</u>	18-19 Title I - Purchased Services	20,000.00	0.00	20,000.00	5,200.00	0.00	14,800.00
<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	10,214.15	44,375.02	7,653.83
<u>F 3219.160</u>	18-19 IDEA, Sect 611 - Non-Instructional	34,800.00	0.00	34,800.00	11,700.00	22,100.00	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 8419.160</u>	18-19 REAP - NON-INSTRUCTIONAL SALARIES	19,851.00	0.00	19,851.00	4,394.00	15,457.00	0.00
Fund FTotals:		285,976.09	0.00	285,976.09	66,101.26	170,915.57	48,959.26
<u>H 1620.295-10</u>	18-19 Small Capital Outlay-Architect	10,500.00	0.00	10,500.00	6,244.26	4,255.74	0.00
<u>H 1620.295-11</u>	18-19 Construction	89,500.00	0.00	89,500.00	0.00	0.00	89,500.00
<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	0.00	-57,392.50
<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	116.69	10,964.53	0.00
Fund HTotals:		100,000.00	74,054.22	174,054.22	335,556.52	15,220.27	-176,722.57
Grand Totals:		10,526,311.09	92,767.22	10,619,078.31	2,656,300.78	7,264,593.68	698,183.85

Gilbertsville-Mount Upton Central School District
Community Bank and JP Morgan Chase Bank Accounts
Monthly Treasurer's Report
October 1, 2018 through October 31, 2018

Cash Activity	<u>General</u> Community Interest	<u>Cafeteria</u> Community Interest	<u>T & A</u> Community Interest	<u>Payroll</u> Community Interest	<u>Federal</u> Community Interest	<u>Student</u> Community Interest	<u>General MMA</u> Chase Interest	<u>Capital Res</u> Chase Interest	<u>Debt Res</u> Chase Interest	<u>EBALR Res</u> Chase Interest	<u>ERS Res</u> Chase Interest	<u>Unemploy-</u> ment-Chase Interest	<u>Liability Res</u> Chase Interest	<u>Capi.Savings/Ckg</u> Chase Interest
Beginning Bal.	\$ 453,263.46	\$ 14,138.40	\$ 34,850.77	\$ 608.66	\$ 8,796.21	\$ 58,206.17	\$ 733,759.29	\$ 936,874.34	\$ 213,301.21	\$ 797,202.48	\$ 250,964.28	\$ 100,466.66	\$ 335,807.33	\$ 369,230.54
Cash Receipts	\$ 859,705.28	\$ 31,060.83	\$ 323,171.87	\$ 212,014.74	\$ 49,510.09	\$ 10,798.10	\$ 396,940.84	\$ 79.29	\$ 18.05	\$ 67.47	\$ 21.24	\$ 8.50	\$ 28.42	\$ 160,561.98
Other Adjust.														
TOTAL BEG BAL & CR	\$ 1,312,968.74	\$ 45,199.23	\$ 358,022.64	\$ 212,623.40	\$ 58,306.30	\$ 69,004.27	\$ 1,130,700.13	\$ 936,953.63	\$ 213,319.26	\$ 797,269.95	\$ 250,985.52	\$ 100,475.16	\$ 335,835.75	\$ 529,792.52
Cash Disburse.	\$ 754,052.75	\$ 18,410.65	\$ 331,734.62	\$ 212,014.58	\$ 24,055.89	\$ 4,683.08	\$ 160,527.40							\$ 117,522.00
Other Adjust.														
TOTAL CD & ADJ	\$ 754,052.75	\$ 18,410.65	\$ 331,734.62	\$ 212,014.58	\$ 24,055.89	\$ 4,683.08	\$ 160,527.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 117,522.00
Cash Balance End of Month	\$ 558,915.99	\$ 26,788.58	\$ 26,288.02	\$ 608.82	\$ 34,250.41	\$ 64,321.19	\$ 970,172.73	\$ 936,953.63	\$ 213,319.26	\$ 797,269.95	\$ 250,985.52	\$ 100,475.16	\$ 335,835.75	\$ 412,270.52

Reconciliation W/Bank Records	<u>General</u> Community	<u>Cafeteria</u> Community	<u>T & A</u> Community	<u>Payroll</u> Community	<u>Federal</u> Community	<u>Student</u> Community	<u>General MMA</u> Chase	<u>Capital Res</u> Chase	<u>Debt Res</u> Chase	<u>EBALR</u> Chase	<u>ERS Res</u> Chase	<u>Unemploy-</u> ment-Chase	<u>Liability Res</u> Chase	<u>Cap Savings/Ckg</u> Chase
Balance Per Bank	\$ 570,300.08	\$ 26,788.58	\$ 27,649.00	\$ 18,438.94	\$ 34,250.41	\$ 64,748.37	\$ 970,172.73	\$ 936,953.63	\$ 213,319.26	\$ 797,269.95	\$ 250,985.52	\$ 100,475.16	\$ 335,835.75	\$ 412,270.52
Bank Error Outstanding Checks	\$ 11,384.09		\$ 1,360.98	\$ 17,830.12		\$ 427.18								
Other Adjust.														
Available Cash Balance	\$ 558,915.99	\$ 26,788.58	\$ 26,288.02	\$ 608.82	\$ 34,250.41	\$ 64,321.19	\$ 970,172.73	\$ 936,953.63	\$ 213,319.26	\$ 797,269.95	\$ 250,985.52	\$ 100,475.16	\$ 335,835.75	\$ 412,270.52

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
28-Nov-18



DOROTHY L. IANNELLO, DISTRICT TREASURER

SHEILA NOLAN, CLERK OF THE BOARD OF EDUCATION

GILBERTSVILLE-MT. UPTON CENTRAL SCHOOL STUDENT ACCOUNTS

10/01/2018 through 10/31/2018

			BEGINNING			ENDING
ACTIVITY	ADVISOR	TREASURER	BALANCE	PAYMENTS	DEPOSITS	BALANCE
Class of 2019 (Seniors)	Katie Parsons	Natlie Pistor	\$ 5,744.27	\$ 316.00	\$ 493.00	\$ 5,921.27
Class of 2020 (Juniors)	Kristy Carey	Ethan Newman	\$ 9,658.63	\$ 799.04	\$ 25.00	\$ 8,884.59
Class of 2021 (Sophomores)	Raquel Norton	Skyler Norton	\$ 3,520.66			\$ 3,520.66
Class of 2022 (Freshmann)	Molly Toulson	Angelina Correll	\$ 3,666.26			\$ 3,666.26
Class of 2023 (8th Grade)	Tresa Titus	Kendra Hammond	\$ 228.25			\$ 228.25
Class of 2024 (7th Grade)	Tina Hall	Mackenzie Barnes	\$ -		\$ 2,834.00	\$ 2,834.00
Drama Club	Gerrit Bakhuizen	Hunter Christian	\$ 1,334.68	\$ 524.27		\$ 810.41
7-8 Student Council	Kaitlyn Woods, G Bonczkowski		\$ 2,878.77			\$ 2,878.77
9-12 Student Council	Aimee Piedmonte	Hunter Christian	\$ 391.70	\$ 398.63	\$ 492.49	\$ 485.56
Elementary Student Council	Alicia Cummings	Emma Peck	\$ 2,563.29	\$ 235.75	\$ 249.30	\$ 2,576.84
Language	Maria Sakoulas	Hunter Christian	\$ 488.74			\$ 488.74
Band Fund	William Gilchrest	Olivia Held	\$ 10,579.09	\$ 75.00		\$ 10,504.09
Chorus Fund	Deanna Perkosky	Gavin Bonczkowski	\$ 746.79			\$ 746.79
National Honor Society	Cierra Stafford	Ethan Charron	\$ 1,772.21	\$ 729.70	\$ 1,135.60	\$ 2,178.11
SADD	Erica Knowles, Katie Izzo	Hunter Christian	\$ 4,003.06			\$ 4,003.06
Safety Patrol Special	Gerrit Bakhuizen	Emma Peck	\$ 5.00			\$ 5.00
Safety Patrol	Gerrit Bakhuizen	Emma Peck	\$ 454.18	\$ 417.02	\$ 5,026.52	\$ 5,063.68
Women For A Change	Aimee Piedmonte	Maya Farwell	\$ -			\$ -
Yearbook	Lynne Talbot	Mara Nolan	\$ 8,082.47	\$ 1,086.58	\$ 70.50	\$ 7,066.39
Technology Club	Technology Club		\$ 201.66			\$ 201.66
Cheerleaders	Cheerleaders		\$ 253.13			\$ 253.13
SALES TAX	SALES TAX		\$ 148.33	\$ 126.09	\$ 496.69	\$ 518.93
		TOTALS	\$ 56,721.17	\$ 4,708.08	\$ 10,823.10	\$ 62,836.19
DUE TO OTHER FUNDS						\$ 1,485.00
		TOTALS				\$ 64,321.19
SUBMITTED BY <i>Candy Ketchum</i>			REVIEWED BY: <i>D. Jannelle</i>			

CLAIMS AUDIT REPORT
OCTOBER, 2018

Date of Audit	Vendor	Check #	Problem Encountered	Solution
10-3	Hampton Inn	27059	Deposit on CC	only hold, not charge
	Tri-County Communication	27070	question about date	transposed numbers
	W.B. Mason	27072	missing PO 105 paperwork	added
10-15	Industrial Arts Supply	27088	insufficient funds	PO increased
	AT+T	27094	question about amount that is paid	extra check cut
	Rochester Riverside	27109	tax paid on room	check canceled
10-23	Business Card	27129	more paperwork for charge	on a credit card so was ok
	Chenango County	27131	incorrect payee	new check

Date: October 18, 2018

To: Board of Education
c: Annette Hammond

From: Dorothy Iannello, District Treasurer

Subject: Tax Corrections for November 14, 2018 Board Agenda – Action Items

I am recommending board approval on the following, and to authorize the District Treasurer to make the necessary corrections to the school tax bills, as attached:

- Change in assessment and to add a Veteran's Exemption to Tax Map Number #254.00-1-11.00
- To add an Enhanced Star Exemption to Tax Map Number 254.00-1-41.01

This action in the Town of Morris, Otsego County reduces the school levy by \$372.43 and the remainder of \$721.00 for the Enhanced STAR will have no budgetary impact because this will be paid for by New York State STAR aid.

COUNTY DIRECTORS REPORT
Application for Correction to the
2018-19 *GMU* CSD Tax Bill
Map #: 254.00-1-41.01
Property Location: 189 Pochy Rd
Bill # 1421

Applicant: Chester E Radwan

Real Property Tax Law – Type of Error

Section 550(2) (c) A "clerical error" means: an incorrect entry due to the failure of the assessor to act on a partial exemption.

Report of Investigation:

Applicant(s) applied for Ag Ex, but exemption was not Applied to assessment roll after revaluation.

Director's Recommendation:

Please issue corrected bill/credit as shown below.

ORIGINAL TAX	CORRECTED TAX	NET CHANGE
\$2,796.40	\$2075.40	\$721.00

Please allow 8 days from receipt of corrected bill for payment without interest, as paperwork was delayed in Real Property Tax Service.



Henry J. Schecher, Director
Otsego County
Real Property Tax Service

October 18, 2018
Date

COUNTY DIRECTORS REPORT
Application for Correction to the
2018-19 Gilbertsville Mt. Upton CSD Tax Bill
Map #: 254.00-1-11.00
Property Location: 496 CO HWY 10
Bill # 1431

Applicant: Gary A & Kathleen D Stryker

Real Property Tax Law – Type of Error

Section 550(2) (a) an entry of assessed value on the tax roll which differs from the entry for the same parcel on the property record card, field book, or other final work product of the assessor, or the verified statement of the board of assessment review due to an error in transcription.

Report of Investigation:

Improvements were not correctly calculated/updated during the data collection process. Additionally, Alternate Veteran's Exemption was not applied to school.

Director's Recommendation:

Please issue corrected bill/credit as shown below.

ORIGINAL TAX	CORRECTED TAX	NET CHANGE
\$1,287.32	\$914.16 914.89	\$372.43

Please allow 8 days from receipt of corrected bill for payment without interest, as paperwork was delayed in Real Property Tax Service.


Henry J. Schecher, Director
Otsego County
Real Property Tax Service

October 12, 2018
Date

2018-2019 BUDGET CALENDAR FOR THE 2019-2020 SCHOOL YEAR

DATE	FUNCTION	RESPONSIBILITY
Nov. 8-30	Online Requisition Order Period for Instructional Staff	DI
13	Budget Mtg. w/Principals & Supervisors (Full Council)	Council
27	Recommendations for curriculum, staffing, major purchases, i.e., textbooks, equipment	AH, HW, DI
Dec. 3	Trans., B&G, Athletic requests submitted to Business Office	JZ, AD, AH, GB
12	Principal submit requests to Business Office	HW
Jan. 2	Instructional Budget requests submitted to principal	HW
31	Review Governor's Proposal	AH, DI
Feb. 13	BOE Budget Review – First Look at Draft Budget & Proposed Tax Levy	AH, DI, BOE
28	Submit 2018-19 calculation for tax levy limit to Office of Comptroller, Tax & Finance & SED	DI
March 13	BOE Final Adjustment to Budget and incumbents' intentions	AH, DI, BOE
	Final BOCES Service Requests	AH, DI, Staff
	BOE Approve Resolution for Legal Notice (Special Meeting/Election)	Clerk
22	Legal Notice to papers for 4/05, 4/18, 4/30 & 5/13 publication (Special Meeting/Election)	Clerk
April 5	1 st Legal Notice Published	Clerk
12	Budget Newsletter to BOCES (camera ready)	AH, DI
18	2 nd Legal Notice Published	Clerk
23	Petitions due for BOE seats	Clerk
24	BOCES Budget Vote	AH, Clerk
	Drawing for position on ballot	Clerk
	BOE Resolution Appointing Election Officials	Clerk
	Approve Final Budget	BOE
	Copies of Public Budget Ready	DI
25	Submit Property Tax Report Card to SED & Submission to Newspapers	DI, Clerk
	Budget Newsletters Mailed	DI, Clerk
30	3 rd Legal Notice Published	Clerk
May 3	Mail Budget Postcards	DI, Clerk
13	4 th (Final) Legal Notice Published	Clerk
14	Budget Hearing	AH, Council, Clerk
21	Budget Vote/BOE Election	Clerk
<u>BUS VOTE</u>		
Nov. 28	BOE Review Bus Proposals and BOE Bus Purchase Resolutions	AH, JZ, DI
Dec. 3	Information for newsletter (January/February Newsletter Deadline)	Clerk
12	Approve Legal Notice for Bus Purchase & Establish. Of CR for Vehicles	Clerk
14	Send Legal Notice for 12/22, 1/04, 1/18, 2/01 publication	Clerk
Jan. 16	Appoint Election Officials	Clerk
Feb. 5	Bus Purchase & Establish. Of Capital Reserve for Vehicles Vote	Clerk

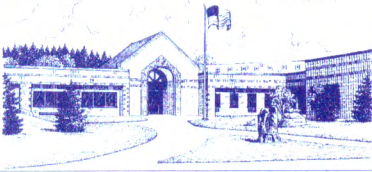
Gilbertsville-Mount Upton Central School

693 State Highway 51

Gilbertsville, New York 13776-1104

Phone: (607) 783-2207

Fax (607) 783-2254



Dorothy Iannello
District Treasurer

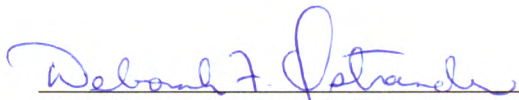
Cindy Ketchum
Deputy Treasurer

DATE: October 18, 2018
TO: Deborah Ostrander
CSEA
FROM: Dort Iannello
SUBJECT: 2018-2019 CSEA Sick Bank Report

The following is the annual sick bank report as requested in the CSEA Agreement:

2017-18 Days Carried Forward	345.5
2018-19 Days Contributed	5
Total Days	350.5
2017-18 Days Used	29
Total Remaining	321.5
2018-19 School Year Membership	42
Maximum Sick Days Allowable	300

Please sign below to indicate receipt and agreement of this document. Thank you.


DEBORAH OSTRANDER, CSEA President

Gilbertsville-Mount Upton Central School

693 State Highway 51

Gilbertsville, New York 13776-1104

Phone: (607) 783-2207

Fax (607) 783-2254



Dorothy Iannello
District Treasurer

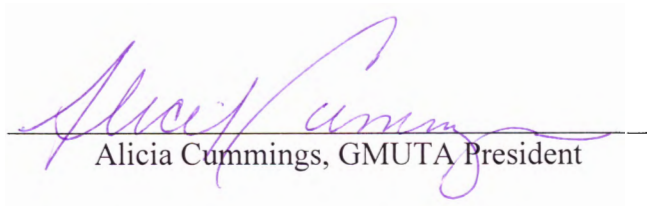
Cindy Ketchum
Deputy Treasurer

DATE: October 18, 2018
TO: Alicia Cummings, President
GMUTA
FROM: Dort Iannello
SUBJECT: 2018-2019 GMUTA Sick Bank Report

The following is the annual sick bank report as requested in the GMUTA Agreement:

2017-18 Days Carried Forward	299.5
2018-19 Days Contributed	38
Total Days	337.5
2017-18 Days Used	<u>27.5</u>
TOTAL REMAINING	310
2018-19 School Year Membership	42
Maximum Sick Days Allowable (*Except new employee contributions)	300

Please sign below to indicate receipt and agreement of this document. Thank you.


Alicia Cummings, GMUTA President



IBI GROUP
 59-61 Court Street, Suite 300
 Binghamton NY 13901 USA
 tel 607 772 0007 fax 607 723 4121
 ibigroup.com

November 7, 2018

Ms. Annette Hammond
 Gilbertsville Mount Upton CSD
 693 State Highway 51
 Gilbertsville, NY 13776

Re: 2018 Small Capital Project
 Gilbertsville Mount Upton CSD
 IBI Group Project No. 116719

RECOMMENDATION FOR AWARD OF CONTRACT

Dear Ms. Hammond:

We have reviewed the bids that were received and opened on November 1, 2018, and recommend award to the bidder listed below. A tabulation of Bid Results is attached for your review.

CONTRACT NO. 1 – ELECTRICAL CONSTRUCTION:

A. Treffeisen & Sons, LLC

Base Bid amount	\$56,400
Alternate No. EC-1 – Wash Bay Lights (Add)	\$13,800

Total Contract Award	\$70,200
-----------------------------	-----------------

A sample Notice to Proceed to be issued to the above contractor is enclosed for approval by the Board of Education. The Notice should be prepared in triplicate on the School District's letterhead and forwarded to the contractor for their signature. We will also prepare the contracts and collect the bonds and insurance, and forward them to your legal counsel for review and comment. You will receive them when they are deemed ready for signature.

We remain available if you have any questions or concerns.

Sincerely,

IBI Group

Steve Thesier, RA, LEED AP BD+C
 Associate Director

Enclosures

c: Dorothy Iannello / Sheila Nolan, GMU CSD
 Brian Barlow, IBI Group
 General Correspondence

J:\116719_GMU\18SmCap\7.0 Tender and Award\L-Award Recommendation.docx

NOTICE TO PROCEED

Date:

Project: Gilbertsville Mount Upton Central School District
2018 Small Capital Project

Contract: Electrical Construction

State Education Number: 47-02-02-04-5-013-006 – Bus Garage

Architect's Project No.: 116719

To: A. Treffeisen & Sons, LLC
204 Roundhouse Road
Oneonta, NY 13820

Attn: Kevin Treffeisen, Member

The above Contractor is hereby authorized to proceed with the Electrical Construction Contract, as outlined in the Bidding Documents, dated June 13, 2018, and amended by Addendum No. 1, dated October 19, 2018, for the Contract amount of \$70,200, including the Base Bid amount of \$56,400, and accepted Add Alternate No. EC-1 in the amount of \$13,800.

The date of this notice shall serve as the CONTRACT DATE for this project. You are required under the terms of the bidding documents to start work within TEN WORKING DAYS, which includes the submission of your Certificates of Insurance **to the Architect**. Work shall commence at the site upon receipt of Certificate of Insurance.

The following information must be submitted **to the Architect** within TEN WORKING DAYS from the receipt of this notice:

- Performance Bond
- Labor and Material Payment Bond
- List of Subcontractors and Material Suppliers
- Schedule of Values

Failure to comply with these requirements shall be cause to forfeit the Bid Security per Document 00 21 13, Paragraph 7.2, of the Specifications.

Please return one executed copy to the Owner, one **to the Architect**, and retain the other for your records.

ISSUED BY: _____
Gilbertsville Mount Upton CSD

DATE: _____

ACCEPTED BY: _____
A. Treffeisen & Sons, LLC

DATE: _____



IBI GROUP
 59-61 Court Street, Suite 300
 Binghamton NY 13901 USA
 tel 607 772 0007 fax 607 723 4121
 ibigroup.com

November 7, 2018

Ms. Annette Hammond
 Gilbertsville Mount Upton CSD
 693 State Highway 51
 Gilbertsville, NY 13776

Re: Clinic Renovations Project
 Gilbertsville Mount Upton CSD
 IBI Group Project No. 111233

RECOMMENDATION FOR AWARD OF CONTRACT

Dear Ms. Hammond:

We have reviewed the bids that were received and opened on November 1, 2018, and recommend award to the bidder listed below. A tabulation of Bid Results is attached for your review.

CONTRACT NO. 1 – GENERAL CONSTRUCTION:

Murnane Building Contractors, Inc.

Base Bid amount \$359,000

Total Contract Award \$359,000

A sample Notice to Proceed to be issued to the above contractor is enclosed for approval by the Board of Education. The Notice should be prepared in triplicate on the School District's letterhead and forwarded to the contractor for their signature. We will also prepare the contracts and collect the bonds and insurance, and forward them to your legal counsel for review and comment. You will receive them when they are deemed ready for signature.

We remain available if you have any questions or concerns.

Sincerely,

IBI Group

Steve Thesier, RA, LEED AP BD+C
 Associate Director

Enclosures

c: Dorothy Iannello / Sheila Nolan, GMU CSD
 Brian Barlow, IBI Group
 General Correspondence

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NOTICE TO PROCEED

Date:

Project: Gilbertsville Mount Upton Central School District
Clinic Renovations Project

Contract: General Construction

State Education Number: 47-02-02-04-0-012-013 – K-12 Building

Architect's Project No.: 111233

To: Murnane Building Contractors, Inc.
15 Wood Road
Whitesboro, NY 13492

Attn: James R. Hogel, Vice President

The above Contractor is hereby authorized to proceed with the General Construction Contract, as outlined in the Bidding Documents, dated August 31, 2017, and amended by Addenda No. 1, dated April 5, 2018, No. 2, dated May 11, 2018, No. 3, dated October 19, 2018, and No. 4, dated October 29, 2018 for the Base Bid amount of \$359,000.

The date of this notice shall serve as the CONTRACT DATE for this project. You are required under the terms of the bidding documents to start work within TEN WORKING DAYS, which includes the submission of your Certificates of Insurance **to the Architect**. Work shall commence at the site upon receipt of Certificate of Insurance.

The following information must be submitted **to the Architect** within TEN WORKING DAYS from the receipt of this notice:

- Performance Bond
- Labor and Material Payment Bond
- List of Subcontractors and Material Suppliers
- Schedule of Values

Failure to comply with these requirements shall be cause to forfeit the Bid Security per Document 00 21 13, Paragraph 7.2, of the Specifications.

Please return one executed copy to the Owner, one **to the Architect**, and retain the other for your records.

ISSUED BY: _____
Gilbertsville Mount Upton CSD

DATE: _____

ACCEPTED BY: _____
Murnane Building Contractors, Inc.

DATE: _____

UNADILLA VALLEY HISTORICAL SOCIETY
STATE HIGHWAY 8
MT.UPTON, NEW YORK

NOVEMBER 1, 2018

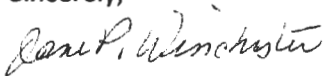
Richmond Artifacts Collection Project
c/o GMU CSD
693 St. Hwy 51
Gilbertsville, New York 13776

The members of the UVHS voted to donate \$500 to your project to preserve the Indian arrowhead and tools that were collected by Clyde Richmond. It has been a concern for a long time of our members that this valuable collection would be lost.

We thank you and all the others involved for saving this valuable treasure that is a piece of history of those who were here before.

Again thank you so much.

Sincerely,



Jane P. Winchester
Secretary - Treasurer

On November 9th Carol Clum from The Mount Upton United Methodist Church donated boxes of tissues and Cleaning wipes to our school. They were distributed amongst the classrooms. These were items left over from the school supplies that were collected this summer for students in our district.

Gilbertsville-Mount Upton School District
2018-2019 School Tax Collection Report

Unpaid school taxes in the amount of \$289,753.12 have been forwarded to the Otsego and Chenango County Treasurer's office to be relieved with the January 2019 Town and County Taxes. This total amount includes a penalty of three (3%) percent. Total 2018-19 taxes collected to date are \$1,742,928.76 or 86.10% of the total Tax Levy. This is up from last year's amount of 85.39%. We will receive the balance of unpaid taxes by April 1, 2019.

Town	Total Tax Due by Town/Village	Total Paid To Date	Total Base Tax Due	Plus 3% Penalty	Total Unpaid Taxes Submitted to Counties
Guilford	\$541,756.37	\$466,324.28	\$75,432.09	\$2,262.93	\$77,695.02
Norwich	\$363.16	\$363.16	\$0.00	\$0.00	\$0.00
Butternuts	\$1,278,064.06	\$1,097,061.67	\$181,002.39	\$5,430.12	\$186,432.51
Morris	\$74,482.50	\$60,826.59	\$13,655.91	\$409.67	\$14,065.58
Unadilla	\$129,576.36	\$118,353.06	\$11,223.30	\$336.71	\$11,560.01
TOTALS	\$2,024,242.45	\$1,742,928.76	\$281,313.69	\$8,439.43	\$289,753.12

(Will be paid by Chenango
and Otsego Counties
by April 1, 2019)

Gilbertsville-Mt. Upton Board of Education
Regular Meeting
Wednesday, November 28, 2018

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:

Coaching Recommendations (encl P1)

To appoint the following coaches for the 2018-19 sports season:
Girl's Modified Basketball-Kristen Barnes
Girl's Varsity Softball-Amanda Austin

Resignation (encl P2)

To accept the resignation of Michele Allison as bus driver effective November 5, 2018.

Driver Appointment (encl P3)

To appoint Kimberley Oliver as full-time bus driver effective November 26, 2018.
Compensation and benefits are in accordance with the current CSEA contract.

Substitute (encl P4)

To appoint Emily Steckline as a non-certified substitute for the 2018-19 school year.

Resignation (encl P5)

To accept the resignation of Annette D. Hammond as the Director of Special Education effective November 30, 2018 with regret and gratitude.

Director of Special Education (encl P5)

To approve Kimberly Degear as the Director of Special Education effective December 1, 2018.



Gilbertsville-Mount Upton Central School

693 State Highway 51 Gilbertsville, New York 13776-1104

Phone: (607) 783-2207, Ext. 124

Fax (607) 783-2254

gbonczkowski@gmucsd.org

Greg Bonczkowski
Athletic Director

TO: Gilbertsville – Mt. Upton Central School Board of Education
Annette Hammond, Superintendent

FROM: Greg Bonczkowski, Athletic Director

DATE: November 5, 2018

SUBJECT: 2018-2019 COACHING RECOMMENDATIONS

As the Athletic Director at Gilbertsville – Mt. Upton Central School, I would like to recommend the following coaches for the 2018 – 2019 School Year:

Winter Sports Season:

Girl's Modified Basketball – Kristen Barnes

Spring Sports Season:

Varsity Softball – Amanda Austin

* Pending the following requirements:

- First Aid Certification
- CPR/AED Certification
- Concussion Certification
- DASA Certification
- Fingerprint Clearance

If you have any questions or concerns please feel free to contact me.

Thank you for your attention to this matter.

Michele Allison
10000 Meeting Road
Gilbertsville, NY 13809-4170
maderstrucker@aol.com

November 5, 2018

Gilbertsville-Mount Upton CSD
693 State Highway 51
Gilbertsville, NY 13776
Attention: Mr. Joseph Zazack
Transportation Supervisor

Dear Joe,

After careful consideration, I am submitting my resignation from GMU as a bus driver. My decision is solely based on my health of late and my lack of self-confidence due to recent events. I did consider the school's offer of a week's suspension and a change of duties, but I do not feel that is a viable option for me at this time.

I have truly enjoyed my time at GMU and will miss my little "family" that I felt so much a part of. I wish nothing but the best for you and the entire team in transportation.

Sincerely,



Michele Allison

GILBERTSVILLE-MT.UPTON CENTRAL SCHOOL
TRANSPORTATION DEPARTMENT
JOSEPH ZACZEK, TRANSPORTATION DIRECTOR
(607) 783-2275

TO: Mrs. Hammond

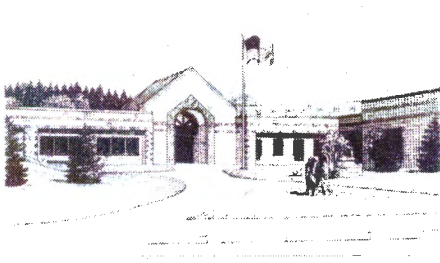
FROM: Joe Zaczek

SUBJECT: Bus Driver Change

DATE: November 9, 2018

I am recommending that Kimberley Oliver be moved from a substitute bus driver to a regular driver. She has been a sub driver here for the past two and half years as well as a full time driver at Morris Central School for the past eighteen years. She will fill the position vacated by Michele Allison. I look forward to her being a regular driver at GMU.

If you have any questions, please do not hesitate to call me at Ext. 115.



Gilbertsville-Mount Upton Central School

693 State Highway 51 Gilbertsville, New York 13776-1104

Phone (607) 783-2207, Ext. 106

Fax (607) 783-2254

Mrs. Heather Wilcox
PK-12 Acting Principal

November 15, 2018

To: Annette Hammond, Superintendent

CC: Board of Education

From: Heather Wilcox

Re: Substitutes

I am recommending that the following candidates be approved as Substitutes for our district and an effective date of **November 29th, 2018:**

Pk-12 non-certified

Emily Steckline

Please let me know if you have any questions.

Sincerely,

November 19, 2018

To: Board of Education

From: Annette D. Hammond, Superintendent

Re: CSE Director

Although I have enjoyed my time as CSE Director, I am resigning as of November 30, 2018. With the increased responsibility for the Superintendent role and the number of special needs students in our district combined with the increasing Special Education reporting requirements, I am ready to pass it on. I am recommending that Kimberly Degear be appointed as CSE Director beginning on December 1, 2018. She has a great deal of experience teaching Special Education, and has just completed her CAS in School Administration. The \$5,000 stipend which I was receiving will be prorated for me and for Kimberly. Thank you for your support and please let me know if you have further questions.

**Gilbertsville-Mt. Upton Board of Education
Regular Meeting
Wednesday, November 28, 2018**

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:

Clay Target Shooting League

To approve the Proposed Clay Target Shooting League for the 2018-19 school year.

Agreement between G-MU and the Madison-Oneida-Herkimer Workers' Compensation Plan & Appointing Representatives (encl N1)

RESOLUTION AUTHORIZING THE GILBERTSVILLE-MOUNT-UPTON CENTRAL SCHOOL DISTRICT TO ENTER INTO A MUNICIPAL COOPERATIVE AGREEMENT WITH THE MADISON-ONEIDA-HERKIMER WORKERS' COMPENSATION PLAN CONSORTIUM

IT IS HEREBY RESOLVED, the Board of Education for the Gilbertsville-Mount Upton Central School District (district/BOCES) does hereby authorize the Superintendent of Schools Annette D. Hammond (District Superintendent) to enter into a Municipal Cooperative Agreement with the Madison-Oneida-Herkimer Workers' Compensation Plan Consortium effective January 1, 2019, by which the Gilbertsville-Mount Upton Central School District (district/BOCES) shall gain membership into the Consortium to provide workers' compensation insurance services; and

IT IS FURTHER RESOLVED, that membership into the Consortium shall renew annually, unless the Gilbertsville-Mount Upton Central School District (BOCES) should seek to withdraw in accordance with the terms and conditions of the Municipal Cooperative Agreement.

RESOLUTION AUTHORIZING THE APPOINTMENT OF A GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT (BOCES) REPRESENTATIVE AND ALTERNATE TO THE MADISON-ONEIDA-HERKIMER WORKERS' COMPENSATION PLAN CONSORTIUM BOARD OF DIRECTORS

WHEREAS, the Gilbertsville-Mount Upton Central School District (BOCES) has entered into agreement with the Madison-Oneida-Herkimer Workers' Compensation Plan Consortium ("Consortium") to participate as a member of said organization to provide workers' compensation insurance services to the Gilbertsville-Mount Upton Central School District (BOCES); and

WHEREAS, in entering into this Agreement, the Gilbertsville-Mount Upton Central School District's (BOCES') governing body is required to identify and appoint one (1) representative to serve on the Consortium's Board of Directors, as well as to identify and appoint one (1) alternate at attend the Board of Director's meetings when its representative cannot be present; and

Gilbertsville-Mt. Upton Board of Education
Regular Meeting
Wednesday, November 28, 2018

WHEREAS, it is the desire of the Board of Education to comply with this requirement; now, therefore;

IT IS HEREBY RESOLVED, that the Board of Education for the Gilbertsville-Mount Upton Central School District (BOCES) does hereby appoint Annette D. Hammond to serve as the Gilbertsville-Mount Upton Central School District's (BOCES') representative to the Madison-Oneida-Herkimer Workers' Compensation Plan Consortium's Board of Directors for the 2018-2019 school year; and

IT IS FURTHER RESOLVED, that the Board of Education for the Gilbertsville-Mount Upton Central School District (BOCES) does hereby appoint Dorothy Iannello to serve as an alternate to its representative on the Consortium's Board of Directors should that person be unable to attend a scheduled Board meeting(s).

Agreement between G-MU and TalkPath Live (encl N2)

To approve the agreement between the Gilbertsville-Mt. Upton CSD and TalkPath Live to provide teletherapy services to GMUCSD students under a public/private partnership for the 2018-19 school year.

Abolishment of Club (encl N3)

To approve the request to abolish the Technology Club due to inactivity for several years. The club has \$201.66 in its account. The funds would be transferred to the High School Technology Department, to be used for building a geodesic dome or sphere as an engineering project, if approved.

Abolishment of Board Policies (encl N4)

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

Section 1000-By-Laws

- 1110-School District & Board of Education Legal Status
- 1120-Board of Education Authority
- 1210-Board of Education Members-Qualifications
- 1220-Board of Education Members-Nomination & Election
- 1240-Resignation & Dismissal
- 1250-Legal Qualifications of Voters at School District Meetings
- 1270-Absentee Ballots
- 1310-Powers & Duties of the Board
- 1320-Nomination & Election of Board Officers
- 1321-Duties of the President of the Board of Education
- 1322-Duties of the Vice-President of the Board of Education
- 1330-Appointments & Designations by the Board of Education
- 1331-Duties of the District Clerk
- 1332-Duties of the School District Treasurer
- 1333-Duties of the Tax Collector

**Gilbertsville-Mt. Upton Board of Education
Regular Meeting
Wednesday, November 28, 2018**

1334-Duties of the Independent Auditor
1335-Duties of the extra class room activities funds Treasurer
1336-Duties of the School Attorney
1337-Duties of the School Physician
1610-Annual District Meeting
1611-Business of the Annual District Election
1620-Annual Organizational Meeting-Time

Section 2000-Internal Operations

2110-Orienting New Board Members
2120-Use of Parliamentary Procedure
2210-Committiees of the Board
2310-Membership in Associations
2320-Attendance by Board Members at Conferences, Conventions & Workshops
2330-Compensation & Expenses
2340-Board Self-Evaluation

Section 3000-Community Relations

3110-Community Relations & Public Information
3120-Relations with the Municipal Governments
3130-Senior Citizens
3140-Flag Display
3230-Public Complaints
3240-Student Participation
3250-School & Community Organizations
3270-Public use of School Facilities
3280-Operation of Motor-Driven Vehicles on District Property
3310-Public Access to Records
3320-Confidentiality of Computerized Information
3410-Maintenance of Public Order on School Property
3510-Emergency Closings

Adopt Revised Board Policies (encl N4)

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

Section 2000-Internal Operations

2120-Simplified Procedural Requirements

Section 3000-Community Relations

3220-Public Expression at Meetings
3270-Regulations of School Facilities
3280-Operation of Motor-Driven Vehicles on District Property
3310-Public Access to Records
3320-Notification of Breach of Security

**Gilbertsville-Mt. Upton Board of Education
Regular Meeting
Wednesday, November 28, 2018**

Surplus (encl N5)

To approve the following surplus material:
Original gym wall padding

**MADISON ONEIDA HERKIMER
WORKERS' COMPENSATION PLAN
MUNICIPAL COOPERATION AGREEMENT**

THE SECOND AMENDED AND RESTATED AGREEMENT, made effective this 1st day of January, 2019 (the "Effective Date"), by and among each of the signatory school districts and/or boards of cooperative educational services hereto (collectively the "Participants").

A. PURPOSES:

1. Article 5-G of the General Municipal Law authorizes municipal corporations to enter into cooperative agreements for the performance of those functions or activities in which they could engage individually.
2. Section 119-n of the General Municipal Law defines the term "municipal corporation" to include a county, city, town, village, fire district, school district and Board of Cooperative Educational Services.
3. Sections 92-a and 119-o of the General Municipal Law authorize municipalities to purchase a single workers' compensation insurance policy, enter into group workers' compensation plans, and establish a joint body to administer a workers' compensation plan.
4. Section 50(4)(a) of the New York State Workers' Compensation Law permits villages, towns, school districts and BOCES to individually self-insure for their workers' compensation obligation.
5. New York State Workers' Compensation Law Section 50(3-a) permits "employers," as defined therein, to participate in a program of group self-insurance.
6. The Participants in this Agreement have determined to their individual satisfaction that furnishing the workers' compensation benefits for their eligible officers and eligible employees (as defined by the Internal Revenue Service codes, rules and regulations for federal tax purposes, such definition does not include independent contractors and/or consultants), through a Consortium by acting in concert with one another is in their best interests as it is more cost-effective and efficient.
7. Each of the Participants is a "municipal corporation" as defined above.
8. The Participants desire to reflect the current relationship of the municipal corporations and the current terms of their participation in the Madison Oneida Herkimer Workers' Compensation Plan.
9. The participating municipalities are executing this agreement with the intent of restating the terms of the existing Madison Oneida Herkimer Workers' Compensation Plan, clarifying certain terms of previous Agreements they have executed, and amending the previous agreement to reflect changes required through compliance with certain New York State Laws.
10. The Participants hereby designate themselves under this agreement as the Madison Oneida Herkimer Workers' Compensation Plan (the "Consortium") for the purpose of providing workers' compensation benefits to those employees that each Participant individually elects to include in the Madison Oneida Herkimer Workers' Compensation Plan(s) (the "Plan(s)").

B. PARTICIPANTS

1. The existing Participants are identified in the schedule attached hereto, and each of the Participants shall execute a counterpart of this Agreement.
2. After the date hereof, the Board of Directors may admit as additional participants in the Consortium school districts and Board of Cooperative Educational Services, as defined in Section 50(3-a) of the New York Workers' Compensation Law, located in New York State. Since Section 50(3-a) excludes school districts located in cities with a population of 125,000 or more from the definition of "municipal corporation," such districts shall not be permitted to participate in the plan. Such membership shall become effective on the 1st day of the calendar month following the adoption by the Board of Directors of the resolution to accept the new participant. Each new participant shall execute a counterpart to this Agreement to evidence its acceptance of the terms and conditions of this Agreement.
3. Within ten (10) days of such execution, the Consortium will notify the Chairman of the Workers' Compensation Board of the addition of the new participant. This notification must also be accompanied by the following documents which shall be provided to the Consortium by the new participant upon the Consortium's request:
 - a) The new participant's payroll report filed by classification code, for five (5) preceding annual fiscal periods; and
 - b) A report indicating compensation and medical losses, both payments and reserves, incurred by the new participant, for a period of up to ten (10) years prior to the date of application, as required by Title 12 of the New York Code of Rules and Regulations Section 315.6(c).
4. The Board of Directors, by a two-thirds (2/3) vote of the entire Board of Directors, may elect to permit a school district which is not located in the geographical or political boundaries of the Madison Oneida Board of Cooperative Educational Services to become a Participant of the Plan subject to satisfactory proof, as determined by the Board of Directors, of the Participant's financial responsibility. Furthermore, said municipal corporation must declare that it intends to continue as a Participant for a minimum of three (3) years upon entry, and that it understands that earlier withdrawal will subject it to the consequences set forth in Section D of this Agreement.
5. An employer, who was previously a Participant, but is no longer a Participant of the Plan, and which is otherwise eligible for membership in the Plan, may apply for re-entry after a minimum of three (3) years has passed since it was last a Participant. Such re-entry shall be subject to the approval of two-thirds of the entire Board of Directors. This re-entry waiting period may be waived by the approval of two-thirds (2/3) of the entire Board of Directors. In order to reenter the Plan, an employer must have satisfied in full all of its outstanding financial obligations to the Plan.

Furthermore, such employer must declare that it intends to continue as a Participant for a minimum of three (3) years upon entry, and that it understands that earlier withdrawal will subject it to the consequences set forth in Section D of this Agreement.

C. PARTICIPANTS' LIABILITY

The Participants shall share in the costs of, and assume the liabilities for workers' compensation benefits provided under the Plan to covered officers and employees. Each Participant shall pay on demand such Participant's share of any assessment or additional contribution ordered by the Consortium's Board of Directors, as outlined in the Bylaws of this Agreement. The pro rata share shall be based on the Participant's aggregate premium contribution to the Plan for the time the participant was in the plan as a percentage of the total aggregate premium contribution to the Plan during their period of participation.

In addition, any new Participants who enter the Consortium may be subject to additional financial considerations above and beyond the premium contributions to the Plan. Said additional financial obligations and any related terms and conditions associated with membership in the Consortium shall be determined by the Board of Directors.

D. WITHDRAWAL OF PARTICIPANT

1. Withdrawal of a Participant from the Plan shall be effective only once annually on the last day of the Plan year, June 30th.
2. Notice of Intention of a Participant to Withdraw must be given in writing to the Chairperson of the Board of Directors and the Fiscal Officer prior to March 1st for the Fiscal Year 2019-20 and for all subsequent fiscal years thereafter. Failure to give such notice shall automatically extend the Participant's membership and obligations under the Agreement for another Plan's Fiscal Year, unless the Board of Directors shall consent to such withdrawal by a two-thirds (2/3) vote.
3. Any withdrawing Participant shall be responsible for their pro rata share of any Plan deficit. The withdrawing Participant shall be entitled to any pro rata share of surplus that exists on the date of the withdrawal. The Plan surplus or deficit shall be based on the sum of actual expenses and the estimated liability of the Plan as determined by the Board of Directors. These expenses and liabilities will be determined, by independent audit and in conjunction with the Third Party Administrators recommendations, five (5) years after the end of the fiscal year in which the Participant last participated.
4. The surplus or deficit will include recognition of any claims, expenses, and/or penalties incurred at the time of withdrawal, but not yet paid. Such pro rata share shall be based on the Participant's aggregate premium contribution to the Plan as a percentage of the total aggregate premium contributions to the Plan during the period of participation. This percentage amount would then be applied to the surplus or deficit which existed on the date of the Participant's withdrawal from the Consortium. Any pro rata surplus amount due the Participant will be paid to the Participant five (5) years after the effective date of the withdrawal. Any pro rata deficit amount will be billed to the Participant by the Plan five (5) years after the effective date of the withdrawal and shall be due and payable within (30) days after the date of such bill.
5. Any Participant which withdraws from the Consortium less than three (3) calendar years from its most recent effective date may be subject to an additional risk charge as determined at the time of withdrawal by the Board of Directors. Said charge is separate and distinct from the calculation of the Plan Surplus or Deficit described in paragraphs 3 and 4 of this Section. Any risk charge approved by the Board of Directors is due and payable within sixty (60) days from the date said risk charge is billed to the withdrawing Participant. Failure to make a timely payment may result in the addition of late fees as determined by the Board of Directors.

E. DISSOLUTION; TERMINATION; EXPULSION

1. The Board at any time, by a two-thirds (2/3) of the entire Board of Directors, determine that the Consortium shall be dissolved and terminated. If such determination is made, the Fund shall be dissolved ninety (90) days after written notice to the Participants.
 - a) Upon a determination to dissolve the Fund, the Board of Directors shall develop a plan for closing the Plans' affairs in an orderly manner designed to result in timely payment of all benefits.
 - b) Upon termination of this Agreement, or the Plan, each Participant shall be responsible for its pro rata share of any Plan deficit or shall be entitled to any pro rata share of surplus that exists, after the affairs of the Plan are closed. No part of any funds of the Plan shall be subject to the claims of general creditors of any Participant until all Plan benefits and other Plan obligations have been satisfied. The Plan's surplus or deficit shall be based on actual expenses. These expenses will be determined within such timeframe as necessary to complete the analysis, which shall not exceed two (2) years after the end of the fiscal year in which the agreement or Plan terminates.
 - c) Any surplus or deficit will include recognition of any claims/expenses incurred at the time of termination, but not yet paid. Such pro rata share shall be based on each Participant's aggregate premium contribution to the Plan as a percentage of the total aggregate premium contributions to the Plan during the period of participation. This percentage amount would then be applied to the surplus or deficit which exists at the time of termination.

2. The continuation of the Consortium under the terms and conditions of the Agreement, or any amendments or restatements thereto, shall be subject to Board review on the fifth (5th) anniversary of the Effective Date and on each fifth (5th) anniversary date thereafter (each a "Review Date"). Each Participant shall be responsible for independently conducting a review of the terms and conditions of the Agreement and submitting to the Board of Directors a written resolution containing any objection to the existing terms and conditions or any proposed modification or amendment to the existing Agreement. Such written resolution shall be submitted to the Board on or before March 1st. Failure to submit any such resolution shall be deemed automatic consent to continuation of the Consortium until the next Review Date under the existing terms and conditions. As soon as practicable after March 1st, the Board shall circulate to all Participants copies of all resolutions submitted by the Participants. Any resolutions relating to the modification, amendment, or objection to the Agreement submitted prior to each Review Date shall be considered and voted on by the Board at a special meeting called for such purpose. Such special meeting shall be held on or before April 30th. Notwithstanding the foregoing, if at the Annual Meeting following any scheduled Review Date the Board votes on and approves the Budget and annual assessment for the next year without having approved any modification or amendment to the Agreement, the Participants shall be deemed to have approved the continuation of the Consortium under the existing Agreement until the next Review Date.

3. The Participants acknowledge that it may be necessary in certain extraordinary circumstances to expel a Participant from the Consortium. In the event the Board determines that:
 - a) A Participant has acted inconsistently with the provisions of the Agreement in a way that threatens the solvency of the Consortium; or
 - b) A Participant has acted fraudulently or has otherwise acted in bad faith with regards to the Consortium, or toward any individual Participant concerning matters relating to the Consortium, the Board may vote to conditionally terminate said Participant's membership in the Consortium. Upon such a finding by the affirmative vote of seventy-five percent (75%) of the Participants, the offending Participant shall be given sixty (60) days to correct or cure the alleged wrongdoing to the satisfaction of the Board. Upon the expiration of said sixty (60) day period, an absent satisfactory cure, the Board may expel the Participant by an affirmative vote of seventy-five percent (75%) of the Participants (exclusive of the Participant under consideration). Any liabilities associated with the Participant's departure from the Consortium under this provision shall be determined by the procedures set forth in Paragraph D of this Agreement.

F. REPRESENTATIONS AND WARRANTIES OF PARTICIPANTS

Each Participant by its approval of the terms and conditions of this Agreement hereby represents and warrants to each of the Participants as follows:

1. The Participant understands and acknowledges that its participation in the Consortium under the terms and conditions of this Agreement is strictly voluntary and may be terminated as set forth herein, at the discretion of the Participant.
2. The Participant understands and acknowledges that the duly authorized decisions of the Board constitute the collective will of each of the signatory municipal corporations as to those matters within the scope of the Agreement.
3. The Participant understands and acknowledges that the decisions of the Board made in the best interests of the collective whole may on occasion temporarily disadvantage one or more of the individual Participants.
4. The Participant represents and warrants that the Designated Board Member understands the terms and conditions of this Agreement and is suitably experienced to understand the principles upon which this Consortium operates.
5. The Participant understands and acknowledges that all Directors, or their authorized representatives, are responsible for attending all scheduled meetings. Provided that the quorum rules are satisfied, non-attendance at any scheduled meeting is deemed acquiescence by the absent Participant to any duly authorized Board approved action at the meeting. However, a Participant that was absent from a meeting will not be presumed to have acquiesced in a particular action taken at the meeting if, within fifteen (15) calendar days after learning of such action, the Participant delivers written notice to the Chairperson that it dissents from such action. The Participant shall also notify the other members of the Board of Directors of such dissent. The Chairperson shall direct the Secretary to file the notice with the minutes of the Board.

G. RECORDS

All records and documents, including financial records, associated with the operation of the Consortium are the property of the Consortium. Each Participant may request records and documents relative to their participation in the Consortium by providing a written request to the Chairperson and Fiscal Officer. Each request will be responded to in a reasonable time frame and shall include all information which can be legally shared. A copy of requests for data made directly to the Administrator or Insurance Company by any Participant must be delivered to the Consortium's Fiscal Officer at the time of the request.

H. CHANGES TO AGREEMENT

Any change or amendment to this Agreement requires the approval of two-thirds (2/3) of all Participants.

I. CONFIDENTIALITY

Nothing contained in this Agreement shall be construed to waive any right that a person possesses covered under the Plan with respect to the confidentiality of medical records and that such rights will only be waived upon the written consent of the covered person.

J. ALTERNATIVE DISPUTE RESOLUTION ("ADR").

1. General. The Participants acknowledge and agree that given their budgeting and fiscal constraints, it is imperative that any disputes arising out of the operation of the Fund be limited and that any disputes which may arise be addressed as quickly as possible. Accordingly, the Participants agree that the procedures set forth in this section are intended to be the exclusive means through which disputes shall be resolved. The Participants also acknowledge and agree that by executing this Agreement each Participant is limiting its right to seek redress for certain types of disputes as hereinafter provided.

2. Disputes subject to ADR: Any dispute by any Participant arising out of or relating to a contention that:

- a) The Board, the Board's designated agents, or any Participant has failed to adhere to the terms and conditions of this Agreement;
- b) The Board, the Board's designated agents, or any Participant has acted in bad faith or fraudulently in undertaking any duty or action under the Agreement; or
- c) Any other dispute otherwise arising out of or relating to the terms or conditions of this Agreement or requiring the interpretation of this Agreement shall be resolved exclusively through the ADR procedure set forth in paragraph (3) below.

3. ADR Procedure: Any dispute subject to ADR, as described in subparagraph (1), shall be resolved exclusively by the following procedure:

a) Board Consideration: Within ninety (90) days of the occurrence of any dispute, the objecting party shall submit a written notice of the dispute to the Chairperson specifying in detail the nature of the dispute, the parties claimed to have been involved, the specific conduct claimed, the basis under the Agreement for the Participant's objection, the specific injury or damages claimed to have been caused by the objectionable conduct to the extent then ascertainable, and the requested action or resolution of the dispute. A dispute shall be deemed to have occurred on the date the objecting party knew or reasonably should have known of the basis for the dispute.

(i) Within sixty (60) days of the submission of the written notice, the Executive Committee shall, as necessary, request further information from the claimant, collect such other information from any other interested party or source, form a recommendation as to whether the claimant has a valid objection or claim, and if so, suggest a fair resolution of said claim. During such period, each party shall provide the other with any reasonably requested information within such party's control. The Executive Committee shall present its recommendation to the Board in writing, including any underlying facts, conclusions or support upon which it is based, within such sixty (60) day period.

(ii) Within sixty (60) days of the submission of the Executive Committee's recommended resolution of the dispute, the Board shall convene in a special meeting to consider the dispute and the recommended resolution. The claimant and the Executive Committee shall each be entitled to present any argument or material it deems pertinent to the matter before the Board. The Board shall hold discussion and/or debate as appropriate on the dispute and may question the claimant and/or the Executive Committee on their respective submissions. Pursuant to its regular procedures, the Board shall vote on whether the claimant has a valid claim, and if so, what the fair resolution should be. The Board's determination shall be deemed final subject to the claimant's right to arbitrate as set forth below.

b) Arbitration: The claimant may challenge any Board decision under subparagraph (J)(3)(a)(ii) by filing a demand for arbitration with the American Arbitration Association within thirty (30) days of the Board's vote (a "Demand"). In the event a claimant shall fail to file a Demand within thirty (30) days, the Board's decision shall automatically be deemed final and conclusive. In the event the Participant files a timely Demand, the arbitrator or arbitration panel may consider the claim; provided however,

(i) In no event may the arbitrator review any action taken by the Board that occurred three (3) or more years prior to when the Chairperson received notice of the claim and

(ii) In no event may the arbitrator award damages for any period that precedes the date the Chairperson received notice of the claim by more than twenty-four (24) months.

K. MISCELLANEOUS PROVISIONS.

1. This instrument, in conjunction with the adopted Bylaws, constitutes the entire agreement of the Participants with respect to the subject matter hereof, and contains the sole statement of the operating rules of the Consortium. This instrument supercedes any previous agreement, whether oral or written.
2. Each Participant will perform all other acts and execute and deliver all other documents as may be necessary or appropriate to carry out the intended purposes of this Agreement.
3. If any provision of this Agreement is held to be invalid, the remainder of the document shall not be affected thereby.
4. This Agreement shall be governed by and construed in accordance with the laws of the State of New York. Any claims made under Section J(3)(b)(ii) except to the extent otherwise limited therein, shall be governed by New York substantive law.
5. This Agreement may be executed in two or more counterparts each of which shall be deemed to be an original but all of which shall constitute the same Agreement and shall become binding upon the undersigned upon delivery to the Chairperson of an executed copy of this Agreement together with a certified copy of the resolution of the Board of Education approving this Agreement and authorizing its execution.

IN WITNESS WHEREOF, the undersigned has caused this Agreement to be executed as of the day and year first above written.

CAMDEN CSD

By: _____
Board President

CANASTOTA CSD

By: _____
Board President

CENTRAL VALLEY CENTRAL CSD

By: _____
Board President

DCMO BOCES

By: _____
Board President

DOLGEVILLE CSD

By: _____
Board President

DOWNSVILLE CSD

By: _____
Board President

FRANKFORT SCHUYLER CSD

By: _____
Board President

GILBERTSVILLE MT UPTON CSD

By: _____
Board President

HAMILTON CSD

By: _____
Board President

HERKIMER BOCES

By: _____
Board President

HERKIMER CSD

By: _____
Board President

LITTLE FALLS CSD

By: _____
Board President

MADISON CSD

By: _____
Board President

MADISON ONEIDA BOCES

By: _____
Board President

MORRISVILLE EATON CSD

By: _____
Board President

MOUNT MARKHAM CSD

By: _____
Board President

ONEIDA CITY SCHOOLS

By: _____
Board President

RICHFIELD SPRINGS CSD

By: _____
Board President

OPPENHEIM EPHRATAH ST. JOHNSVILLE CSD

By: _____
Board President

SHERBURNE EARLVILLE CSD

By: _____
Board President

OTSELIC VALLEY CSD

By: _____
Board President

STOCKBRIDGE VALLEY CSD

By: _____
Board President

OWEN D. YOUNG CSD

By: _____
Board President

UNADILLA VALLEY CSD

By: _____
Board President

OXFORD ACADEMY CSD

By: _____
Board President

VERNON VERONA SHERRILL CSD

By: _____
Board President

POLAND CSD

By: _____
Board President

WEST CANADA VALLEY CSD

By: _____
Board President

WESTMORELAND CSD

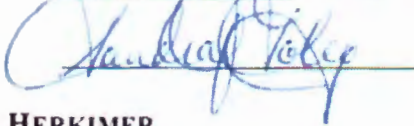
By: _____
Board President

**MADISON ONEIDA HERKIMER
WORKERS' COMPENSATION PLAN
PARTICIPANTS AS OF JANUARY 1, 2019**

SCHEDULE A

Camden Central School District
Canastota Central School District
Central Valley Central School District
Delaware-Chenango-Madison-Otsego BOCES
Dolgeville Central School District
Downsville Central School District
Frankfort-Schuyler Central School District
Gilbertsville-Mt. Upton Central School District
Hamilton Central School District
Herkimer BOCES
Herkimer Central School District
Little Falls City School District
Madison Central School District
Madison-Oneida BOCES
Morrisville-Eaton Central School District
Mt. Markham Central School District
Oneida City School District
Oppenheim-Ephratah-St. Johnsville Central School District
Otselic Valley Central School District
Owen D Young Central School District
Oxford Academy & Central School District
Poland Central School District
Richfield Springs Central School District
Sherburne-Earlville Central School District
Stockbridge Valley Central School District
Unadilla Valley Central School District
Vernon-Verona-Sherrill Central School District (AKA Sherrill City SD)
West Canada Valley Central School District
Westmoreland Central School District

*Certified to be a true and correct
copy of the By-Laws of the
Madison Oneida Herkimer Consortium,
adopted by the Board of Directors on
October 10, 2018.*


_____, Secretary

**MADISON ONEIDA HERKIMER
WORKERS' COMPENSATION PLAN
BY-LAWS**

SCHEDULE B

A. BOARD OF DIRECTORS

1. The governing body of the Consortium, responsible for management, control and administration of the Plan, shall be a Board of Directors, ("Board of Directors"), composed of one (1) representative of each Participant, who shall be designated annually in writing, by the governing body of the Participant.
2. If a Board Member cannot fulfill his/her obligations, for any reason, as set forth herein, the Participant must notify the Consortium's Chairperson in writing of its selection of a new designee to represent the Participant as a member of the Board of Directors.
3. Members of the Board of Directors shall receive no remuneration from the Consortium for their service and shall serve a term from July 1 through June 30 of each year.
4. No individual shall be the representative of more than one (1) Participant.
5. No member of the Board of Directors, or any member of the member's immediate family shall be an owner, officer, director, or partner of any contract agency retained by the Consortium.
6. Each member of the Board of Directors shall be entitled to one (1) vote.
7. Each Participant may designate in writing an alternate to attend the Board of Director's meeting when its representative on the Board of Directors cannot attend. The alternate may participate in the discussions at the Board meeting and will, if so designated in writing by the Participant, have voting authority. Only alternates with voting authority shall be counted toward a quorum.
8. A majority of members of the Board of Directors shall constitute a quorum. A quorum is a simple majority (more than half) of the total number of board members. A quorum is required for the board to conduct any business. A majority of the entire board, not simply those present, is required for the board to take any official action, unless otherwise specified in this agreement.
9. The Board of Directors shall meet on a regular basis, but not less than on an annual basis at a time and place determined by the Board of Directors.

B. ACTIONS BY THE BOARD

The entire Board of Directors shall mean the number of Directors when there are no vacancies. A majority of the entire Board of Directors is required to take action on the following matters, with the exception of Special Meetings of the Board:

1. To fill any vacancy in any of the officers of the Consortium.
2. To fix the frequency, time, and place of regular Board meetings. Special meetings of the Board which may be called by the Chairperson or any two (2) Board Members provided not less than two (2) days written or oral notice is provided to all remaining Board Members.
3. To approve an annual budget for the Consortium, prior to February 1st of each year, and determine the annual premium equivalent to be paid by each Participant for each enrollee classification in the Plan.
4. To monitor receipts and disbursements of the Consortium and provide for independent audits, and periodic financial and operational reports to Participants.
5. To establish administration guidelines for the efficient operation of the Plan.
6. To establish financial regulations for the entry of new Participants into the Consortium consistent with all applicable legal requirements and this agreement.
7. To contract with third parties, which may include one (1) or more Participants, for the furnishing of all goods and services reasonably needed in the efficient operation and administration of the Plan. Said goods and services may include, but may not be limited to accounting services, legal counsel, consulting services, purchase of insurances, and actuarial services.
8. To review, consider and act on any recommendations made by a Plan Consultant or Plan Administrator.
9. To determine each year the insurance carrier or carriers, if any, who are to provide the Excess Workers' Compensation insurance coverage during the next year.
10. To determine and notify each Participant by February 1st of each year of the monthly premium equivalent for each enrollee classification during the next Plan year commencing the following July 1st.
11. To designate the banks or trust companies in which joint funds, including reserve funds, are to be deposited and which shall be located in this state, duly chartered under federal law or the laws of this state and insured by the FDIC.
12. To designate annually the Treasurer of the Consortium who may or may not be a member of the Board of Directors and who shall be the Treasurer of the Madison Oneida BOCES. The Treasurer's duties will be determined by the Consortium's Fiscal Officer to whom he/she will report.
13. To designate annually the Secretary of the Consortium and the Attorney in Fact who may or may not be a member of the Board of Directors.

14. To designate the Secretary of the Consortium to have custody of all reports, statements and other documents of the Consortium. The Secretary will take minutes of each Board Meeting which shall be acted on by the Board of Directors at a subsequent meeting.
15. To choose the Certified Public Accountant and the Actuary to provide the reports required by this Agreement and any applicable law.
16. The Board of Directors shall not have any authority to engage the services of any person as an officer or employee of the Consortium. BOCES shall provide for all necessary services and materials pursuant to an annual contract with the Board of Directors. BOCES officers and employees who assist or participate in the operation of the Plan shall not be deemed employees of the Consortium.

C. OFFICERS

1. The Board of Directors shall elect annually from its members a Chairperson and Vice Chairperson of the Plan. In the absence of the Chairperson, the Vice Chairperson shall perform the duties of the office of the Chairperson. Any vacancy in an officer's position shall be filled at the next meeting of the Board of Directors.
2. Officers of the Consortium and employees of any third party vendor, including without limitation the officers and employees of any Participant, who assist or participate in the operation of the Consortium, shall not be deemed employees of the Consortium. The Board of Directors shall not have any authority to engage the services of any person as an employee of the Consortium. Each third party vendor shall provide for all necessary services and materials pursuant to annual contracts with the Consortium. The officers of the Consortium shall serve without compensation from the Consortium.

D. EXECUTIVE COMMITTEE

1. The Executive Committee of the Consortium shall consist of the Chairperson, the Vice-Chairperson, and the Fiscal Officer of the Consortium, plus a minimum of three (3) additional Board members. The members on the Executive Committee will be chosen annually by a majority vote of the Board of Directors. If a member of the Executive Committee cannot fulfill his/her obligations, for any reason, as set forth herein, the Participants vacancy will be filled at the next meeting of the Board of Directors.
2. The Executive Committee may meet at any time between meetings of the Board of Directors at the discretion of the Chairperson. The Executive Committee will make recommendations to the Board of Directors.
3. The Executive Committee oversees the Consortium between meetings of the Board of Directors, subject to such approval by the Board of Directors as may be required by this agreement, and/or by bylaws or rules established by the Board of Directors.
4. The Executive Committee shall have all the authority of the Board required and necessary in the operation and management of the Plan's day-to-day affairs. However, the Executive Committee

shall have no authority as to any of the following matters:

- a) Amendments of this Agreement or the By-laws;
- b) The filling of vacancies in the Board of Directors or in the Executive Committee;
- c) Amendment or repeal of any resolution of the Board which by its terms shall not be so amenable or repealable.

The Board may designate one (1) or more directors as alternate members of such Executive Committee, who may replace any absent member or members at any meeting of such Executive Committee.

E. PLAN ADMINISTRATOR

The Board of Directors will annually designate an administrator and/or insurance company of the Plan and the other provider(s) who are deemed by the Board of Directors to be qualified to receive, investigate, and recommend or make payment of claims, provided that the charges, fees and other compensation for any contracted services shall be clearly stated in written administrative services and/or insurance contracts and payment for such contracted services shall be made only after such services are rendered or are reasonably expected to be rendered.

F. ATTORNEY-IN-FACT

The attorney-in-fact shall receive on behalf of the Consortium service of summons or other legal process in any action, suit or proceeding arising out of any contract, agreement or transaction involving the Consortium.

G. FISCAL OFFICER

1. The Chief Fiscal Officer of the Madison Oneida BOCES is hereby designated the Fiscal Officer of the Consortium who shall act as the chief financial administrator of the Consortium and disbursing agent for all payments made by the Plan, and shall have custody of all monies either received or expended by the Plan. The Fiscal Officer shall receive no remuneration from the Consortium, except that the Plan will reimburse reasonable and necessary out-of-pocket expenses incurred by the Fiscal Officer in connection with performance of his or her duties that relate to the Plan.
2. All monies collected by the Fiscal Officer relating to the Consortium, shall be pooled and administered as a common fund. The Fiscal Officer shall, subject to the provisions of the General Municipal Law, make payment in accordance with procedures developed by the Consortium's Board of Directors.
3. The Fiscal Officer shall be bonded for all monies received from the Participants. The amount of such bond shall be established annually by the Consortium in such principal amount as deemed adequate to protect the interests of the Consortium.
4. All monies collected from the Participants by the Fiscal Officer in connection with the Plan shall be deposited in accordance with the policies of the Participant which regularly employs the Fiscal Officer and shall be subject to the provisions of law governing the deposit of municipal funds.

H. PREMIUM CALCULATIONS/PAYMENT

1. The annual premium equivalent rates shall be established by a majority of the entire Board of Directors. The method used for the development of the premium equivalent rates may be changed from time to time by the approval of two-thirds (2/3) of the entire Board of Directors.
2. The Consortium shall maintain reserves and excess insurance to the level and extent determined by the Board of Directors in consultation with and based on the recommendations of the Consortium's Executive Committee and Plan Consultant.
3. Each Participant's annual premium equivalent, by payroll classification, shall be paid by the 15th of July for the Plan year (July 1st - June 30th). Each participant may opt to pay ½ of the annual premium by the 15th of July. However, any remaining balance must be paid by the 15st of September. A late payment charge of one percent (1%) of the installment then due will be charged by the Board for any payment not received thirty (30) days of the final due date, or the next business day when the day falls on a Saturday, Sunday legal holiday or day observed as a legal holiday by the Participants.

The Consortium will waive the penalty once per fiscal year for each Participant, but will strictly enforce the penalty thereafter, unless the Board of Directors provided otherwise by approval of a majority of the entire Board of Directors. Failure to make payment, including any applicable penalties, within sixty (60) days of the due date will be a basis for determination by the Board of exclusion from the Plan, subject to compliance with the procedures set forth in Section E, Paragraph 3 of the Agreement.

4. The Board of Directors, by a two-thirds (2/3) of the entire Board of Directors, has the power to assess Participants for additional contributions, if actual and anticipated losses due to benefits paid out, administrative expenses, and reserve and surplus requirements exceed the amount in the joint funds, or if the Board of Directors otherwise determines that it would be prudent to make such assessments. Such assessments will be made on a pro-rata basis and payment is due within thirty (30) days of billing.
5. The Board of Directors, in its sole discretion, may refund amounts in excess of reserves and surplus, or retain such excess amounts and apply these amounts to the next year's budget for the plan.

I. REPORTING

The Fiscal Officer will ensure the following reports shall be prepared and furnished to the Board of Directors, and made available to the Participants:

1. Annually, the Plan's Consultant will develop a report showing the financial condition and affairs of the Plan, in such a form and providing such other information as the Board of Directors may prescribe, together with an audit, and opinions thereon, by an independent certified public accountant, of the financial condition, accounting procedures and internal control systems of the Plan.
2. Periodic reports will be generated by the Fiscal Officer of the Consortium at least annually. Said reports will include, but may not be limited to, a Treasurer's Report and a Trial Balance Report.

RESOLUTION

AUTHORIZING THE _____ TO
ENTER INTO A MUNICIPAL COOPERATIVE AGREEMENT
WITH THE MADISON-ONEIDA-HERKIMER WORKERS'
COMPENSATION PLAN CONSORTIUM

BY _____:

IT IS HEREBY RESOLVED, the Board of Education for the _____ (district/BOCES) does hereby authorize the Superintendent of Schools (District Superintendent) to enter into a Municipal Cooperative Agreement with the Madison-Oneida-Herkimer Workers' Compensation Plan Consortium effective January 1, 2019, by which the _____ (district/BOCES) shall gain membership into the Consortium to provide workers' compensation insurance services; and

IT IS FURTHER RESOLVED, that membership into the Consortium shall renew annually, unless the District (BOCES) should seek to withdraw in accordance with the terms and conditions of the Municipal Cooperative Agreement.

SECONDED BY _____.

RESOLUTION

AUTHORIZING THE APPOINTMENT OF A
DISTRICT (BOCES) REPRESENTATIVE AND
ALTERNATE TO THE MADISON-ONEIDA-HERKIMER
WORKERS' COMPENSATION PLAN CONSORTIUM
BOARD OF DIRECTORS

BY _____:

WHEREAS, the District (BOCES) has entered into agreement with the Madison-Oneida-Herkimer Workers' Compensation Plan Consortium ("Consortium") to participate as a member of said organization to provide workers' compensation insurance services to the District (BOCES); and

WHEREAS, in entering into this Agreement, the District's (BOCES') governing body is required to identify and appoint one (1) representative to serve on the Consortium's Board of Directors, as well as to identify and appoint one (1) alternate to attend the Board of Director's meetings when its representative cannot be present; and

WHEREAS, it is the desire of the Board of Education to comply with this requirement; now, therefore;

IT IS HEREBY RESOLVED, that the Board of Education for the _____ School District (BOCES) does hereby appoint _____ to serve as the District's (BOCES') representative to the Madison-Oneida-Herkimer Workers' Compensation Plan Consortium's Board of Directors for the 2018-2019 school year; and

IT IS FURTHER RESOLVED, that the Board of Education for the _____ School District (BOCES) does hereby appoint _____ to serve as an alternate to its representative on the Consortium's Board of Directors should that person be unable to attend a scheduled Board meeting(s).

SECONDED BY _____.



FUNDING AGREEMENT

for Partnership Between

Gilbertsville – Mount Upton Central School District

and

TalkPath Live

2018-2019 School Year

**TalkPath Live
103 Carnegie Center
Suite 104
Princeton, NJ 08540
855-274-9582
www.talkpathlive.com**

CONTRACT FOR SERVICES

This Agreement is entered into between the Gilbertsville – Mount Upton Central School District (GMUCSD) and TalkPath™ Live (TPL), referred to herein collectively as the “Parties,” on the 30 day of October 2018, in order for TPL to provide teletherapy services to GMUCSD students under a public/private partnership.

Agreement Summary

During the term of this Agreement, TPL will provide teletherapy services for GMUCSD students. TalkPath Live is a web-based tool that remotely connects students to state-licensed therapists for one-to-one therapy, live in real time. Through TPL, GMUCSD will deliver customized, tailored therapy to select students while tracking their individual progress.

TPL will provide individual and group student teletherapy sessions, based on GMUCSD’s need, with each session’s length and frequency determined by GMUCSD student IEP mandates. GMUCSD may also utilize additional services from TPL, including but not limited to:

- IEP meeting attendance
- Student evaluations/assessments
- Collaborative meetings with administration
- Parent meetings (in addition to IEP meetings)

The TPL Mission

TPL is committed to transforming and empowering the students, clients, and patients we serve by providing highest-caliber therapeutic services that optimize communication and cognition skills, enrich lives, and improve future prospects.

Company Commitment to Our Customers

TPL will cultivate a climate of true collaboration and productive partnership with the organizations we serve, positioning ourselves as a vital part of their efforts, expertly and cost-effectively producing targeted outcomes, and always acting as a unified team of advocates for the students’ continued growth and success.

TPL Service Package

TalkPath Live’s provision of the teletherapy services represented in this Agreement include:

- Certified therapists licensed in the state in which the student/client resides
- Available therapists for full school year or for employee leave coverage
- One-on-one therapy in real time using our videoconferencing platform that is

HIPAA, FERPA, and COPPA compliant and that allows for the use of online tools, screen sharing, and such on-screen features as text, drawing, and whiteboard capabilities*

- Technology assistance and support, as needed
- Full evaluations and IEP reports, when needed and/or requested**
- Session notes, either on TPL forms/templates or on district/school-supplied forms/templates, as requested**
- Services based on goals agreed upon by the Parties, using one or more of the following means: administered evaluations/reports, outside evaluations/reports, observations, and parent requests
- Flexible scheduling
- Administrative access to TalkPath Live's proprietary Provider Portal**
- For speech services only: Full access to our HIPAA, FERPA, and COPPA compliant TalkPath™ Classroom practice platform for teacher and student use at school and at home, for individual student planning, homework, activities, video progress monitoring, growth measurement, and assessment

**An Internet-based videoconferencing service will be used to conduct the sessions. A secure connection is made between the therapist and the client devices, and the connection is encrypted on both ends throughout the entire session.*

***Only authorized TPL and GMUCSD personnel will have access to student session information.*

TPL Cancelled/Missed Session Policy

Aware of and sensitive to the real issue of student absenteeism, TalkPath Live offers our school partners a liberal policy on cancelled/missed sessions — being as flexible as possible with our school clients while also being as fair and reasonable as possible with our service providers — such that school partners are not penalized for qualifying cancelled/missed sessions according to the following definitions:

Term	Policy	District Charged?
Cancelled/Missed Session	When more than 4 hours' notice is given to the provider that the student is unable to attend. The session must be made up.	No
Absence (i.e., Refusal of Service or No-Show)	When less than 4 hours' notice is given to the provider that the student is unable to attend. The session is not required to be made up, but every effort will be made to do so.	Yes (Final cost to district is based on the predetermined session length.)
Habitual Nonattendance	Defined as 3 cancelled/missed sessions or 3 absences per student, per semester (barring any extenuating circumstances previously agreed upon between TPL and the contracting school partner.)	Yes (Once criteria are met. Final cost to district is based on the predetermined session length.)

Services: Staffing

TPL will provide certified therapists who are licensed in the state in which the student/client resides.

All TPL staff will be interviewed, hired, and trained by TPL management. Additionally, all TPL staff will be employees of TPL; all paychecks, benefits, workmen's compensation, and other insurance and employment matters will be handled through the TPL corporate office.

Annette Hammond, Superintendent, will be GMUCSD's main point of contact for TPL with respect to the program proposed in this Agreement.

Executive supervision of the program will be provided by Theresa Grant, Chief Program Development Officer of TalkPath Live.

Services: Materials & Supplies

TPL will provide all necessary online materials for the therapy sessions/lessons.

GMUCSD will provide the computers and/or electronic devices, required accessories (speakers, microphone, and cameras), and a secure Internet connection. Further, unless otherwise determined, GMUCSD will provide eHelpers (student support providers) based on individual student need.

Services: School Day/Year

TalkPath Live's therapists will be available each day that GMUCSD is open for attendance, based upon the instructional minutes requirement of the state in which the student/client resides.

Services: Payment

Fees for services rendered shall be as follows:

Proposal for Teletherapy Services to GMUCSD, SY 2018-2019

FEE STRUCTURE

<p>Speech Therapy, Behavioral and Mental Health Counseling, Early Intervention Services, Direct Academic Instruction</p>	<ul style="list-style-type: none"> ▪ \$37.50 per student for ½ hour session + note ▪ \$25.00 per student for ½ hour session + notes for 2-student group ▪ \$22.50 per student for ½ hour session + notes for group of 3 or more students ▪ \$37.50 per student per 30 minutes for IEP meeting attendance, evaluations, collaboration, and other student/service-related requirements
<p>Occupational Therapy, Physical Therapy, Psychoeducational Assessments</p>	<ul style="list-style-type: none"> ▪ \$45.00 per student for ½ hour session + note ▪ \$32.50 per student for ½ hour session + notes for 2-student group ▪ \$30.00 per student for ½ hour session + notes for group of 3-4 students ▪ \$45.00 per student per 30 minutes for IEP meeting attendance, evaluations, collaboration, and other student/service-related requirements
<p>Notes</p>	<ul style="list-style-type: none"> ▪ There are no licensing costs for software, no cost for tech support, no hidden fees of any kind. ▪ However, for OT/PT services, an external webcam is recommended for optimal positioning of camera for therapist's use (approx. retail price: \$20-\$30). ▪ Travel costs are not applicable with teletherapy; however, if TPL's in-person presence is required or essential at any time, an appropriate member of TPL's team will be present. ▪ <u>For speech therapy services only:</u> Free 24/7 access to TalkPath Classroom platform.

At any time, GMUCSD may request additional sessions and/or additional related services, and if TPL can accommodate the request, the services will be billed at the same rates as above, added to the monthly invoices GMUCSD receives from TPL.

For purposes of this contract "additional related services" that TalkPath Live can provide include:

- Speech-Language Therapy
- Occupational Therapy
- Physical Therapy
- Early Intervention Services
- Behavioral & Mental Health Counseling
- Direct Academic Instruction
- Psychoeducational Assessments

Total Tuition Contract Value: The total tuition full-year cost of the contract will depend upon length of service provision requested by GMUCSD.

Invoice Terms: TPL will invoice GMUCSD on a monthly basis, within 10 days of each month's end. Invoicing will begin in November 2018. Payment must be remitted to TalkPath Live by GMUCSD within 30 days of receipt of the invoice.

Agreement Term

This Agreement is in effect beginning October 30, 2018 and ending on June 30, 2019. This Agreement will automatically renew at the end of each contract period unless written notice of intent to terminate the Agreement is provided by one party to the other at least 90 days prior to the expiration of the contract term.

Recitals

In providing special education and related services to GMUCSD students, TPL shall at all times operate as an independent contractor and shall have no authority to make any agreements or incur any liabilities on behalf of GMUCSD.

Notices shall be deemed effective when delivered by certified mail to the following:

Annette Hammond
Superintendent
Gilbertsville-Mount Upton Central School District
693 State Highway 51
Gilbertsville, NY 13776
ahammond@gmucsd.org
(607) 783-2207

and

Theresa Grant
Chief Program Development Officer
TalkPath Live
P.O. Box 338
Williamstown, NJ 08094
tgrant@talkpathlive.com
916-296-1772

Data Privacy Laws

Section 2-c and 2-d of the New York State Education Law require that third party contractors comply with the parents' Bill of Rights and ensure privacy of any personally identifiable data shared under this contract. Contractor agrees to comply in every respect with all applicable provisions of section 2-c and 2-d of the NYS Education Law and any subsequently promulgated rules, regulations or laws regarding the same. Contractor has read the Parent's Bill of Rights and has read the District's Student Records Policy and

agrees to fully comply with both including any amendments. The District will notify Contractor of any significant changes to either policy.

Federal Medicaid/Medicare Regulations

TalkPath Live represents and warrants that it, nor its employees or contractors, are not excluded from participation in, and is not otherwise ineligible to participate, in a "federal health care program", including but not limited to Medicaid and Medicare, as defined in 42 U.S.C. Section 1320a-7b(f) or in any other government program.

Insurance and Indemnification

TPL shall obtain, pay for, and maintain throughout the term of the Agreement a policy of comprehensive liability insurance naming TPL and GMUCSD as the insured parties, with a reasonable company and in a form satisfactory to GMUCSD, with coverage of not less than one million dollars [\$1,000,000.00] per occurrence (bodily injury and property damage) and shall deposit said policy or a certificate thereof with GMUCSD.

TPL and GMUCSD shall each mutually indemnify and hold harmless the other, its employees, servants, and agents against all liabilities, loss, charges and expenses, including court costs and attorney's fees, incurred or suffered as a result of the failure of TPL or GMUCSD, its employees, servants, and agents to faithfully and competently perform its obligations hereunder or resulting from TPL's or GMUCSD's provision of teletherapy services in accordance with student IEPs.


This Agreement contains the entire agreement between the Parties with respect to the subject matter set forth herein, but may be modified with written consent of both Parties signed below.

This Agreement shall be interpreted in accordance with the laws of the state of New York.


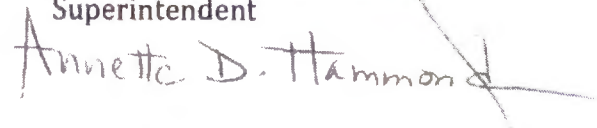
IN WITNESS WHEREOF, the Parties have caused this Agreement to be accepted by their authorized representatives.


TalkPath Live


Chief Program Development Officer


Witness

Gilbertsville - Mount Upton Central School District


Superintendent



Witness



TALKPATHLI

SERDE1

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/31/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: The Secret Insurance Agency LLC, 409 Minnisink Rd, Suite 104, Totowa, NJ 07512. CONTACT NAME: Selective Casualty Insurance Company, NAIC #: 14376. INSURED: PrentGraf, LTD d/b/a Talk Path Live, PO Box 338, Williamstown, NJ 08094.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with 7 columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes rows for Commercial General Liability, Automobile Liability, Umbrella Liability, and Professional Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER: Gilbertsville-Mount Upton Central School District, 693 State Highway 51, Gilbertsville, NY 13776. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: [Signature]

TO: Mrs. Wilcox

From Ken Held

Date: 11/8/18

RE: Technology Club Money

Presently the Design and Drawing for Production class is considering building a geodesic dome or sphere as an engineering project in class. It is optional to the school that this project could be used for a decorative purpose on the property of the school or even hung on the ceiling of the foyer granted it is of acceptable aesthetics.

We are hoping to use the remaining funds of the Technology Club Money, which is approximately \$201. This account has not been used in many years, due to lack of interest in an after-school Technology Club. Please keep in mind we are presently attempting to begin a separate robotics club at GMU as well. The district office said that the transfer would need board approval.

If it is possible to use these funds for the purchase of the material, which is metal electrical conduit and hardware (from Lowes), the project would be constructed this year.

We hope this vision is attainable.

Thank you.

Ken Held

A handwritten signature in black ink, appearing to read 'Ken Held', written over a diagonal line that extends from the bottom left towards the top right.

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Internal Operations

SUBJECT: USE OF PARLIAMENTARY PROCEDURE

Unless otherwise specified by law Roberts Rules of Order, Newly Revised, (or Parliamentary Procedures at a Glance, by D. Garfield Jones) shall be the official guide to the conduct of the Board.

In addition, the following Rules of Order are adopted to promote the smooth functioning of Board meetings, encourage free discussion, and promote group action.

- a) A quorum being present, precisely at the advertised time of the meeting, the President, or in his/her absence the Vice President, shall call the members to order and proceed to business.
- b) If a quorum is not present at the advertised hour, the members present may adjourn until a quorum is present.
- c) It is the duty of the President to preserve order and endeavor to conduct all business before the Board with propriety and dispatch.
- d) The President must vote on every question by virtue of his or her membership.
- e) The President shall decide all points of order, subject to appeal by any member of the Board.
- f) A motion made must be seconded and, if requested, repeated by the clerk or the mover before it is discussed.
- g) The consideration of any question may be postponed to a fixed or indefinite time by majority vote of the Board.
- h) A motion, once voted down, cannot be reintroduced at the same meeting without agreement by a majority of the Board.
- i) A motion for adjournment is always in order and needs no debate, except that it cannot be introduced when the Board is voting on another question or while a member is addressing the Board. The President will not entertain any motion, other than adjournment after 11:30 p.m., unless a motion to continue is passed unanimously.
- j) A motion, made and seconded, shall remain under debate until all members have finished their remarks, except if a majority of the members request that debate be ended, and a vote taken immediately.

(Continued)

Internal Operations

SUBJECT: USE OF PARLIAMENTARY PROCEDURE (Cont'd.)

- k) No member shall be interrupted while while speaking, unless he or she is out of order, or to correct mistakes.
- l) When a question is put, every member shall vote thereon, unless excused by the President or a majority of the Board for good reason. Votes will be indicated by a show of hands, or by answering "aye" or "no" when a roll call is requested by a member. The minutes of the meeting shall reflect the vote of all members present.
- m) When the President has commenced taking a vote, no further debate is permitted, unless there has been a mistake. In that case, the mistake shall be corrected, and the vote recommenced.
- n) The first person recognized by the President as desiring to speak has the right to the floor.
- o) Upon the direction of the President of the Board and a majority vote, these guidelines can be altered in the interest of order.

BOE Approved 10/19/93

Board Matters PROCEDURE FOR BOARD MEETINGS

MEETINGS AND NOTICE

§ 1. The date and time of regular Board meetings will be established annually at the reorganizational meeting. Times and dates may be changed by majority vote of the Board at a subsequent Board meeting. It is noted that a Board is required to have a regular meeting at least once each quarter.

§ 2. Any member may call an official Board meeting on 24 hours' notice to the Board members.

§ 3. Public Officers Law § 104 indicates that the notice of the time and place of meeting scheduled at least one week before the meeting shall be given to the news media and shall be conspicuously posted in one or more designated public locations at least 72 hours before such meeting. Notice of any other meeting shall be given to the extent practicable to the news media and shall be conspicuously posted in one or more designated public locations at a reasonable time prior to the meeting.

MECHANICS OF MEETINGS

In order to conduct business, a quorum of the entire membership must be present. A majority of the authorized number of seats is required to carry a motion. In certain cases, a super majority is required. As an illustration, Education Law § 3016 requires a two-thirds vote to appoint a teacher who is related by blood or marriage to a member of the Board of Education, General Municipal Law § 105 (5) requires a three-fifths vote to establish standardization for bidding purposes and Local Finance Law § 33.00 requires a two-thirds vote to issue bonds. The Superintendent shall verify with counsel whether a given situation requires a super majority.

AGENDA

The agenda is prepared by the Superintendent with the assistance of the President of the Board. The purpose of the agenda is to inform the Board members of the anticipated topics that would be discussed at the meeting. The agenda should be distributed to the Board members before the meeting. The President may add, remove, or re-arrange the agenda at the Board meeting.

OPEN MEETING

Unless authorized by statute, all discussion and votes must be taken in an open meeting.

EXECUTIVE SESSION

If the Board desires to go into executive session, it will first open the public session, and then on

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Internal Operations

motion duly made, seconded, and carried, the Board would move to executive session. The motion to go to executive session shall specify the purpose of the executive session. Public Officers Law § I 05 specifies the reasons why a Board can go into executive session. At executive session, the Board may invite other individuals to attend. Except in limited circumstances, even though the discussion is in executive session, the vote is required to be held in open session. Exceptions include probable cause in relation to charges against a tenured teacher and matters pertaining to students. The Superintendent will obtain from counsel a written opinion whether a particular subject can be voted upon in executive session.

MINUTES

Public Officers Law § I 06 specifies the contents of the Board minutes. Minutes are records or summaries of all motions, proposals, resolutions, or any other matter formally voted upon and the vote taken on that item. If the vote is not unanimous, the minutes should indicate the vote of the various members. Minutes of an open session are to be made available two weeks from the date of the meeting. Minutes of the executive session shall be made available within one week of the executive session. Even if no action is taken in executive session, the minutes of the executive session should indicate who was present, the topics discussed, the fact that no vote was taken, and the adjournment to open session. The release of Board minutes before Board approval should state that the minutes are drafts and subject to Board approval.

BOARD OFFICERS

§ I. **President.** The President is the presiding officer at the Board meeting and has no greater inherent powers than other Board members. The President is expected to vote on all matters properly brought before the Board.

§ 2. **Vice President.** The Vice President may act in the place of the President, with the same powers and duties, **if** the Presidency is vacant or the President is absent. The Vice President has no other inherent powers.

OFFICER REMOVAL

The President or Vice President may resign or may be removed at any time during the term of office, which is for a school year. If the individual is removed, there must be good cause for removal. Adequate notice of the charge against the individual must be given with an opportunity to be heard before the Board. The vote must be at an open meeting, duly made.

MOTIONS

To present a motion, a member ordinarily should address the President, be recognized by the President, and then propose the motion. If the motion is made and seconded, the members may discuss the matter. If the motion is not seconded, the Board will move onto the next item of business.

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Internal Operations

MOTION TO CLOSE THE DEBATE

The motion to close the discussion on a particular motion will bring that motion to an immediate vote. It is an ordinary motion and the proposer may not interrupt another speaker. It takes preference over motions to limit or extend debate, postpone to a definite time, refer to committee, amend, and postpone indefinitely. Such a motion requires a second. The President may call for a vote at any time.

MOTION TO LIMIT OR EXTEND DEBATE

The motion to limit or extend the debate controls the amount of time that will be devoted to the discussion of a particular piece of business. It is an ordinary motion and the proposer may not interrupt another speaker. It takes preference over motions to postpone to a definite time, refer to committee, amend, or to postpone indefinitely. This motion requires a second, is debatable as to the type and time limitations, and is amendable as to the time and number of comments permitted.

MOTION TO POSTPONE TO A DEFINITE TIME

The motion to postpone to a definite time puts aside consideration of a main motion until a specified date. It is an ordinary motion and a proposer may not interrupt another speaker. It takes preference over motions to refer to a committee, amend, or postpone to an indefinite time. The motion requires a second, is debatable as to reasons for postponement and the date of reconsideration, and is amendable as to the date of reconsideration.

MOTION TO REFER TO COMMITTEE

The motion to refer to committee transfers specified business pending before the Board to a committee. It is an ordinary motion and the proposer may not interrupt another speaker. It takes preference over motions to amend and postpone to a definite time, the motion does not require a second, is debatable as to the structure of the committee and is amendable as to the structure.

MOTION TO AMEND

The motion to amend changes the wording of a main motion. It is an ordinary motion and the proposer may not interrupt another speaker. It takes preference over the motion to postpone for a definite time; requires a second.

MOTION TO POSTPONE INDEFINITELY

The motion to postpone indefinitely terminates the consideration of the main motion. It is an ordinary motion, and the proposer may not interrupt another speaker. It takes preference over the main motion only; and requires a second; is debatable and re-opens debate on the pending main motion.

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Internal Operations

MOTION TO RECONSIDER

The motion to reconsider places a previously considered main motion before the Board for a second time. It can only be made at the meeting where the motion was passed or the next following meeting. The motion can only be made and seconded by individuals who voted in the majority. The motion requires a second; is debatable and opens debate on the main motion being considered and may not be amended.

MOTION TO RESCIND

The motion to rescind cancels the main motion previously adopted. The motion must be made at the meeting where the initial motion was made or at the following meeting. It can be made and seconded *only* by individuals who have voted in favor of the motion. The motion is debatable and opens debate on the main motion being reconsidered and is not amendable.

GENERAL RULES OR PROCEDURE

§ 1. When the President is not in attendance at the meeting, the Vice President shall preside.

§ 2. If there is not a quorum, the presiding officer shall adjourn the meeting to the next scheduled meeting, or at another time duly called.

§ 3. A Board member may abstain from a vote for a good reason. The individual should state generally why the person is abstaining.

OTHER MATTERS

If the Board concludes that it is appropriate to add additional procedures, it may do so after the proposal for an addition, change, or modification is submitted, duly seconded and voted upon and reconsidered at the next following meeting.

APPOINTMENT OF CLERK PRO-TEM

In the absence of the Clerk of the Board of Education, the Board may appoint a Clerk Pro-tempore to serve in the absence of the regularly appointed Clerk. Such appointment shall expire, without further action of the Board, upon the Clerk's return to duty. A person appointed as Clerk Pro-tempore shall not be a member of the Board of Education.

PRIVILEGE OF THE FLOOR

The Board may extend to the general public the right to address the Board on matters of public concern at a time designated by the President. Such privilege may be limited in time by the President of the Board by announcing the limitation to the public at the meeting.

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Internal Operations

CLASSIFICATION OF MOTIONS - ORDINARY AND SPECIAL

There are two types of parliamentary motions - ordinary and special. Special motions are used to handle any procedural matters that arise during a meeting. They may be offered at any time and must be disposed of immediately. If several special motions are put forward at once, they should be considered on a first-come basis. Ordinary motions are used to dispose of main motions, and a rank of priority is assigned among them. A proposed ordinary motion would be out of order while another is pending unless it has higher priority. Proposed ordinary motions are considered in the reverse order of their proposal; thus the motion with the highest priority is considered first. Unless otherwise provided in statutes, or bylaws, the order of priority for ordinary motions is as follows, in descending order: to adjourn, to recess, to postpone temporarily, to close debate, to limit or extend debate, to postpone to a definite time, to refer to committee, to amend, to postpone indefinitely, and main motions.

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Community Relations

SUBJECT: PUBLIC EXPRESSION AT MEETINGS

All meetings of the Board shall be conducted in public, and the public has the right to attend all such meetings. Public expression at such meetings shall be encouraged and a specific portion of the agenda shall provide for this privilege of the floor. Persons wishing to speak should identify themselves, any organization they may be representing at the meeting, and the agenda topic they wish to discuss. Comments should address agenda items only, unless specific permission to introduce another topic is granted by the Board President. Comments should be kept as brief as possible; the President may impose a time limit on speakers. At its discretion, the Board may invite visitors to its meetings to participate in the Board's discussion of matters on the agenda.

Adopted: 7/6/93

POLICY

2018

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Community Relations

SUBJECT: PUBLIC EXPRESSION AT MEETINGS

All meetings of the Board shall be conducted in public, with the exception of executive session meetings, and the public has the right to attend all such meetings. Public expression at such meetings shall be encouraged and a specific portion of the agenda shall provide for this privilege of the floor. Persons wishing to speak should identify themselves, any organization they may be representing at the meeting, and the agenda topic they wish to discuss. Comments should address agenda items only, unless specific permission to introduce another topic is granted by the Board President. Comments should be kept as brief as possible; the President may impose a time limit on speakers. At its discretion, the Board may invite visitors to its meetings to participate in the Board's discussion of matters on the agenda.

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Community Relations

SUBJECT: PUBLIC USE OF SCHOOL FACILITIES

When not in use for school functions, school facilities and equipment may be used by district residents for activities which are educational, cultural, social, recreational or civic in nature, primarily for the benefit of district residents and consistent with state and federal laws. Any such use, however, shall not be deemed an endorsement by the District of the activity or the purpose for which the facilities are used.

The Superintendent of Schools shall prescribe regulations, subject to approval by the Board, for the use of any school facility. The superintendent shall designate a supervisor of operations to schedule the use of school facilities, ensure that economical and efficient use is made of time and space available, and issue permits.

In addition to compliance with all applicable state and federal laws, the regulations must:

1. assure the protection of school property;
2. provide for the health and safety of all people involved in the activity;
3. establish guidelines to determine when a fee, including any staffing costs, should be charged to the user;
4. provide fee schedules for when the user of a facility is to be charged;
5. require payment for any damage or loss, whether or not a fee for use has been charged;
6. require that the user maintain adequate insurance to protect the District.

NOTE: Users may be required to reimburse the District for maintenance or other staff required to work outside their usual work schedule, whether or not a use fee is charged.

The Superintendent has the right to request the following information when an application is submitted:

1. Constitution of the organization
2. By-laws currently in effect
3. Names of officers
4. List of members

All permits for the use of any school facility will be issued for specified hours, are nontransferable, and are restricted to the specified purposes for which issued. The Superintendent may revoke any permit at any time.

The Superintendent may make interim changes in the regulations in appropriate situations, but must tender notice to the Board. Permanent changes in the regulations must be approved by the Board.

GILBERTSVILLE-MOUNT UPTON

ADMINISTRATIVE GUIDELINES FOR BUILDING USE

The Board of Education recognizes the investment the community has in school buildings and facilities and believes that such facilities should be used for approved community purposes.

Any school or community group or organization duly constituted, having elected officers, holding regular meetings, and whose social or cultural functions contribute to the GMU school community, may use the district facilities upon securing permission from the Superintendent and/or Buildings and Grounds Supervisor.

1. *Priorities*

- A. The school education programs and extension thereof such as academic support, interscholastic athletics, intramural programs, school sponsored activities, and adult education programs
- B. School related organizations such as Booster Clubs, Parent Teacher organizations
- C. Non-school related groups such as Boy Scouts, Girl Scouts, 4-H, Fire Departments, Auxiliaries, business organizations and unions, community organizations, dance studios, recreation programs

2. *Availability*

- A. Indoor school district facilities may be made available after instructional hours.
- B. School indoor facilities will be made available on Saturdays and Sundays with written approval by the Superintendent of Schools provided an approved member of the custodial staff and/or approved professional staff is available. All requests for facility use beyond normal custodial hours will be contingent upon the availability of the necessary custodial staff to accommodate the request.
Any request for Saturdays or Sundays by a group or organization not school related will include a cost for unscheduled custodial hours and approval will be determined by the availability of custodial coverage. A minimum block of time for weekend use outside of the normal schedule will be considered as four hours.
- C. The use of school district property for private commercial or personal use is expressly prohibited by Article 8, Section 1 of the New York State Constitution.
- D. According to Section 414 of the State Education Law, facilities of the

school district may be used for meetings, entertainment and occasions where admission fees are charged, when the proceeds are spent for an educational or charitable purpose; but such use shall not be permitted if such activities are under the exclusive control, and proceeds are applied for the benefit of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization other than organizations of veterans of the military, naval and marine service of the United States and organizations of volunteer firemen or volunteer ambulance services.

E. Section 414 also states the district facilities may be used for polling places for holding primaries and elections and for the registration of voters and for holding political meetings; but no meetings sponsored by political organizations shall be permitted unless authorized by a vote of a district meeting, held as provided by law, or, in cities, by the Board of Education thereof. Except in cities, it shall be the duty of the trustees or Board of Education to call a special meeting for such purpose upon the petition of at least ten per centum of the qualified electors of the district. Authority so granted shall continue until revoked in like manner and by the same body as granted.

F. In addition, the Superintendent may submit other requests for use of district facilities which he believes to be of an unusual or controversial nature to the Board of Education for final approval.

3. *Procedures*

A. Facility use form may be obtained at the high school office. Dates requested should initially be checked against the high school master calendar for availability of area requested.

B. In addition to a completed facility use form, all non school related groups or organizations must submit a Certificate of Insurance naming Gilbertsville-Mt. Upton as additional insured with a minimum coverage of \$1,000,000. (one million dollars). The facility use form must be completed and returned to the high school office with a certificate of insurance attached. To assure the availability of the requested facility, the completed form and all required information must be turned in 30 days prior to the requested date.

C. The request must be approved by:

1. High school office for initial availability (NOTE: This initial review of the calendar does not signify approval. It only attests to the fact that the day may be open.)
2. Appropriate department head (athletics, music, cafeteria)
3. Superintendent of Buildings and Grounds
4. Business Office (if fees are involved)
5. Superintendent of School

After approval or denial, copies will be sent to appropriate personnel in a timely manner. Copies of requests which involve payment to the school will be routed to the Business Office.

D. The Superintendent of Schools has the right to request additional

information such as constitution of the organization, current bylaws, names of officers and a list of members.

E. Keys will be issued to authorized school employees as directly related to their area(s) of responsibility by the high school/elementary offices and returned on the following day to the appropriate office.

F. Pre-check forms will be reviewed and signed by custodian/staff member on hand and the person responsible for the activity.

4. *Charges*

A. No charges will be made for use of the school indoor facilities by an approved student organization or extension thereof, or a fund raising activity that directly benefits the school district, its students or programs.

B. An organization or group may be charged for supplies, materials or services that are deemed necessary by the GMU Buildings & Grounds Supervisor.

C. Personnel costs may be charged to groups or organizations that are not school related, where the request is for time outside of staff's normally scheduled hours at a rate of 1.5 times pay per hour, with a minimum of four hours pay for Sundays and Saturdays outside of the normal eight hour shift.

D. A deposit of \$100 (one hundred dollars) will be required with completed facility request form. After payment of all charges due (including damages or loss, if any) the deposit will be refunded. The Superintendent of Schools has the authority to waive this requirement.

E. Any expense associated with a request for the use of outdoor facilities will be subject to charges on an individual basis, as approved by the Superintendent of Schools in consultation with the Buildings & Grounds Supervisor.

F. A charge will be made for any damages or loss, whether or not a fee for use has been charged.

G. Charges will be made payable to the district treasurer of the school.

5. *Cancellation Policy*

A. The organization, group, or person may withdraw the facility request form with no cost incurred for the scheduling of personnel if notified in writing at least four full business days prior to request date. Withdrawal in an untimely manner will result in the forfeiture of the deposit. The Superintendent of Schools may waive this payment at his discretion.

GILBERTSVILLE-MOUNT UPTON

ADMINISTRATIVE GUIDELINES FOR BUILDING USE

The Board of Education recognizes the investment the community has in school buildings and facilities and believes that such facilities should be used for approved community purposes.

Any school or community group or organization duly constituted, having elected officers, holding regular meetings, and whose social or cultural functions contribute to the GMU school community, may use the district facilities upon securing permission from the Superintendent and/ or Buildings and Grounds Supervisor.

1. Priorities

A. The school education programs and extension thereof such as academic support, interscholastic athletics, intramural programs, school sponsored activities, and adult education programs.

B. School related organizations such as Booster Clubs, Parent Teacher Organizations.

C. Non-school related groups such as Boy Scouts, Girl Scouts, 4-H, Fire Departments, Auxiliaries, business organizations and unions, community organizations, dance studios, recreation programs.

2. Availability

A. Indoor school district facilities may be made available after instructional hours.

B. School indoor facilities will be made available on Saturdays and Sundays with written approval by the Superintendent of Schools provided an approved member of the custodial staff and/ or approved professional staff is available. All requests for facility use beyond normal custodial hours will be contingent upon the availability of the necessary custodial staff to accommodate the request.

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C. The use of school district property for private commercial or personal use is expressly prohibited by Article 8, Section 1 of the New York State Constitution.

D. According to Section 414 of the State Education Law, facilities of the school district may be used for meetings, entertainment and occasions where admission fees are charged, when the proceeds are spent for an educational or charitable purpose; but such use shall not be permitted if such activities are under the exclusive control, and proceeds are applied for the benefit of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization other than organizations of veterans of the military, naval and marine service of the United States and organizations of volunteer firemen or volunteer ambulance services.

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C. The request must be approved by:

1. High school office for initial availability (NOTE: This initial review of the calendar does not signify approval. It only attests to the fact that the day may be open.)

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2. Appropriate department head (athletics, music, and cafeteria).
3. Superintendent of Buildings and Grounds
4. Business Office (if fees are involved)
5. Superintendent of School

After approval or denial, copies will be sent to appropriate personnel in a timely manner. Copies of requests which involve payment to the school will be routed to the Business Office.

D. The Superintendent of Schools has the right to request additional information such as constitution of the organization, current bylaws, names of officers and a list of members.

E. Keys will be issued to authorized school employees as directly related to their area(s) of responsibility by the high school/ elementary offices and returned on the following day to the appropriate office.

F. Pre-check forms will be reviewed and signed by custodian/staff member on hand and the person responsible for the activity.

4. *Charges*

A. No charges will be made for use of the school indoor facilities by an approved student organization or extension thereof, or a fund raising activity that directly benefits the school district, its students or programs.

B. An organization or group may be charged for supplies, materials or services that are deemed necessary by the GMU Buildings & Grounds Supervisor.

C. Personnel costs may be charged to groups or organizations that are not school related, where the request is for time outside of staff's normally scheduled hours at a rate of 1.5 times pay per hour, with a minimum of four hours pay for Sundays and Saturdays outside of the normal eight hour shift.

D. A deposit of \$100 (one hundred dollars) will be required with completed facility request form. After payment of all charges due (including damages or loss, if any) the deposit will be refunded. The Superintendent of Schools has the authority to waive this requirement.

E. Any expense associated with a request for the use of outdoor facilities will be subject to charges on an individual basis, as approved by the Superintendent of Schools in consultation with the Buildings & Grounds Supervisor.

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- F. A charge will be made for any damages or loss, whether or not a fee for use has been charged.
- G. Charges will be made payable to the district treasurer of the school.

5. Cancellation Policy

A. The organization, group, or person may withdraw the facility request form with no cost incurred for the scheduling of personnel if notified in writing at least four full business days prior to request date. Withdrawal in an untimely manner will result in the forfeiture of the deposit. The Superintendent of Schools may waive this payment at his/her discretion.

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Community Relations

SUBJECT: OPERATION OF MOTOR-DRIVEN VEHICLES ON DISTRICT PROPERTY

All motor-driven vehicles, including cars, snowmobiles, mini-bikes, motorcycles, all-terrain vehicles (ATV's) and other such vehicles are prohibited from using any school grounds or areas except for authorized school functions or purposes.

All student vehicles are to be registered with the high school principal and parked in authorized areas only.

Vehicle and Traffic Law Section 1670

Adopted: 7/6/93

POLICY

2018

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Community Relations

SUBJECT: OPERATION OF MOTOR-DRIVEN VEHICLES ON DISTRICT PROPERTY

All motor vehicles, including cars, snowmobiles, mini bikes, motorcycles, three or four wheelers and other such vehicles are prohibited from being used on school property except in the areas specifically designate for motor vehicles.

Vehicle and Traffic Law Section 1670

POLICY

1993

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Community Relations

SUBJECT: PUBLIC ACCESS TO RECORDS

Access by residents of the Gilbertsville-Mount Upton Central School District to records of the District shall be consistent with the rules and regulations established by the State Committee on Open Government and shall comply with all the requirements of the New York State Public Officers Law Sections 84 et seq.

Regulations and procedures pertaining to accessing District records shall be as indicated in the School District Administrative Manual. }

Education Law Section 2116
Public Officers Law
Sections 84 et seq.

*Abolish
Fix
Re adopt*

Adopted: 7/6/93

ACCESS TO RECORDS UNDER PUBLIC OFFICERS LAW ARTICLE 6

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 Gilbertsville-Mount Upton Central School District response to public requests for access to records.

2. Records Access Officer.

The Records Access Officer is responsible for assuring that Gilbertsville-Mount Upton Central School 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:
 - i. Make a copy available upon payment or offer to pay established fees, if any; or,
 - 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 Gilbertsville-Mount Upton Central School District is not the legal custodian for such records;
 - ii. The records of which the Gilbertsville-Mount Upton Central School District is a legal custodian cannot be found after diligent search.

3. Location.

The Gilbertsville-Mount Upton Central School District records shall be available for public inspection and copying at the Gilbertsville-Mount Upton Central School District.

4. Hours for Public Inspection.

The Gilbertsville-Mount Upton Central School District shall accept requests for public access to records and produce records during all hours the Gilbertsville-Mount Upton Central School 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 Gilbertsville-Mount Upton Central School 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 Gilbertsville-Mount Upton Central School 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.

6. Denial of Access of Records.

a. The Gilbertsville-Mount Upton Central School 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 Gilbertsville-Mount Upton Central School District fails to provide requested records promptly as required by law, such failure shall be deemed a denial of access by the Gilbertsville-Mount Upton Central School 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 Gilbertsville-Mount Upton Central School 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.

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Community Relations

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 i above shall not exceed the actual reproduction cost as defined by Public Officers Law.

8. Public Notice.

The Gilbertsville-Mount Upton Central School District shall publicize by publication in the local newspaper having general circulation in the Gilbertsville-Mount Upton Central School District:

- a. The location where public records shall be made available for inspection and
- 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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Community Relations

GILBERTSVILLE-MOUNT 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-Mount Upton Central School District

II. The Records Access Officer is:
Sheila Nolan-District Clerk, 693 State Highway 51 Gilbertsville, NY 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 Gilbertsville-Mount Upton Central School District. The name and address of the Appeal Officer is:
Jeremy Pain-Board President, 693 State Highway 51 Gilbertsville, NY 13776

Dated:

POLICY

1993

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Community Relations

SUBJECT: CONFIDENTIALITY OF COMPUTERIZED INFORMATION

The development of centralized computer banks of educational data gives rise to the question of the maintenance of confidentiality of such data. There are legitimate concerns that central files of information and other data be maintained at the highest level of security. The safeguarding of the data from inappropriate use is essential to the success of the District's operation.

Access to confidential computerized data shall be limited only to authorized personnel of the School District.

It shall be a violation of the District's policy to release computerized data to any unauthorized person or agency. Any employee who releases or otherwise makes improper use of such computerized data shall be subject to disciplinary action.

Adopted: 7/6/93

POLICY

2018

3320

Community Relations

NOTIFICATION OF BREACH OF SECURITY

The Superintendent or his/her designee shall notify the owner of any private information within a reasonable time frame when the Gilbertsville Mount-Upton School District experiences a breach of the security of its computer system. Such notification may occur by either written or electronic notice.

For purposes of this policy, private information means personal information in combination with either a person's social security number, driver's license number or non-driver identification card or account number, credit card or password which would permit access to an individual's financial account.

Breach of security means unauthorized acquisition of computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the Gilbertsville Mount-Upton Central School District.

Education Law 2-d pertaining to information privacy

Gilbertsville-Mt. Upton Central School

693 State Highway 51

Gilbertsville, New York 13776-1104

Phone: (607) 783-2207 Fax (607) 783-2254



Annette D. Hammond

Superintendent
Director of Special
Education

Amber Birdsall

District Clerk
Administrative Assistant
to the Superintendent

Heather Wilcox

Acting Pk-12 Principal

Dorothy Iannello

District Treasurer

Joe Zaczek

Director of Transportation

Alan Digsby

Buildings and Grounds
Supervisor

Susan Sebeck

School Food Service
Manager

Eric Voorhees

Technology Director
CIO

To: Board of Education
Annette Hammond
Dorothy Iannello

From: Alan W. Digsby

A handwritten signature in black ink that reads "Alan W. Digsby". The signature is written in a cursive style and is positioned to the right of the printed name.

Date: November 20, 2018

Re: Wall Padding

I am requesting that we excess the original gym wall padding. It was replaced in the big gym November 9, 2018.