

The Gilbertsville-Mount 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-MOUNT UPTON CENTRAL SCHOOL DISTRICT**

693 State Highway 51  
Gilbertsville, New York 13776  
Tuesday, April 16, 2024  
Regular Meeting, 6:00 pm, D131  
AGENDA

### **CALL TO ORDER & PLEDGE OF ALLEGIANCE**

### **POSITIVE HIGHLIGHTS**

### **PUBLIC COMMENT**

### **REPORTS**

- Course Proposal for the 2024-2025 school year, Ashley Hughes (**Enclosure 4**)
- Final Budget Presentation-Annette Hammond, Superintendent

### **INFORMATION FOR MEMBERS**

- Workplace Violence Prevention Plan, Annette Hammond (**Enclosure 5**)
- Capital Project Update, Annette Hammond & Dorothy Iannello
- Upcoming BOE Dates:

May 14, Audit Committee 5:00 pm & Budget Hearing/Regular Meeting at 6:00 pm  
May 21, Budget Vote 12-8 pm  
June 12, BOE Meeting at 6:00 pm

- May 10, Teacher & Support Staff Ceremony at 10 am

### **BOARD DISCUSSION**

DCMO BOCES 2024-2025 Administrative Budget and Board Elections (**Enclosure 6**)

### **EXECUTIVE SESSION**

#### **I. RECOMMENDED ACTIONS – ROUTINE MATTERS**

##### **APPROVE MINUTES**

RESOLVED, to approve the minutes from the Regular Board of Education Meeting on 13 March 2024. (**Enclosure 2**)

##### **APPROVE AGENDA**

RESOLVED, to approve the 16 April 2024, consent agenda. (**Enclosure 1**)

#### **II. RECOMMENDED ACTIONS-NEW BUSINESS**

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

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 16 April 2024, Committee on Special Education/Committee on Preschool Special Education Consent Agenda.

The Gilbertsville-Mount 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.

**FINANCIAL CONSENT AGENDA**

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 16 April 2024, Financial Consent Agenda.

**PERSONNEL CONSENT AGENDA**

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 16 April 2024, Financial Consent Agenda.

**NEW ITEMS CONSENT AGENDA**

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 16 April 2024, New Items Consent Agenda.

**NEW ITEMS PROPOSAL AGENDA**

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 16 April 2024, New Items Proposal Agenda.

Open Studio Project -To approve the art course proposal submitted by Ashley Hughes to take effect for the 2024-2025 school year.

**SECOND PUBLIC COMMENT**

**EXECUTIVE SESSION**

-Collective negotiations pursuant to Article 14 of the Civil Service Law.

**ADJOURNMENT**

3/13/24

## Gilbertsville-Mount Upton Central School Board of Education

Regular Meeting

13 March 2024

D131

Members present at the start of the meeting were President, Jeremy Pain, Sean Barrows, Christopher Ostrander, Sarah Green, Brenda Friedel, Whitney Talbot and 4 guests.

Vice President Jed Barnes was absent.

Others present were Superintendent Annette Hammond, District Clerk Donna Dean, District Treasurer Dorothy Iannello, Deputy Treasurer Brianne Simonds, and Principal Heather Wilcox.

The meeting was called to order at 5:00 P.M. by President Pain, who led the Pledge of Allegiance. ORDER

The Superintendent and the Principal provided the following Positive Highlights: POSITIVE HIGHLIGHTS

-Spring sports have started – 40 students on track, and several students on modified baseball/softball at Unadilla Valley.

-Pops concert was a delight – members preparing for Sherburne Pageant of the Bands.

-Congratulations to Devin Hartwell for scoring over 1,000 points in his basketball career at GMU.

Mrs. Hammond introduced Mike Rullo, DCMO BOCES Superintendent. Mr. Rullo introduced himself and thanked the Board of Education for supporting the CSE classroom at GMU.

No topics raised from the floor. PUBLIC COMMENT

Safety Patrol Advisor Shari Bennett presented the itinerary to Albany, NY, Capital District on June 2-4, 2024, for their trip to the board. The board was in consent. REPORTS, Safety Patrol Trip

The board received information on the following: INFO FOR MEMBERS  
-Alumni Game Update

The board discussed the following: BOARD DISCUSSION  
-BP 6411 Workplace Violence Prevention Statement Amendment to reflect contact officers positions instead of specific names.

3/13/24

Minutes from the 14 February 2024 regular meeting were unanimously approved on a motion by Ostrander, seconded by Friedel. For the motion six, opposed none. Motion carried.

MINUTES

The proposed 13 March 2024 Regular Consent Agenda was unanimously adopted on a motion by Barrows, seconded by Talbot. For the motion six, opposed none. Motion carried.

AGENDA

Board Member Friedel made the motion, seconded by Board Member Green, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 13 March 2024 CSE/CPSE Consent Agenda. For the motion six, opposed none. Motion carried.

CSE/CPSE CONSENT  
AGENDA

Board Member Barrows made the motion, seconded by Board Member Ostrander, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 13 March 2024, Financial Consent Agenda. For the motion six, opposed none. Motion carried.

FINANCIAL CONSENT  
AGENDA

### **Financial Reports**

To accept the financial reports for February 2024.

### **Donations**

To accept donations to the GMU backpack program totaling \$3,475.00 from multiple donors.

Board Member Talbot made the motion, seconded by Board Member Green, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 13 March 2024, Personnel Consent Agenda as amended. For the motion six, opposed none. Motion carried.

PERSONNEL CONSENT  
AGENDA

### **Election Officials**

Section 1. The following residents of the Gilbertsville-Mount Upton Central School District, qualified to vote in the school elections, are appointed to conduct the election of the Annual District Meeting/Vote to be held on 21 May 2024.

Chief Election Inspector: Sallye Sadlocha

Election Inspector: Lynne Ohl

Alternate: Donna Dean

Section 2. Compensation of appointed election officials is set at \$150.00 per day. The hours assigned include one-half hour orientation, which will be considered time worked, as will additional time spent counting votes after

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the polls close.

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

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

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

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

### **Cleaner Resignation**

To accept Dave Newell's letter of resignation as cleaner, effective April 30, 2024.

### **LTA Resignation**

To accept Zea Beckwith's letter of resignation as LTA, effective February 5, 2024.

### **Retirement**

To accept the retirement of Alan Digsby as the Maintenance Mechanic, effective end of day April 22, 2024, with regret and gratitude for his years of service.

### **Special Education Teacher**

To appoint Zea Beckwith as a full-time special education teacher effective 06 February 2024, beginning at a Step 1 of the current GMUTA contract. Upon the recommendation of the Superintendent, the following probationary appointment is hereby made:

Name of appointee: Zea Beckwith

Tenure area: Special Education Teacher

Date of commencement of probationary service: 06 February 2024

Expiration date of appointment: 05 February 2028

Certification Status: Students with Disabilities, Initial

Board Member Green made the motion, seconded by Board Member Barrows, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 13 March 2024 New Items Consent Agenda as amended. For the motion six, opposed none. Motion carried.

NEW ITEMS CONSENT  
AGENDA

### **Permanent Chairperson**

To appoint Jeremy Pain as the permanent chairman for the May 14, 2024 public hearing and the May 21, 2024 special meeting (budget vote/election).

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**Agreement between Morris Central School and Gilbertsville-Mount Upton Central School**

To approve the 119-o agreement between Morris Central School and Gilbertsville-Mount Upton Central School for a shared Occupational Therapist.

**Amend Board Policy**

To approve the amended board policy listed on behalf of the Superintendent and Ferrara Fiorenza PC:

**Section 6000-Personnel**

BP 6411-Workplace Violence Prevention Statement

No topics raised from the floor.

PUBLIC COMMENT

The board convened in executive session at 6:28 p.m. to discuss matters relating to personnel on a motion by Barrows, seconded by Ostrander and passed unanimously.

EXECUTIVE SESSION

The board reconvened in open session at 6:34 p.m. p.m. on a motion by Friedel, seconded by Talbot and passed unanimously.

The meeting adjourned at 6:35 pm. on a motion by Barrows, seconded by Ostrander, and passed unanimously.

ADJOURNMENT

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Donna Dean, District Clerk



*"It's the of Journey that counts"*

# Gilbertsville-Mount Upton Central School District

## Committee on Special Education

TO: Board of Education

FROM: Larisa Waghorn, Special Education Chair  
Lori Heggenstaller, Special Education Chair

RE: April 10, 2024

The following were reviewed by the CPSE/CSE/504 Committees at the meetings of March 13<sup>th</sup>, March 20<sup>th</sup>, March 26<sup>th</sup>, March 27<sup>th</sup>, and April 10<sup>th</sup>, 2024. The CPSE/CSE/504 Committees 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 us know.

# Course Proposal for 2024-25 School Year

**Instructor:** Ashley Hughes

**Course Title:** Open Studio Project

**Schedule:** Flexible; every day, alternating days, 1 semester daily, or 1 semester alternating days

**Credits:** N/A


**Materials:** This course will use a wide variety of materials which the art department already has, as well as recycled and donated materials. There will be no additional materials cost to the district.

**Course Description:** Open Studio Project is an organization based out of Illinois committed to bringing their unique artmaking process directly to individuals. This February, I attended a 4-day training to become a certified OSP Facilitator. OSP's guiding principles are creativity, community well-being, social-emotional learning, and personal growth. The OSP creative process is a structured, sequential format involving journaling, artmaking, and self-reflection in a safe, community-oriented space. At its core, OSP is not focused on the end product of an artwork like a traditional art class; rather, it is about embracing experimentation and play within every individual's unique creative process through the lens of social-emotional learning and community building. Facilitating the Open Studio Project here at GMU can be a way to address the current mental health crisis faced by many of our students (as well as nationally), and provide healthy social-emotional skills that our teens need.

**Anticipated Scope and Sequence of Curriculum:** The OSP curriculum overlaps art and mental health standards from Illinois, but is directly adaptable to NYS Art and SEL Standards. The open-ended curriculum is non-linear, and encompasses a variety of artistic materials and artmaking themes, such as personal identity, goal-setting, and values.



# **DCMO BOCES BUDGET PRESENTATION 2024-25**



Administrative & Capital  
Budgets

January 26, 2024



## **2024-2025 Budget Goals**

**Develop a budget that:**

- I. Is sensitive to the needs of our component districts.**
- II. Ensures excellent services are provided in a cost effective manner.**
- III. Controls the rate of expenditure growth while retaining a strong workforce.**



## Outstanding value through BOCES Partnership

Range of Component Contracts:	\$ 1,346,901 - \$8,883,640
<b>Average Component Contracts:</b>	<b>\$ 3,692,654</b>
Range of Component Surplus	\$ 73,382 – \$317,281
Average of Component Surplus	\$ 161,815
Range of BOCES Aid	\$ 286,667 – \$3,398,749
Average of BOCES Aid	\$ 1,349,886
Range of Surplus and BOCES Aid	\$ 388,97 – \$3,716,030
Average of Surplus and BOCES Aid	\$ 1,511,701



## RWADA COMPARISONS 2021-2025

	21-22	21-22	22-23	22-23	23-24	23-24	24-25	23-24
District	RWADA	% RWADA	RWADA	% RWADA	RWADA	% RWADA	RWADA	% RWADA
Afton	574	4.68%	539	4.39%	506	4.39%	460	4.14%
Bainbridge-Guilford	740	6.04%	788	6.41%	727	6.31%	733	6.62%
Delhi	814	6.64%	816	6.64%	763	6.62%	749	6.76%
Downsville	231	1.88%	226	1.84%	236	2.05%	225	2.03%
Franklin	247	2.01%	237	1.93%	229	1.99%	214	1.93%
Gilbertsville-Mt.Upton	373	3.04%	359	2.92%	343	2.98%	334	3.02%
Greene	1022	8.34%	1037	8.44%	951	8.26%	915	8.26%
Hancock	322	2.63%	304	2.47%	288	2.50%	252	2.28%
Norwich	1806	14.73%	1863	15.16%	1659	14.40%	1626	14.68%
Otselic Valley	312	2.54%	303	2.47%	296	2.57%	298	2.69%
Oxford	768	6.26%	781	6.36%	704	6.11%	683	6.17%
Sherburne-Earlville	1374	11.21%	1378	11.22%	1308	11.36%	1266	11.43%
Sidney	1126	9.18%	1121	9.12%	1082	9.39%	1080	9.75%
Unadilla Valley	777	6.34%	780	6.35%	748	6.49%	671	6.06%
Unatego	834	6.80%	844	6.87%	792	6.89%	740	6.68%
Walton	942	7.68%	910	7.41%	886	7.69%	831	7.50%
Total	12262	100.00%	12286	100.00%	11518	100.00%	11077	100.00%

## CAPITAL AND ADMIN BUDGET TOTALS

<b>BUDGET</b>	<b>2023-24</b>	<b>2024-25</b>	<b>\$ Change</b>
Administrative	\$2,836,035	\$3,064,982	\$228,947
Capital	\$4,558,250	\$4,540,960	(\$17,290)
<b>TOTAL</b>	<b>\$7,394,285</b>	<b>\$7,605,942</b>	<b>\$211,657</b>

<b>Anticipated Costs to Districts</b>	<b>2023-24</b>	<b>2024-25</b>	<b>\$ Change</b>
Administrative	\$2,808,035	\$3,004,982	\$196,947
Capital	\$4,531,562	\$4,514,272	(\$17,290)
<b>TOTAL</b>	<b>\$7,339,597</b>	<b>\$7,519,254</b>	<b>\$179,657 (2.45%)</b>



## 2024-2025 Admin Budget Noteworthy Line Item Changes

The BOCES administrative budget often reflects changes that also occur in local school district budgets.

	<u>Description</u>	<u>Change</u>	<u>Explanation</u>
160	Salaries - Non-Certified	\$ 103,504	What: Promotions of Principal Clerks, Contractual Increases, Min. Wage Inc. Why: Competitive Salaries to retain staff/stabilize workforce
380	Supplies/Technology	\$3,700	What: Supplies Why: Increased toner costs and a few additional supplies
480	Contractual/Technology	(\$22,900)	What: Reduced software costs (Frontline). Why: Use of an alternative
960	Internal Budget Charges	\$72,202	What: Increased costs for central services and other BOCES charges Why: Significant WinCap costs and increased billings from other BOCES (state aid planning, fixed asset management, internal audit, RIC charges)
700	Interest Charges for RAN	\$92,290	What: RAN borrowing for cash flow. Why: Higher interest rates.

# Revenue Presentation Report - ADMIN

## Delaware-Chenango-Madison-Otsego BOCES Revenue Presentation Report Fiscal Year: 2025 Administration

CoSer #001	2023-24 Adopted			2024-25 Proposed			Difference	
	RWADA	% of RWADA	Total	RWADA	RWADA % of	Total		
Afton	506	4.39%	123,273	460	4.14%	124,406	1,134	0.92%
Bainbridge-Guilford	727	6.31%	177,187	733	6.62%	198,930	21,743	12.27%
Delhi	763	6.62%	185,892	749	6.76%	203,137	17,245	9.28%
Downsville	236	2.05%	57,565	225	2.03%	61,001	3,436	5.97%
Franklin	229	1.99%	55,880	214	1.93%	57,996	2,116	3.79%
Gilbertsville-Mt. Upton	343	2.98%	83,679	334	3.02%	90,750	7,071	8.45%
Greene	951	8.26%	231,944	915	8.26%	248,212	16,268	7.01%
Hancock	288	2.50%	70,201	252	2.28%	68,514	-1,687	-2.40%
Norwich	1659	14.40%	404,357	1626	14.68%	441,131	36,774	9.09%
Otselic Valley	296	2.57%	72,166	298	2.69%	80,834	8,668	12.01%
Oxford	704	6.11%	171,571	683	6.17%	185,407	13,836	8.06%
Sherburne-Earlville	1308	11.36%	318,993	1266	11.43%	343,469	24,477	7.67%
Sidney	1082	9.39%	263,674	1080	9.75%	292,986	29,311	11.12%
Unadilla Valley	748	6.49%	182,241	671	6.06%	182,102	-140	-0.08%
Unatego	792	6.89%	193,474	740	6.68%	200,733	7,259	3.75%
Walton	886	7.69%	215,938	831	7.50%	225,374	9,436	4.37%
<b>District Share</b>	<b>11,518</b>	<b>100.00%</b>	<b>2,808,035</b>	<b>11,077</b>	<b>100.00%</b>	<b>3,004,982</b>	<b>196,947</b>	<b>7.01%</b>
Admin Chg- Cross Contracts			0			0		
Interest Earned			18,000			50,000		
Indirect Revenue			10,000			10,000		
<b>Total Revenue</b>			<b>2,836,035</b>			<b>3,064,982</b>		

*Average Aid on Admin: 51% (range of 27% - 61%; 11 districts at or higher than the average)*

# 2025 Capital Projects

Delaware-Chenango-Madison-Otsego BOCES  
Budget Presentation Report  
Fiscal Year: 2025  
Capital Projects

CoSer #002

<u>Description</u>	<u>2023-2024 Adopted Budget</u>	<u>2024-2025 Proposed Budget</u>
470 Rentals/Non-Instructional	\$154,250	\$ 136,960
471 Rentals/Instructional	\$42,000	\$ 42,000
949 Capital Projects	\$500,000	\$ 500,000
949 Capital Building Project	\$3,669,000	\$ 3,669,000
949-010 Capital EPC Project	\$193,000	\$ 193,000
<b>Total Budget</b>	<b>\$4,558,250</b>	<b>\$ 4,540,960</b>

Rental of Norwich Center for Adult Ed - *paid by Adult Ed and not charged to districts.*



# 2025 Capital Projects

## Delaware-Chenango-Madison-Otsego BOCES Revenue Presentation Report Fiscal Year: 2025 Capital

CoSer #002	2023-24 Adopted			2024-25 Adopted			Difference	
	RWADA	% of RWADA	Total	RWADA	% of RWADA	Total		
Afton	506	4.39%	198,936	460	4.14%	186,891	-12,045	-6.05%
Bainbridge-Guilford	727	6.31%	285,942	733	6.62%	298,845	12,903	4.51%
Delhi	763	6.62%	299,989	749	6.76%	305,165	5,175	1.73%
Downsville	236	2.05%	92,897	225	2.03%	91,640	-1,257	-1.35%
Franklin	229	1.99%	90,178	214	1.93%	87,125	-3,053	-3.39%
Gilbertsville-Mt. Upton	343	2.98%	135,041	334	3.02%	136,331	1,290	0.96%
Greene	951	8.26%	374,307	915	8.26%	372,879	-1,428	-0.38%
Hancock	288	2.50%	113,289	252	2.28%	102,925	-10,364	-9.15%
Norwich	1659	14.40%	652,545	1626	14.68%	662,695	10,150	1.56%
Otselic Valley	296	2.57%	116,461	298	2.69%	121,434	4,973	4.27%
Oxford	704	6.11%	276,878	683	6.17%	278,531	1,652	0.60%
Sherburne-Eartville	1308	11.36%	514,785	1266	11.43%	515,981	1,196	0.23%
Sidney	1082	9.39%	425,514	1080	9.75%	440,142	14,628	3.44%
Unadilla Valley	748	6.49%	294,098	671	6.06%	273,565	-20,533	-6.98%
Unatego	792	6.89%	312,225	740	6.68%	301,553	-10,671	-3.42%
Walton	886	7.69%	348,477	831	7.50%	338,570	-9,907	-2.84%
District Share	11,518	100.00%	4,531,562	11,077	100.00%	4,514,272	-17,290	-0.38%
Interfund Transfer Adult Education			26,688			26,688		
<b>Total Revenue</b>			<b>4,558,250</b>			<b>4,540,960</b>		

## CAPITAL AND ADMIN BUDGET TOTALS



<b>BUDGET</b>	<b>2023-24</b>	<b>2024-25</b>	<b>\$ Change</b>
Administrative	\$2,836,035	\$3,064,982	\$228,947
Capital	\$4,558,250	\$4,540,960	(\$17,290)
<b>TOTAL</b>	<b>\$7,394,285</b>	<b>\$7,605,942</b>	<b>\$211,657</b>

<b>Anticipated Costs to Districts</b>	<b>2023-24</b>	<b>2024-25</b>	<b>\$ Change</b>
Administrative	\$2,808,035	\$3,004,982	\$196,947
Capital	\$4,531,562	\$4,514,272	(\$17,290)
<b>TOTAL</b>	<b>\$7,339,597</b>	<b>\$7,519,254</b>	<b>\$179,657 (2.45%)</b>



# 2024-2025 Admin & Capital Combined

CoSer #001 & 002	2023-24 Adopted			2024-25 Adopted			Difference	
	RWADA	% of RWADA	Total	RWADA	% of RWADA	Total		
Afton	506	4.39%	322,208	460	4.14%	311,297	-10,911	-3.39%
Bainbridge-Guilford	727	6.31%	463,129	733	6.62%	497,775	34,646	7.48%
Delhi	763	6.62%	485,881	749	6.76%	508,302	22,420	4.61%
Downsville	236	2.05%	150,462	225	2.03%	152,641	2,179	1.45%
Franklin	229	1.99%	146,058	214	1.93%	145,122	-936	-0.64%
Gilbertsville-Mt. Upton	343	2.98%	218,720	334	3.02%	227,081	8,361	3.82%
Greene	951	8.26%	606,251	915	8.26%	621,090	14,840	2.45%
Hancock	288	2.50%	183,490	252	2.28%	171,439	-12,051	-6.57%
Norwich	1659	14.40%	1,056,902	1626	14.68%	1,103,826	46,925	4.44%
Otselic Valley	296	2.57%	188,628	298	2.69%	202,268	13,640	7.23%
Oxford	704	6.11%	448,449	683	6.17%	463,938	15,489	3.45%
Sherburne-Earlville	1308	11.36%	833,778	1266	11.43%	859,451	25,673	3.08%
Sidney	1082	9.39%	689,188	1080	9.75%	733,127	43,939	6.38%
Unadilla Valley	748	6.49%	476,340	671	6.06%	455,667	-20,673	-4.34%
Unatego	792	6.89%	505,698	740	6.68%	502,286	-3,412	-0.67%
Walton	886	7.69%	564,415	831	7.50%	563,944	-471	-0.08%
<b>District Share</b>	<b>11,518</b>	<b>100.00%</b>	<b>7,339,597</b>	<b>11,077</b>	<b>100.00%</b>	<b>7,519,254</b>	<b>179,657</b>	<b>2.45%</b>
Interfund Transfer Adult Education and Revenue			54,688			86,688		
<b>Total Revenue</b>			<b>7,394,285</b>			<b>7,605,942</b>		

# Questions & Answers

## 1. What is the BOCES Administrative Budget?

*The BOCES Administrative Budget is the financial plan which supports activities of the BOCES Board of Education, central administration, and their supporting staff.*

## 2. What do the people in the Administrative Budget do?

*The administrators have leadership and management responsibilities for the BOCES organization. Additionally, they carry out tasks which relate to the duties assigned to the District Superintendent by the Commissioner. Planning, fiscal, personnel, and program services are functions the central administrative staff provides for the BOCES as well as component districts.*

## 3. Are all the BOCES administrators in the Administrative Budget?

*No. Most of the BOCES administrators are charged to the specific programs which they supervise: e.g. career and technical education principals are charged to the career and technical education program budget; special education supervisors are charged to the special education program budgets, etc.*

## 4. Are there sources of revenue from places other than the component school districts which support the Administrative Budget?

*Yes, there are two: 1.) interest income which is derived from investments that BOCES makes; 2.) indirect revenue which BOCES receives for administering a variety of state and federal grants.*

## 5. Why is there both interest expense and interest income in the Administrative Budget?

*BOCES has to budget for interest expense because we borrow money for cash flow purposes. As the year goes on, our cash flow also allows us to invest money from time to time which generates interest income.*

## 6. When the administrative and capital budgets are combined, what is the increase/decrease to the districts?

*There is an increase of **\$179,657, or 2.45%***

## IMPORTANT BUDGET DATES

- **BOE Budget Review – February 7, 2024**
- **Prepare Annual Meeting Notice – March 5, 2024**
- **Release Final Requests – March 15, 2024**
- **BOE Annual Meeting – April 3, 2024**
- **Final Requests, Certifications by Districts – Due April 15, 2024**
- ***Districts Vote Date on BOCES Admin/Capital – April 16, 2024***
- **BOCES BOE Reviews Vote Tally for Budget and BOE Members – April 17, 2024**
- **Begin Work on New Budget - July 1st**



# Questions?



THANK YOU for your partnership and support!

## **2024 DCMO BOCES – BOARD MEMBER CANDIDATES**

### **Vanessa Warren:**

I was first elected to the Afton Central School Board in 1999, serving as Vice-President and then President for over a decade. I represented the district at the Chenango County School Boards Association for 6 years and served as president for 3 terms. In 2006 I was honored to be chosen as the Chenango County School Boards Association "School Board Member of the Year". For many years, I also served as MC for the Legislative Breakfast joint program with DCMO BOCES and the CCSBA.

I joined the DCMO BOCES board in 2015. During this time I have served on the Budget Committee, Policy Committee, Audit Committee and Strategic Planning Committee as well as alternate NYSSBA Advocacy rep in Area 8 and as Vice President. In my home life I have a tax, bookkeeping and accounting business working primarily with non-profits, small businesses and individual clients in Broome and Chenango Counties. I have resided in the district with my family, horses and dogs since 1992.

School Board service is my passion and my enthusiasm and support for our districts, administrations, staffs and most importantly, STUDENTS has only grown over the years. I continue to attend as many conferences as possible to remain a life-long learner and hone my skills in service to our school community.

### **John Klockowski**

John M. Klockowski is a Past President of the Board of Education for the Norwich City School District. He and his wife, Mary, reside in Norwich. Their son, Jake was Norwich 2016 Salutatorian; and daughter, Hannah was Salutatorian and graduated from Norwich in 2019. John is also heavily involved in the general Norwich community by serving on the following Boards/Committees:

- YMCA Board of Directors
- Finance Sub-Committee of the United Way
- Emmanuel Soup Kitchen of Norwich

John graduated from West Chester State College in West Chester, PA in 1980 with a BS in Biology and a minor in Chemistry. He currently is working on his MPH at St. Joseph's College in Maine. John works for Pfizer as an Associate Director in the Clinical Compliance Division, and has been involved with clinical research for over 30 years. He has presented information on clinical research topics on a national basis at ACRP, DIA, and IIR conventions and has had abstracts published in the Journals of Dermatology and Cardiology. John has served on the DCMO BOCES Board of Education since 2016.

### **Cindy O'Hara:**

I have lived the past 44 yrs in this area, seven years in Walton, NY with the remaining 37 years here in Otego, NY where I currently live. We raised our three children here and all are graduates of Unatego Jr/Sr High School. I now have several grandchildren who live in the district as well. I have been a Unatego School Board member since 2017 and enjoy working with my fellow board members and school administrators in dealing with all the various challenges facing our school.

My past work experience varies from being a bookkeeper for the Town of Otego for 20 years, childcare provider, accountant to eventually being the Administrative Services Director for the Oneonta Job Corp Academy before retiring early in 2016. I currently work for Opportunities for Otsego as their Transitional Housing Navigator assisting eligible clients find proper and affordable housing.

As an active community member, and school board member for the past 4 years, I feel involvement in being on the in DCMO BOCES board will provide me with a great opportunity to serve my community further. I appreciate the opportunity and consideration for this position.

**Gilbertsville-Mount Upton Board of Education  
Regular Meeting  
Tuesday, April 16, 2024**

**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 March 2024.

**Final Budget**

To adopt the final budget of \$11,385,000, for presentation to voters at the Annual District Vote/Meeting on 21 May 2024.

**Property Tax Report Card (encl F2)**

To approve the Property Tax Report Card for the 2024-2025 school year.

**Unit Cost Methodology (encl F3)**

To approve the 2024-2025 Unit Cost Methodology for DCMO BOCES Shared Services as indicated in the DCMO BOCES Services Guide.

**Fuel Bids (encl F4)**

To approve the following fuel bids for the 2024-2025 school year:

**Buell Fuel – Fixed Pricing**

- Ultra Low Sulfur Diesel Fuel = \$2.8155/gallon
- Blended Fuel (30/70) – Buell Fuel - Fixed Price - \$2.9758/gallon
- Blended Fuel (10/90) – Buell Fuel - Fixed Price - \$2.8689/gallon
- #2 Fuel Oil = \$2.7105/gallon
- Unleaded Gas – Market \$2.6475 (on 3/19/2024) plus Escalator Rate = \$1.1175/gallon
- Kerosene –Market \$3.599 (on 3/19/2024) plus Escalator Rate of \$.1325/gallon

**Center State**

- Propane Bid – Fixed Price = \$1.5949/gallon

**Cooperative Purchasing Agreement (encl F5)**

**WHEREAS,**

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

**WHEREAS,**

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



**Gilbertsville-Mount Upton Board of Education  
Regular Meeting  
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**WHEREAS,**

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

**BE IT RESOLVED,**

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

**BE IT FURTHER RESOLVED,**

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

**BE IT FURTHER RESOLVED,**

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

**Generic (encl F6)**

**WHEREAS,**

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

**WHEREAS,**

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

**WHEREAS,**

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

**BE IS RESOLVED,**

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

**BE IT FURTHER RESOLVED,**

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

**BE IT FURTHER RESOLVED,**

That the Board of Education of the Central School listed below agrees to (1) abide by majority decisions of the participating districts on quality standards; (2) that it will award

**Gilbertsville-Mount Upton Board of Education  
Regular Meeting  
Tuesday, April 16, 2024**

contracts based on information provided from the bid; (3) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

**Food and Cafeteria Supplies (encl F7)**

**WHEREAS,**

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

**WHEREAS,**

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

**WHEREAS,**

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

**BE IT RESOLVED,**

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

**BE IT FURTHER RESOLVED,**

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

**BE IT FURTHER RESOLVED,**

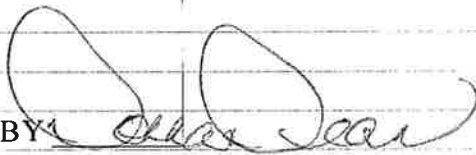
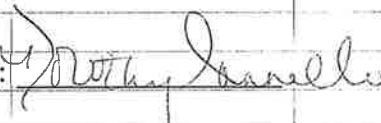
That the Board of Education of the Central School listed below agrees to (1) abide by majority decisions of the participating districts on quality standards; (2) that it will award contracts based on information provided from the bid; (3) and that after the award of the bit it will conduct all negotiations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

**Donations (encl F8)**

To accept donations to the GMU backpack program totaling \$2,450.00 from multiple donors

**GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL STUDENT ACCOUNTS**

**03/01/2024 through 03/31/2024**

ACTIVITY	ADVISOR	TREASURER	BEGINNING BALANCE	PAYMENTS	DEPOSITS	ENDING BALANCE
Class of 2024 (Seniors)	Shania Speenburgh	Natalie Livelsberger	\$7,482.02	\$ 3,992.88	\$ 325.37	\$ 3,814.51
Class of 2025 (Juniors)	Lisa Ruland		\$3,721.31		\$ 2,454.50	\$ 6,175.81
Class of 2026 (Sophomores)	Tracy Kokell & Larisa Waghorn	Olivia Plows	\$3,786.02	\$ 2,429.60	\$ 3,906.05	\$ 5,262.47
Class of 2027 (Freshman)	Raquel Norton	Alexis Davis	\$3,762.32			\$ 3,762.32
Class of 2028 (8th Grade)	Shania Speenburgh	Koda Stockdale	\$1,207.07	\$ 438.00	\$ 1,095.00	\$ 1,864.07
Class of 2029 (7th Grade)	Linda Dickey (replaced P. Bennett)		\$106.00			\$ 106.00
Theatre Club (Drama)	Jackie Turnbull		\$5,507.39			\$ 5,507.39
7-8 Student Council	Kaitlyn Woods	Caden Champion	\$2,839.83			\$ 2,839.83
9-12 Student Council	Shania Speenburgh	Emma Peck	\$1,220.18			\$ 1,220.18
Elementary Student Council	Alicia Cummings	Tyler Crisell	\$4,583.04	\$ 196.30		\$ 4,386.74
Language Club	Jeffrey Rhone		\$448.74			\$ 448.74
Band Fund	William Gilcrest		\$7,961.04			\$ 7,961.04
Chorus Fund	Anne Monaco	Autumn Yost	\$1,844.93	\$ 264.00	\$ 1,122.15	\$ 2,703.08
National Honor Society	Jennifer McDowall & Raquel Norton		\$580.02			\$ 580.02
SADD	Lauren Roberts	Madison Lockwood	\$1,947.48			\$ 1,947.48
Safety Patrol Special	Shari Bennett		\$0			\$ -
Safety Patrol	Shari Bennett		\$4,720.72	\$ 289.39	\$ 10.00	\$ 4,441.33
Women For A Change			\$872.04			\$872.04
Yearbook	Zea Beckwith		\$6,509.46		\$ 13.15	\$ 6,522.61
Acceptance Alliance (GSA)	Ashley Hughes & Lisa Ruland		\$500.50			\$ 500.50
Leadership Club (NJHS)	Abbey Beaver		\$ -			\$ -
DUE TO OTHER FUNDS			\$ -			\$ -
Cheerleaders			\$253.13			\$ 253.13
SALES TAX	SALES TAX		\$213.36	\$ 213.36	\$ 34.48	\$ 34.48
		<b>TOTALS</b>	<b>\$51,447.86</b>	<b>\$ 7,823.53</b>	<b>\$ 8,960.70</b>	<b>\$ 61,203.77</b>
SUBMITTED BY: 		REVIEWED BY: 				

**Gilbertville-Mount Upton Central School District  
Community Bank and NYCLASS Bank Accounts  
Monthly Treasurer's Report  
March 1, 2024 through March 31, 2024**

Cash Activity	General Community	Cafeteria Community	T & A Community	Payroll Community	Federal Community	Student Community	General MMA Comm Bank NYCLASS Interest	Capital Res NYCLASS Interest	Debt Res NYCLASS Interest	EBALR Res NYCLASS Interest	ERS Res NYCLASS Interest	Unemploy-ment-NYCLASS Interest	Liability Res NYCLASS Interest	Capi.Savings/Ckg Comm Bank NYCLASS Interest
	Interest	Interest	Interest	Interest	Interest	Interest								
<b>Beginning Bal.</b>	\$ 615,362.67	\$ 50,517.37	\$ 77,695.20	\$ 635.45	\$ 167,111.79	\$ 60,066.60	\$ 1,440,800.87	\$ 1,344,623.43	\$ 258,720.41	\$ 693,551.83	\$ 770,984.33	\$ 234,379.80	\$ 224,740.48	\$ 1,552,646.46
<b>Cash Receipts</b>	\$ 2,352,321.51	\$ 24,261.04	\$ 572,806.23	\$ 381,287.46	\$ 114,797.80	\$ 8,960.70	\$ 1,683,834.63	\$ 5,972.18	\$ 1,149.11	\$ 3,020.27	\$ 3,424.35	\$ 1,041.00	\$ 998.20	\$ 6,321.70
<b>Other Adjust.</b>														
<b>TOTAL BEG BAL &amp; CR</b>	\$ 2,967,684.18	\$ 74,778.41	\$ 650,501.43	\$ 381,922.91	\$ 281,909.59	\$ 69,027.30	\$ 3,124,635.50	\$ 1,350,595.61	\$ 259,869.52	\$ 696,572.10	\$ 774,408.68	\$ 235,420.80	\$ 225,738.68	\$ 1,558,968.16
<b>Cash Disburse.</b>	\$ 2,712,250.57	\$ 26,535.39	\$ 578,344.71	\$ 381,284.98	\$ 76,122.99	\$ 7,823.53								\$ 14,166.32
<b>Other Adjust.</b>														
<b>TOTAL CD &amp; ADJ</b>	\$ 2,712,250.57	\$ 26,535.39	\$ 578,344.71	\$ 381,284.98	\$ 76,122.99	\$ 7,823.53	\$ -		\$ -	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 14,166.32
<b>Cash Balance End of Month</b>	\$ 255,433.61	\$ 48,243.02	\$ 72,156.72	\$ 637.93	\$ 205,786.60	\$ 61,203.77	\$ 3,124,635.50	\$ 1,350,595.61	\$ 259,869.52	\$ 681,572.10	\$ 774,408.68	\$ 235,420.80	\$ 225,738.68	\$ 1,544,801.84

Reconciliation W/Bank Records	General Community	Cafeteria Community	T & A Community	Payroll Community	Federal Community	Student Community	General MMA NYCLASS/COMM	Capital Res NYCLASS	Debt Res NYCLASS	EBALR NYCLASS	ERS Res NYCLASS	Unemploy-ment-NYCLASS	Liability Res NYCLASS	Cap Savings/Ckg NYCLASS/COMM	
<b>Balance Per Bank</b>	\$ 279,037.76	\$ 49,489.08	\$ 82,113.92	\$ 5,510.64	\$ 205,786.60	\$ 64,359.39	\$ 1,709,294.59	\$ 1,415,340.91	\$ 1,350,595.61	\$ 259,869.52	\$ 681,572.10	\$ 774,408.68	\$ 235,420.80	\$ 225,738.68	\$ 1,429,644.30
<b>Bank Error Outstanding Checks</b>	\$ 23,604.15	\$ 1,246.06	\$ 7,487.88	\$ 4,872.71		\$ 3,155.62									\$ 115,157.54
<b>Other Adjust.</b>			\$ 2,469.32												
<b>Available Cash Balance</b>	\$ 255,433.61	\$ 48,243.02	\$ 72,156.72	\$ 637.93	\$ 205,786.60	\$ 61,203.77	\$ 3,124,635.50	\$ 1,350,595.61	\$ 259,869.52	\$ 681,572.10	\$ 774,408.68	\$ 235,420.80	\$ 225,738.68	\$ 1,544,801.84	

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 Education on April 16, 2024

  
DOROTHY L. IANNELLO, DISTRICT TREASURER

  
DONNA DEAN, CLERK OF THE BOARD OF EDUCATION

**Gilbertsville-Mt. Upton CSD**

**Appropriation Status Detail Report By Function From 7/1/2023 To 3/31/2024**



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1010.400</u>	BOE - CONTRACTUAL	6,000.00	0.00	6,000.00	4,549.00	0.00	1,451.00
<u>A 1010.450</u>	BOE - SUPPLIES	250.00	0.00	250.00	246.48	0.00	3.52
<u>A 1010.490</u>	BOCES-STAFF DEV-SUPER EVAL	5,000.00	0.00	5,000.00	2,506.66	2,493.34	0.00
<u>A 1040.400</u>	CONF/ELECTION OFFICIALS	750.00	0.00	750.00	300.00	0.00	450.00
<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	2,500.00	0.00	2,500.00	532.18	1,067.82	900.00
<u>A 1240.150</u>	SUPERINTENDENT-SALARY	162,402.00	0.10	162,402.10	121,127.60	41,274.50	0.00
<u>A 1240.160</u>	SUPERINTENDENT SECRETARY	44,565.00	8,912.36	53,477.36	39,746.21	13,731.15	0.00
<u>A 1240.400</u>	DO - CONTRACTUAL	6,250.00	0.00	6,250.00	2,709.94	0.00	3,540.06
<u>A 1240.450</u>	DO - SUPPLIES	1,000.00	0.00	1,000.00	397.28	0.00	602.72
<u>A 1310.160</u>	BO - NON INSTRUCTIONAL	129,750.00	1,132.70	130,882.70	99,278.80	31,603.90	0.00
<u>A 1310.400</u>	BO - CONTRACTUAL	5,000.00	6,615.00	11,615.00	11,034.93	0.00	580.07
<u>A 1310.450</u>	SUPPLIES	100.00	350.00	450.00	240.98	0.00	209.02
<u>A 1310.490</u>	BOCES-PAYROLL SERVICE	99,500.00	5,500.00	105,000.00	62,484.21	35,015.79	7,500.00
<u>A 1320.400</u>	AUDITOR SERVICES	20,000.00	-1,000.00	19,000.00	19,000.00	0.00	0.00
<u>A 1325.160</u>	INTERNAL CLAIMS AUD	1,065.00	0.00	1,065.00	0.00	1,065.00	0.00
<u>A 1325.400</u>	TREAS - CONTRACTUAL	500.00	0.00	500.00	241.04	0.00	258.96
<u>A 1325.450</u>	TREAS - SUPPLIES	480.00	0.00	480.00	0.00	0.00	480.00
<u>A 1330.160</u>	TAX COLLECTOR-SALARY	3,000.00	0.00	3,000.00	2,307.60	692.40	0.00
<u>A 1330.400</u>	TAX COLLECTOR-NOTICES	3,200.00	0.00	3,200.00	0.00	0.00	3,200.00
<u>A 1345.490</u>	BOCES - COOP BID	3,105.00	0.00	3,105.00	1,836.87	1,228.13	40.00
<u>A 1420.400</u>	LEGAL SERVICES	17,500.00	0.00	17,500.00	6,136.41	11,363.59	0.00
<u>A 1430.400</u>	ADVERTISING-PERSONNEL	2,500.00	2,000.00	4,500.00	3,431.55	768.45	300.00
<u>A 1430.400-01</u>	PERSONNEL-FINGER PRINTING	520.00	0.00	520.00	0.00	0.00	520.00
<u>A 1430.490</u>	BOCES-REC/WC/EPA	39,375.00	15,082.00	54,457.00	31,525.64	22,701.10	230.26
<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	14,000.00	2,828.00	16,828.00	9,101.69	7,722.31	4.00
<u>A 1480.490</u>	BOCES - SAFETY	86,126.00	16,636.00	102,762.00	61,407.50	41,354.50	0.00
<u>A 1620.160</u>	BLDG MAINT MECHANIC-SALARY	77,900.00	0.00	77,900.00	58,506.00	19,332.65	61.35
<u>A 1620.200</u>	MAINT-EQUIPMENT	10,000.00	0.00	10,000.00	1,310.00	0.00	8,690.00
<u>A 1620.400</u>	MAINT-CONTRACTUAL	24,500.00	-1,000.00	23,500.00	6,072.75	348.25	17,079.00
<u>A 1620.400-05</u>	MAINT-RUGS/MOPS	2,200.00	248.25	2,448.25	289.66	710.34	1,448.25
<u>A 1620.421</u>	MAINT-FUEL OIL	85,000.00	0.00	85,000.00	66,344.80	18,655.20	0.00

# Gilbertsville-Mt. Upton CSD

## Appropriation Status Detail Report By Function From 7/1/2023 To 3/31/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1620.422</u>	MAINT-PROPANE	200.00	0.00	200.00	191.32	8.68	0.00
<u>A 1620.425</u>	MAINT-ELECTRIC	80,000.00	0.00	80,000.00	26,063.56	16,841.57	37,094.87
<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	0.00	0.00	5,000.00
<u>A 1620.431</u>	MAINT-TELEPHONE	10,000.00	1,000.00	11,000.00	9,604.50	1,395.50	0.00
<u>A 1620.450</u>	MAINT-SUPPLIES	30,500.00	520.00	31,020.00	9,651.94	5,373.21	15,994.85
<u>A 1620.450-01</u>	MAINT-SUPPLIES/STAFF/ADVISOR PURCHASES	1,500.00	0.00	1,500.00	836.91	0.00	663.09
<u>A 1620.471</u>	MAINT-SEPTIC	4,500.00	0.00	4,500.00	2,070.00	130.00	2,300.00
<u>A 1620.471-01</u>	MAINT-EXTERMINATOR	1,500.00	0.00	1,500.00	355.00	395.00	750.00
<u>A 1620.472</u>	MAINT-FIRE EXTING	5,000.00	0.00	5,000.00	682.00	68.00	4,250.00
<u>A 1620.474</u>	MAINT-GARBAGE	4,950.00	0.00	4,950.00	2,025.00	675.00	2,250.00
<u>A 1620.474-01</u>	MAINT-HAZARD WASTE DISP	1,500.00	0.00	1,500.00	34.40	0.00	1,465.60
<u>A 1620.475</u>	MAINT-PORT A FACILITIES	1,800.00	0.00	1,800.00	800.00	1,000.00	0.00
<u>A 1621.160</u>	MAINT-SALARIES	185,765.00	1,649.88	187,414.88	138,191.84	39,723.04	9,500.00
<u>A 1621.160-21</u>	MAINT-SUMMER HELP	15,000.00	3,897.40	18,897.40	18,897.40	0.00	0.00
<u>A 1621.160-22</u>	MAINT-OVERTIME	5,000.00	-454.40	4,545.60	2,824.88	0.00	1,720.72
<u>A 1621.400-01</u>	MAINT-HVAC	5,000.00	0.00	5,000.00	1,470.25	931.75	2,598.00
<u>A 1621.400-02</u>	MAINT-TEL.REPAIRS	2,600.00	0.00	2,600.00	492.18	0.00	2,107.82
<u>A 1621.400-03</u>	MAINT-BOILER/MAINTENANCE	5,000.00	-260.50	4,739.50	0.00	0.00	4,739.50
<u>A 1621.400-04</u>	MAINT-WATER SYSTEM	3,000.00	4,037.50	7,037.50	6,642.22	395.28	0.00
<u>A 1621.400-06</u>	MAINT-HARDWARE REPAIRS	2,000.00	0.00	2,000.00	1,699.68	300.32	0.00
<u>A 1621.400-07</u>	MAINT-MECH./ELECTRICAL REPAIR	10,000.00	0.00	10,000.00	1,520.00	0.00	8,480.00
<u>A 1621.400-08</u>	MAINT-ROOF SCAN/GYM FLOOR	6,500.00	0.00	6,500.00	4,757.48	0.00	1,742.52
<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-BCS-AUDITORIUM-PROJ INCIDENTALS	12,500.00	-52,217.88	-39,717.88	-49,082.95	38.33	9,326.74
<u>A 1621.429</u>	MAINT-TURF MAINT.	4,350.00	0.00	4,350.00	1,055.06	1,944.94	1,350.00
<u>A 1621.450</u>	MAINT-FIELD PAINTS	2,300.00	0.00	2,300.00	790.00	0.00	1,510.00
<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	25,000.00	28,500.00	25,534.00	1,200.00	1,766.00
<u>A 1670.450</u>	POSTAGE/PAPER/PC	24,155.00	0.00	24,155.00	11,919.38	4,495.73	7,739.89
<u>A 1670.490</u>	BOCES-PRINTING/Q-COPY	53,650.00	0.00	53,650.00	24,709.06	25,290.94	3,650.00

# Gilbertsville-Mt. Upton CSD

## Appropriation Status Detail Report By Function From 7/1/2023 To 3/31/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<a href="#">A 1680.490</a>	BOCES-Central Data Processing	77,500.00	68,660.00	146,160.00	87,735.76	58,420.24	4.00
<a href="#">A 1910.400</a>	INSURANCE-DISTRICT LIABILITY	50,745.00	0.00	50,745.00	523.00	0.00	50,222.00
<a href="#">A 1964.400</a>	REFUND-PROPERTY TAXES	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<a href="#">A 1981.490</a>	BOCES-ADM CHARGES/CAPITAL EXP	220,500.00	0.00	220,500.00	131,231.98	87,493.02	1,775.00
<a href="#">A 2010.150</a>	CURRICULUM DEVELOPMENT- STIPENDS	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<a href="#">A 2010.490</a>	CURRICULUM DEVE & SUPERVISION	0.00	1,000.00	1,000.00	118.00	882.00	0.00
<a href="#">A 2020.150-01</a>	PRINCIPAL-SALARY PRE-K-12	137,918.00	0.00	137,918.00	71,310.80	23,324.55	43,282.65
<a href="#">A 2020.160</a>	SECRETARIES-HS/ELEM-SALARY	40,350.00	0.00	40,350.00	28,792.40	8,992.60	2,565.00
<a href="#">A 2020.160-01</a>	SUB CALLING	3,750.00	0.00	3,750.00	0.00	3,000.00	750.00
<a href="#">A 2020.400</a>	MAIN OFFICE CONTRACTUAL	2,000.00	0.00	2,000.00	1,680.93	0.00	319.07
<a href="#">A 2020.450</a>	MAIN OFFICE SUPPLIES	1,500.00	1,500.00	3,000.00	1,400.07	0.00	1,599.93
<a href="#">A 2020.450-00-1</a>	MAIN OFFICE BRIDGING SUPPLIES	500.00	0.00	500.00	0.00	0.00	500.00
<a href="#">A 2020.450-00-2</a>	MAIN OFFICE AWARDS	300.00	0.00	300.00	17.99	0.00	282.01
<a href="#">A 2020.450-00-3</a>	MAIN OFFICE SUMMER SCHOOL	500.00	0.00	500.00	0.00	0.00	500.00
<a href="#">A 2020.451-02</a>	MAIN OFFICE GRADUATION SUPPLIES	1,500.00	0.00	1,500.00	27.17	0.00	1,472.83
<a href="#">A 2020.490</a>	BOCES-STAFF DEVELOPMENT	9,716.00	0.00	9,716.00	925.21	8,574.79	216.00
<a href="#">A 2060.490</a>	BOCES-Research,Planning & Evaluation	950.00	50.00	1,000.00	594.84	405.16	0.00
<a href="#">A 2070.490</a>	BOCES-IN SERVICE TRAINING	20,000.00	1,550.00	21,550.00	13,271.41	8,274.59	4.00
<a href="#">A 2110.120</a>	SALARIES/K-6	856,473.00	-117,719.91	738,753.09	417,813.92	287,186.08	33,753.09
<a href="#">A 2110.120-01</a>	SALARIES-BRIDGING	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<a href="#">A 2110.120-02</a>	SALARIES- SUMMER PROGRAM	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
<a href="#">A 2110.130</a>	SALARIES/7-12	743,740.00	10,212.00	753,952.00	432,976.99	280,975.01	40,000.00
<a href="#">A 2110.130-12</a>	SALARIES-TUTORING	5,000.00	0.00	5,000.00	0.00	5,000.00	0.00
<a href="#">A 2110.130-CS</a>	SALARIES-STEAM SALARY	44,828.00	17,004.00	61,832.00	35,812.25	26,019.75	0.00
<a href="#">A 2110.140</a>	SALARIES-SUB TEACHERS	60,500.00	0.00	60,500.00	45,809.08	14,690.92	0.00
<a href="#">A 2110.160</a>	SALARIES-AIDES	150,250.00	-17,887.67	132,362.33	78,772.79	46,227.21	7,362.33
<a href="#">A 2110.160-01</a>	SALARIES-SUB CLERICAL	20,000.00	0.00	20,000.00	8,232.40	11,767.60	0.00
<a href="#">A 2110.160-LO-NG</a>	NON-INSTRUCTIONAL-LONGEVITY	0.00	5,175.00	5,175.00	5,175.00	0.00	0.00
<a href="#">A 2110.200</a>	EQUIPMENT-PREK-12 BUILDING	8,000.00	0.00	8,000.00	1,698.55	0.00	6,301.45
<a href="#">A 2110.400-08</a>	CONTRACTUAL - ELEM ART	295.00	30.00	325.00	325.00	0.00	0.00
<a href="#">A 2110.400-10</a>	CONTRACTUAL - MUSIC- PREK-12 Bldg	14,500.00	0.00	14,500.00	4,607.42	7,217.07	2,675.51
<a href="#">A 2110.400-11</a>	CONTRACTUAL - PREK-12 BLDG.	18,500.00	5,000.00	23,500.00	17,907.57	2,770.11	2,822.32
<a href="#">A 2110.400-19</a>	CONTRACTUAL-LANGUAGE	250.00	0.00	250.00	0.00	0.00	250.00

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## Appropriation Status Detail Report By Function From 7/1/2023 To 3/31/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2110.401-06-S</u>	STEM - CONTRACTUAL	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2110.401-09</u>	CONTRACTUAL - HS TECHNOLOGY	500.00	0.00	500.00	38.40	0.00	461.60
<u>A 2110.401-12</u>	CONTRACTUAL - HS SCIENCE	850.00	0.00	850.00	767.00	0.00	83.00
<u>A 2110.450</u>	SUPPLIES-K	500.00	0.00	500.00	379.76	0.00	120.24
<u>A 2110.450-01</u>	SUPPLIES-1ST GRADE	500.00	52.76	552.76	538.41	0.00	14.35
<u>A 2110.450-02</u>	SUPPLIES-2ND GRADE	500.00	106.81	606.81	575.80	0.00	31.01
<u>A 2110.450-03</u>	SUPPLIES-3RD GRADE	500.00	241.43	741.43	599.29	0.00	142.14
<u>A 2110.450-04</u>	SUPPLIES-4TH GRADE	500.00	296.22	796.22	783.65	0.00	12.57
<u>A 2110.450-05</u>	SUPPLIES-5TH GRADE	250.00	0.00	250.00	184.84	0.00	65.16
<u>A 2110.450-06</u>	SUPPLIES-6TH GRADE	250.00	24.46	274.46	261.95	0.00	12.51
<u>A 2110.450-08</u>	SUPPLIES-ELEM ART	2,000.00	0.00	2,000.00	1,813.35	0.00	186.65
<u>A 2110.450-09</u>	SUPPLIES-ELEM PE	1,000.00	18.66	1,018.66	723.46	0.00	295.20
<u>A 2110.450-1</u>	SUPPLIES-PREK-12 BLD	1,525.00	3,521.04	5,046.04	4,840.71	0.00	205.33
<u>A 2110.450-10</u>	SUPPLIES-PREK-12 MUSIC	3,250.00	2,720.00	5,970.00	4,484.58	1,062.00	423.42
<u>A 2110.450-14</u>	SUPPLIES-ELEM COMPUTER LAB	100.00	0.00	100.00	0.00	0.00	100.00
<u>A 2110.450-19</u>	SUPPLIES-ELEM AGENDAS	1,000.00	0.00	1,000.00	290.00	0.00	710.00
<u>A 2110.450-20</u>	SUPPLIES-PRE-K	500.00	0.00	500.00	133.70	0.00	366.30
<u>A 2110.450-21</u>	READING	250.00	363.74	613.74	601.77	0.00	11.97
<u>A 2110.451</u>	SUPPLIES- HS ENGLISH	500.00	0.00	500.00	345.22	0.00	154.78
<u>A 2110.451-01</u>	SUPPLIES- HS MATH	500.00	25.00	525.00	511.31	0.00	13.69
<u>A 2110.451-02</u>	SUPPLIES- HS SOCIAL STUDIES	300.00	0.00	300.00	211.06	0.00	88.94
<u>A 2110.451-03</u>	SUPPLIES- HS SCIENCE	2,500.00	0.00	2,500.00	2,369.21	20.84	109.95
<u>A 2110.451-04</u>	SUPPLIES - HS ART	500.00	357.99	857.99	787.63	0.00	70.36
<u>A 2110.451-05</u>	SUPPLIES - H.S. TECHNOLOGY	4,150.00	1,377.28	5,527.28	3,961.82	1,460.59	104.87
<u>A 2110.451-06</u>	SUPPLIES - H.S. BUSINESS	250.00	0.00	250.00	250.00	0.00	0.00
<u>A 2110.451-06-S</u>	STEM SUPPLIES	4,500.00	0.00	4,500.00	452.79	0.00	4,047.21
<u>A 2110.451-08</u>	SUPPLIES - HS MUSIC	0.00	284.85	284.85	247.19	0.00	37.66
<u>A 2110.451-09</u>	SUPPLIES- HS LANGUAGE	250.00	0.00	250.00	45.80	0.00	204.20
<u>A 2110.451-10</u>	SUPPLIES - HS PHYS ED.	650.00	0.00	650.00	303.79	0.00	346.21
<u>A 2110.451-16</u>	SUPPLIES-H.S. HEALTH	300.00	182.98	482.98	456.24	0.00	26.74
<u>A 2110.471</u>	Tuition - Paid to Other Districts	16,000.00	0.00	16,000.00	0.00	0.00	16,000.00
<u>A 2110.480-1</u>	TEXTBOOKS-DISTRICT WIDE	19,500.00	0.00	19,500.00	15,847.36	1,152.83	2,499.81
<u>A 2110.490</u>	BOCES/REGULAR SCHOOL	195,330.00	-24,685.00	170,645.00	75,270.35	79,729.65	15,645.00



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**Appropriation Status Detail Report By Function From 7/1/2023 To 3/31/2024**



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2250.150</u>	SPEC ED-SALARIES	480,350.00	-53,990.00	426,360.00	248,471.51	169,758.65	8,129.84
<u>A 2250.160</u>	SPEC ED-SALARIES	190,160.00	0.00	190,160.00	132,931.52	57,228.48	0.00
<u>A 2250.400</u>	SPECIAL ED - CONTRACTUAL	6,000.00	265.67	6,265.67	1,970.00	0.00	4,295.67
<u>A 2250.400-05</u>	SPEC ED-TUITION	340,000.00	190,000.00	530,000.00	69,681.42	376,719.64	83,598.94
<u>A 2250.450</u>	SPEC ED-SUPPLIES ELEMENTARY	0.00	454.33	454.33	2.33	0.00	452.00
<u>A 2250.450-05</u>	SPEC ED-CSE SUPPLIES	3,000.00	932.80	3,932.80	2,431.67	0.00	1,501.13
<u>A 2250.490</u>	BOCES-SPECIAL EDUCATION	567,489.00	45,000.00	612,489.00	335,897.64	276,102.36	489.00
<u>A 2280.490</u>	BOCES-OC ED	259,275.00	725.00	260,000.00	155,578.85	104,421.15	0.00
<u>A 2330.490</u>	BOCES - SUMMER SCHOOL	0.00	7,365.00	7,365.00	4,371.88	2,993.12	0.00
<u>A 2610.150</u>	LIBRARIAN-SALARY	66,951.00	0.00	66,951.00	36,687.91	29,225.72	1,037.37
<u>A 2610.160</u>	LIBRARY AIDES-SALARIES	19,160.00	825.00	19,985.00	12,794.95	7,190.05	0.00
<u>A 2610.450</u>	LIBRARY-SUPPLIES	250.00	0.00	250.00	0.00	0.00	250.00
<u>A 2610.460</u>	LIBRARY-BOOKS/PERIODICALS	9,000.00	0.00	9,000.00	6,987.85	2,012.00	0.15
<u>A 2610.490</u>	BOCES-MEDIA SERVICES	52,905.00	95.00	53,000.00	30,556.02	22,443.98	0.00
<u>A 2630.150-01</u>	COMPUTER - INSTRUCTIONAL	71,640.00	-13,000.00	58,640.00	48,621.93	9,446.88	571.19
<u>A 2630.160-01</u>	COMPUTER - NON-INSTRUCTIONAL	9,000.00	0.00	9,000.00	6,670.10	2,329.90	0.00
<u>A 2630.220</u>	COMPUTER HARDWARE K-12	13,000.00	0.00	13,000.00	10,591.21	0.00	2,408.79
<u>A 2630.400</u>	COMPUTER-CONTRACTUAL	6,400.00	0.00	6,400.00	3,300.00	0.00	3,100.00
<u>A 2630.450</u>	COMPUTER-SUPPLIES	2,900.00	0.00	2,900.00	2,079.99	0.00	820.01
<u>A 2630.460</u>	COMPUTER-SOFTWARE K-12	27,843.00	0.00	27,843.00	4,193.20	0.00	23,649.80
<u>A 2630.490</u>	BOCES - COMPUTER SERVICES	70,500.00	-40,500.00	30,000.00	17,310.00	12,690.00	0.00
<u>A 2810.150</u>	GUIDANCE-SALARY	53,477.00	-280.88	53,196.12	35,821.70	12,677.30	4,697.12
<u>A 2810.150-CS</u>	GUIDANCE SALARY CS	45,930.00	0.00	45,930.00	27,767.84	12,340.16	5,822.00
<u>A 2810.160</u>	GUIDANCE-SALARY/SECRETARY	0.00	432.89	432.89	432.89	0.00	0.00
<u>A 2810.400-01</u>	GUIDANCE CONTRACTUAL/HS	500.00	20.00	520.00	448.00	0.00	72.00
<u>A 2810.400-02</u>	GUIDANCE-CONTRACTUAL/ES	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2810.450</u>	GUIDANCE-SUPPLIES/ES	600.00	0.00	600.00	306.57	0.00	293.43
<u>A 2810.450-01</u>	GUIDANCE-SUPPLIES/HS	350.00	0.00	350.00	101.47	0.00	248.53
<u>A 2815.160</u>	HEALTH OFFICE-SALARIES	55,705.00	0.00	55,705.00	35,070.68	20,633.32	1.00
<u>A 2815.400</u>	HEALTH OFFICE-CONTRACTUAL	7,028.00	0.00	7,028.00	865.00	0.00	6,163.00
<u>A 2815.450</u>	HEALTH OFFICE-SUPPLIES	2,550.00	0.00	2,550.00	1,517.67	0.00	1,032.33
<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	26,000.00	0.00	26,000.00	15,569.16	10,430.84	0.00

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2850.150</u>	MARCHING BAND	2,904.00	0.00	2,904.00	0.00	2,904.00	0.00
<u>A 2850.150-01</u>	EXTRA CHORAL	1,270.00	0.00	1,270.00	200.00	1,070.00	0.00
<u>A 2850.150-02</u>	COLOR GUARD	1,200.00	0.00	1,200.00	0.00	1,200.00	0.00
<u>A 2850.150-03</u>	HS STUDENT COUCIL	1,412.00	0.00	1,412.00	0.00	1,412.00	0.00
<u>A 2850.150-03-1</u>	ES STUDENT COUNCIL	680.00	0.00	680.00	0.00	680.00	0.00
<u>A 2850.150-04</u>	YEARBOOK	1,553.00	0.00	1,553.00	0.00	1,553.00	0.00
<u>A 2850.150-05</u>	DRAMA DIRECTOR	1,165.00	35.00	1,200.00	0.00	1,200.00	0.00
<u>A 2850.150-05-1</u>	ASST. DIRECTOR/COREOGRAPHER	1,200.00	0.00	1,200.00	697.00	0.00	503.00
<u>A 2850.150-05-2</u>	PIT AND DIRECTOR	697.00	0.00	697.00	697.00	0.00	0.00
<u>A 2850.150-06</u>	MUSICAL DIRECTOR	3,876.00	0.00	3,876.00	3,876.00	0.00	0.00
<u>A 2850.150-08</u>	SAFETY PATROL	564.00	0.00	564.00	0.00	564.00	0.00
<u>A 2850.150-09</u>	CHEERLEADING-V/JV	1,553.00	0.00	1,553.00	0.00	0.00	1,553.00
<u>A 2850.150-10</u>	HONOR SOCIETY	872.00	0.00	872.00	0.00	872.00	0.00
<u>A 2850.150-12</u>	SADD	564.00	0.00	564.00	0.00	564.00	0.00
<u>A 2850.150-13</u>	7TH GRADE	354.00	0.00	354.00	0.00	354.00	0.00
<u>A 2850.150-14</u>	8TH GRADE	423.00	0.00	423.00	0.00	423.00	0.00
<u>A 2850.150-15</u>	9TH GRADE	493.00	0.00	493.00	0.00	493.00	0.00
<u>A 2850.150-16</u>	10TH GRADE	1,697.00	0.00	1,697.00	0.00	1,697.00	0.00
<u>A 2850.150-17</u>	11TH GRADE	1,974.00	0.00	1,974.00	0.00	1,974.00	0.00
<u>A 2850.150-18</u>	12TH GRADE	2,254.00	0.00	2,254.00	0.00	2,254.00	0.00
<u>A 2850.150-19</u>	NATIONAL JHS	564.00	0.00	564.00	0.00	564.00	0.00
<u>A 2850.150-20</u>	MS STUDENT COUNCIL	753.00	0.00	753.00	0.00	753.00	0.00
<u>A 2850.150-21</u>	JAZZ BAND	1,460.00	0.00	1,460.00	0.00	1,460.00	0.00
<u>A 2850.150-23</u>	LANGUAGE CLUB	547.00	0.00	547.00	0.00	547.00	0.00
<u>A 2850.150-24</u>	MOCK TRIAL	872.00	0.00	872.00	0.00	872.00	0.00
<u>A 2850.150-26</u>	SKI CLUB	514.00	0.00	514.00	0.00	514.00	0.00
<u>A 2850.150-27</u>	GAY/STRAIGHT ALLIANCE	564.00	0.00	564.00	0.00	564.00	0.00
<u>A 2850.150-28</u>	Women for Change	564.00	0.00	564.00	0.00	564.00	0.00
<u>A 2850.150-29</u>	THEATER ADVISOR	564.00	4,000.00	4,564.00	2,500.00	0.00	2,064.00
<u>A 2850.150-30</u>	LIGHTS AND SOUND TECHNICIAN	0.00	3,000.00	3,000.00	2,500.00	0.00	500.00
<u>A 2850.160-00</u>	STUDENT ACCT TREAS STIPEND	1,250.00	129.99	1,379.99	601.28	778.71	0.00
<u>A 2855.150</u>	SOCCER/VARSITY-1/2 EACH	8,292.00	-904.86	7,387.14	4,146.00	0.00	3,241.14
<u>A 2855.150-02</u>	SOCCER/MODIFIED-1/2 EACH	3,982.00	0.00	3,982.00	3,982.00	0.00	0.00

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**Appropriation Status Detail Report By Function From 7/1/2023 To 3/31/2024**



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2855.150-03</u>	BASKETBALL/VARSITY-1/2 EACH	10,352.00	0.00	10,352.00	10,352.00	0.00	0.00
<u>A 2855.150-04</u>	BASKETBALL/JV-1/2 EACH	7,898.00	0.00	7,898.00	3,949.00	3,949.00	0.00
<u>A 2855.150-05</u>	BASKETBALL/MODIFIED-1/2 EACH	5,644.00	0.00	5,644.00	5,644.00	0.00	0.00
<u>A 2855.150-07</u>	BASEBALL/SOFTBALL-VSTY-1/2 EACH	7,826.00	0.00	7,826.00	0.00	7,826.00	0.00
<u>A 2855.150-08</u>	BASEBALL/SOFTBALL-MOD 1/2 EACH	3,982.00	0.00	3,982.00	0.00	3,982.00	0.00
<u>A 2855.150-10</u>	ATHLETIC DIRECTOR	5,326.00	0.00	5,326.00	0.00	5,326.00	0.00
<u>A 2855.150-11</u>	CHAPERONES	3,500.00	1,100.00	4,600.00	4,550.73	0.00	49.27
<u>A 2855.150-15</u>	MOD TRACK/ASST VARSITY	1,822.00	0.00	1,822.00	0.00	1,822.00	0.00
<u>A 2855.150-16</u>	VARSITY TRACK	3,799.00	0.00	3,799.00	0.00	3,799.00	0.00
<u>A 2855.150-17</u>	TIMERS	1,000.00	154.86	1,154.86	1,154.86	0.00	0.00
<u>A 2855.150-18</u>	Cross Country	4,025.00	0.00	4,025.00	0.00	0.00	4,025.00
<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	20,250.00	-3,000.00	17,250.00	11,045.92	1,138.32	5,065.76
<u>A 2855.450</u>	ATHLETIC-SUPPLIES	10,500.00	0.00	10,500.00	3,502.01	950.70	6,047.29
<u>A 2855.490</u>	BOCES-SPORTS COORD	4,000.00	0.00	4,000.00	2,340.00	1,660.00	0.00
<u>A 5510.160</u>	TRANS-SALARIES	302,690.00	1,925.00	304,615.00	223,491.73	81,123.27	0.00
<u>A 5510.160-01</u>	TRANS-OFFICE SALARIES	11,150.00	0.00	11,150.00	8,579.60	2,570.40	0.00
<u>A 5510.160-22</u>	TRANS-EXTRA RUNS	14,000.00	0.00	14,000.00	13,862.12	137.88	0.00
<u>A 5510.160-23</u>	TRANS-SUB RUNS	17,500.00	0.00	17,500.00	6,780.00	10,720.00	0.00
<u>A 5510.160-24</u>	TRANS-SUMMER RUNS	8,320.00	-7,775.00	545.00	0.00	0.00	545.00
<u>A 5510.400</u>	TRANS-INSURANCE	13,500.00	0.00	13,500.00	0.00	0.00	13,500.00
<u>A 5510.400-01</u>	TRANS-CONF./WKSHOPS/DUES	1,500.00	0.00	1,500.00	806.39	0.00	693.61
<u>A 5510.400-02</u>	TRANS-MILEAGE	500.00	-150.63	349.37	93.01	0.00	256.36
<u>A 5510.400-03</u>	TRANS-PAINT/BODY REPAIRS	4,000.00	5,816.00	9,816.00	8,608.65	262.11	945.24
<u>A 5510.400-04</u>	TRANS-ROUTING SOFTWARE	5,500.00	0.00	5,500.00	5,185.00	0.00	315.00
<u>A 5510.400-05</u>	TRANS-FIRE EXTINGUISHERS	625.00	0.00	625.00	40.00	160.00	425.00
<u>A 5510.400-06</u>	TRANS-DRIVER PHYSICALS	3,500.00	0.00	3,500.00	2,417.00	483.00	600.00
<u>A 5510.400-07</u>	TRANS-COPIER CHARGES	1,366.00	-678.54	687.46	0.00	0.00	687.46
<u>A 5510.400-08</u>	TRANS-PHONE (NOT REPAIRS)	1,000.00	0.00	1,000.00	34.99	0.00	965.01
<u>A 5510.400-09</u>	TRANS-CONTRACTUAL	3,500.00	2,650.63	6,150.63	2,468.35	3,682.28	0.00
<u>A 5510.400-10</u>	TRANS-FINGERPRINTING/HEP.B SHOTS	500.00	0.00	500.00	62.50	0.00	437.50
<u>A 5510.450</u>	TRANS-DIESEL	55,000.00	300.00	55,300.00	39,382.84	15,917.16	0.00
<u>A 5510.450-01</u>	TRANS-RIMS/TIRES	4,000.00	3,450.00	7,450.00	6,498.00	352.00	600.00

**Gilbertsville-Mt. Upton CSD**

**Appropriation Status Detail Report By Function From 7/1/2023 To 3/31/2024**



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 5510.450-02</u>	TRANS-OIL & GREASE	2,400.00	678.54	3,078.54	777.05	2,301.49	0.00
<u>A 5510.450-03</u>	TRANS-OFFICE SUPPLIES	500.00	0.00	500.00	163.94	0.00	336.06
<u>A 5510.450-04</u>	TRANS-CLEANING SUPPLIES	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 5510.450-05</u>	TRANS-POSTAGE	250.00	0.00	250.00	0.00	0.00	250.00
<u>A 5510.450-06</u>	TRANS-JACKETS	700.00	0.00	700.00	254.00	96.00	350.00
<u>A 5510.450-07</u>	TRANS-UNLEADED GASOLINE	30,000.00	-1,300.00	28,700.00	12,138.80	16,538.66	22.54
<u>A 5510.450-08</u>	TRANS-PROPANE	6,000.00	0.00	6,000.00	3,175.26	2,824.74	0.00
<u>A 5510.490</u>	BOCES-TRAIING/TESTING/TOWERS	4,950.00	3,324.00	8,274.00	4,677.00	3,597.00	0.00
<u>A 5530.160</u>	MECHANIC/BUS DRIVER-SALARY	47,900.00	0.00	47,900.00	36,846.20	11,053.80	0.00
<u>A 5530.160-01</u>	CLEANER/BUS GARAGE-SALARY	41,060.00	0.00	41,060.00	30,304.00	10,191.20	564.80
<u>A 5530.200</u>	GARAGE-TRANS. EQP'T. SMALL TOOLS	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 5530.200-01</u>	MAINT EQUIP	2,500.00	0.00	2,500.00	2,288.47	0.00	211.53
<u>A 5530.400</u>	GARAGE-ELECTRIC	30,000.00	0.00	30,000.00	26,147.68	3,852.32	0.00
<u>A 5530.400-01</u>	GARAGE-INSURANCE, PROP & LIAB.	7,500.00	-1,700.00	5,800.00	175.00	0.00	5,625.00
<u>A 5530.400-02</u>	GARAGE-SEALANT/PAVING	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
<u>A 5530.400-03</u>	GARAGE-HARDWARE REPAIR	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 5530.400-04</u>	GARAGE-GARBAGE REMOVAL/MOSA	4,000.00	-1,300.00	2,700.00	2,025.00	675.00	0.00
<u>A 5530.400-05</u>	GARAGE-SNOW REMOVAL/ICE MELT	17,500.00	0.00	17,500.00	7,275.21	8,825.42	1,399.37
<u>A 5530.400-06</u>	GARAGE - UNIFORMS	1,000.00	0.00	1,000.00	189.97	0.00	810.03
<u>A 5530.400-07</u>	GARAGE - HEAT	5,000.00	0.00	5,000.00	5,000.00	0.00	0.00
<u>A 5530.400-09</u>	GARAGE - HVAC	2,000.00	0.00	2,000.00	806.00	194.00	1,000.00
<u>A 5530.400-10</u>	GARAGE - RUGS/MOPS	1,000.00	0.00	1,000.00	289.67	710.33	0.00
<u>A 5530.400-11</u>	GARAGE - WATER SYSTEM MAINT.	500.00	250.00	750.00	749.98	0.00	0.02
<u>A 5530.400-12</u>	BUS WASH DISCHARGE	2,500.00	-750.00	1,750.00	0.00	0.00	1,750.00
<u>A 5530.400-13</u>	GARAGE - PHONE REPAIRS	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 5530.400-14</u>	GARAGE-LIFT INSPECTION	750.00	0.00	750.00	0.00	0.00	750.00
<u>A 5530.400-16</u>	GARAGE-GARAGE DOOR MAINT.	1,000.00	750.00	1,750.00	1,450.00	300.00	0.00
<u>A 5530.450</u>	GARAGE-PARTS	33,024.00	-2,579.98	30,444.02	27,129.29	2,878.12	436.61
<u>A 5530.450-01</u>	GARAGE-PARTS(EXTRA)	4,500.00	-1,259.61	3,240.39	150.02	259.95	2,830.42
<u>A 5530.450-02</u>	GARAGE-MAINT SUPPLIES	11,000.00	10,279.98	21,279.98	16,092.12	5,187.86	0.00
<u>A 5530.450-03</u>	GARAGE-TRANS. SUPPLIES	1,500.00	759.61	2,259.61	1,939.62	319.99	0.00
<u>A 7140.400</u>	SUMMER RECREATION PROGRAM	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 9010.800</u>	EMPLOYEES RETIREMENT	179,770.00	-9,045.17	170,724.83	167,053.00	0.00	3,671.83

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## Appropriation Status Detail Report By Function From 7/1/2023 To 3/31/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 9020.800</u>	TEACHERS RETIREMENT	289,882.00	0.00	289,882.00	-9,195.00	299,000.00	77.00
<u>A 9030.800</u>	FICA/MEDICARE-EMPLOYER	357,527.00	0.00	357,527.00	204,771.46	136,978.16	15,777.38
<u>A 9040.800</u>	WORKERS COMPENSATION	35,200.00	4,519.00	39,719.00	39,719.00	0.00	0.00
<u>A 9050.800</u>	UNEMPLOYMENT BENEFITS	15,000.00	-14,519.00	481.00	0.00	0.00	481.00
<u>A 9060.800</u>	HEALTH INSURANCE	1,600,850.00	-109,674.43	1,491,175.57	1,161,845.84	273,231.41	56,098.32
<u>A 9070.800</u>	DENTAL INSURANCE	41,429.00	0.00	41,429.00	26,999.77	14,340.64	88.59
<u>A 9731.600</u>	BONDS - SCHOOL CONSTRUCTION- PRINCIPAL	860,000.00	0.00	860,000.00	0.00	860,000.00	0.00
<u>A 9731.700</u>	BONDS-SCHOOL CONSTRUCTION- INTEREST	154,800.00	0.00	154,800.00	77,400.00	77,400.00	0.00
<u>A 9770.700</u>	REVENUE ANTICIPATION NOTE (RAN)- INTEREST	5,500.00	0.00	5,500.00	0.00	0.00	5,500.00
<u>A 9901.01</u>	INTERFUND TRANSFER TO SLF	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
<u>A 9950.1</u>	TRANSFER-CAPITAL OUTLAY	100,000.00	0.00	100,000.00	100,000.00	0.00	0.00
<u>A 9950.2</u>	TRANSFER-CAPITAL-BUSES	0.00	367,096.00	367,096.00	367,096.00	0.00	0.00
<b>Fund ATotals:</b>		<b>11,050,000.00</b>	<b>393,864.25</b>	<b>11,443,864.25</b>	<b>6,306,051.15</b>	<b>4,347,073.79</b>	<b>790,739.31</b>
<u>C 2860.160</u>	SALARIES	127,500.00	0.00	127,500.00	87,623.85	39,876.15	0.00
<u>C 2860.200</u>	EQUIPMENT	10,000.00	0.00	10,000.00	3,249.00	3,500.00	3,251.00
<u>C 2860.409</u>	CONTRACTUAL	4,000.00	-1,182.19	2,817.81	325.00	0.00	2,492.81
<u>C 2860.410</u>	FOOD PURCHASES	110,000.00	-1,946.76	108,053.24	76,978.70	26,780.19	4,294.35
<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	10,000.00	3,128.95	13,128.95	8,762.21	4,366.74	0.00
<u>C 2860.490</u>	BOCES MAINT AGREEMENT	4,250.00	0.00	4,250.00	1,781.94	1,218.06	1,250.00
<u>C 9030.800</u>	SOCIAL SECURITY	10,000.00	0.00	10,000.00	6,340.46	3,659.54	0.00
<u>C 9060.800</u>	HEALTH & DENTAL INSURANCE	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00
<b>Fund CTotals:</b>		<b>330,750.00</b>	<b>0.00</b>	<b>330,750.00</b>	<b>185,061.16</b>	<b>79,400.68</b>	<b>66,288.16</b>
<u>F 1424.150</u>	2023-2024 Title IIA, Instructional	13,739.00	275.00	14,014.00	6,615.07	7,123.92	275.01
<u>F 1624.150</u>	2023-2024 Title IV, Instructional	10,000.00	0.00	10,000.00	5,768.70	4,231.30	0.00
<u>F 2111.150-ES-SER</u>	2020-24 - Instructional Salaries - ESSER	125,340.77	0.00	125,340.77	77,305.90	48,034.87	0.00
<u>F 2111.160-ES-SER</u>	2020-24 - Non-Instructional Salaries - ESSER	13,616.40	0.00	13,616.40	12,210.26	1,406.14	0.00
<u>F 2111.200-ES-SER</u>	2020-24 - Equipment - ESSER	62,163.51	0.00	62,163.51	25,030.00	0.00	37,133.51
<u>F 2111.400-ES-SER</u>	2020-24 - Purchased Services - ESSER	68,972.00	0.00	68,972.00	45,500.00	19,500.00	3,972.00

# Gilbertsville-Mt. Upton CSD

## Appropriation Status Detail Report By Function From 7/1/2023 To 3/31/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>F 2111.450-ES-SER</u>	2020-24 - Supplies & Materials ESSER	34,733.25	0.00	34,733.25	0.00	0.00	34,733.25
<u>F 2112.150-LL</u>	2020-24 - Instructional Salaries - LLoss	96,664.37	0.00	96,664.37	55,768.65	40,895.72	0.00
<u>F 2112.160-LL</u>	2020-24 - Non-Instructional Salaries - LLoss	13,378.01	0.00	13,378.01	12,668.22	0.00	709.79
<u>F 2112.450-LL</u>	2020-24 Supplies and Materials - LLoss	424.32	0.00	424.32	0.00	0.00	424.32
<u>F 2113.150-AS</u>	2020-24 - Instructional Salaries - After School	10,458.82	0.00	10,458.82	446.56	0.00	10,012.26
<u>F 2113.160-AS</u>	2020-24 - Non-Instructional - After School	4,368.07	0.00	4,368.07	2,665.41	0.00	1,702.66
<u>F 2113.450-AS</u>	2020-24 - Supplies & Materials - After School	14,849.40	0.00	14,849.40	96.50	0.00	14,752.90
<u>F 2114.150-SE</u>	2020-24 - Instructional Salaries - Sum Enr	12,019.92	13,373.00	25,392.92	15,445.33	0.00	9,947.59
<u>F 2114.160-SE</u>	2020-24 - Non-Instructional Salaries - Sum Enr	34,657.28	-13,373.00	21,284.28	8,046.67	0.00	13,237.61
<u>F 2114.450-SE</u>	2020-24 - Supplies and Materials - Sum Enr	14,239.48	0.00	14,239.48	7,705.31	0.00	6,534.17
<u>F 2123.150</u>	2022-23 Title I - Instructional Salaries	0.00	3,150.00	3,150.00	2,239.79	0.00	910.21
<u>F 2123.160</u>	2022-23 Title I - Non-Instructional Salaries	1,685.25	2,250.00	3,935.25	3,847.46	0.00	87.79
<u>F 2123.400</u>	2022-23 Title I - Purchased Services	5,400.00	-5,400.00	0.00	0.00	0.00	0.00
<u>F 2123.450</u>	2022-23 Title I - Supplies and Materials	200.05	0.00	200.05	0.00	0.00	200.05
<u>F 2124.150</u>	2023-2024 Title I, Instructional Salaries	100,549.00	0.00	100,549.00	64,284.79	36,264.21	0.00
<u>F 2124.160</u>	2023-2024 Title I, Non-Instructional Salaries	3,266.00	0.00	3,266.00	0.00	0.00	3,266.00
<u>F 2124.450</u>	2023-2024 Title I, Supplies and Materials	3,012.00	0.00	3,012.00	2,097.00	0.00	915.00
<u>F 2124.800</u>	2023-24 Title I - Employee Benefits	16,950.00	-507.00	16,443.00	16,443.00	0.00	0.00
<u>F 2510.150-24</u>	2023-24 UPK - Instructional	102,347.00	-340.01	102,006.99	59,227.72	30,130.28	12,648.99
<u>F 2510.160-24</u>	2023-24 UPK - Non-Instructional	37,000.00	0.00	37,000.00	24,999.26	12,000.74	0.00
<u>F 2510.450-23</u>	2022-23 UPK - Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00
<u>F 2510.450-24</u>	2023-24 UPK - Supplies & Materials	19,670.00	340.01	20,010.01	20,010.01	0.00	0.00
<u>F 2510.800-24</u>	2023-24 UPK - Benefits	42,923.00	0.00	42,923.00	42,923.00	0.00	0.00
<u>F 3224.150</u>	2023-24 IDEA 611 -Instructional Salaries	68,017.00	0.00	68,017.00	39,238.35	28,778.65	0.00
<u>F 3224.160</u>	2023-24 IDEA 611-Non-Instructional Salaries	41,527.00	0.00	41,527.00	30,768.00	10,759.00	0.00
<u>F 3224.450</u>	2023-24 IDEA 611 - Supplies & Materials	1,500.00	0.00	1,500.00	1,500.00	0.00	0.00
<u>F 3324.450</u>	2023-24 IDEA 619 - Supplies & Materials	452.00	0.00	452.00	452.00	0.00	0.00
<u>F 8423.160</u>	2022-23 REAP - Non-Instructional	9,578.74	0.00	9,578.74	9,578.74	0.00	0.00
<u>F 8424.160</u>	2023-2024 REAP, Non-Instructional Salaries	29,614.00	0.00	29,614.00	2,635.16	9,864.84	17,114.00
<b>Fund FTotals:</b>		<b>1,013,315.64</b>	<b>-232.00</b>	<b>1,013,083.64</b>	<b>595,516.86</b>	<b>248,989.67</b>	<b>168,577.11</b>
<u>H 1620.27</u>	2023-24 Small Capital Outlay - Construction	92,000.00	0.00	92,000.00	76,374.56	0.00	15,625.44
<u>H 1620.28</u>	2023-24 Capital Outlay Project - Architect	8,000.00	0.00	8,000.00	8,000.00	0.00	0.00

# Gilbertsville-Mt. Upton CSD

## Appropriation Status Detail Report By Function From 7/1/2023 To 3/31/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>H 2123.201</u>	\$5.2M Capital Proj - Construction Manager	0.00	190,000.00	190,000.00	45,824.10	144,176.20	-0.30
<u>H 2123.240</u>	\$5.2M Capital Project - Architect, Legal, Engineering	0.00	533,000.00	533,000.00	202,640.46	185,771.68	144,587.86
<u>H 2123.293</u>	\$5.2M Capital Proj - HVAC	0.00	766,000.00	766,000.00	0.00	0.00	766,000.00
<u>H 2123.293-1</u>	\$5.2M Capital Proj - Electrical	0.00	11,000.00	11,000.00	0.00	0.00	11,000.00
<u>H 2123.293-2</u>	\$5.2M Capital Proj - Plumbing	0.00	237,000.00	237,000.00	0.00	0.00	237,000.00
<u>H 2123.293-4</u>	\$5.2M Capital Proj - General Construction	0.00	2,651,157.00	2,651,157.00	0.00	0.00	2,651,157.00
<u>H 2123.293-5</u>	\$5,2M Capital Proj-Mechanical/Boilder-Danforth	0.00	811,843.00	811,843.00	0.00	0.00	811,843.00
<u>H 5510.200</u>	BUS PAYMENTS	0.00	325,167.92	325,167.92	0.00	641,157.18	-315,989.26
<b>Fund HTotals:</b>		<b>100,000.00</b>	<b>5,525,167.92</b>	<b>5,625,167.92</b>	<b>332,839.12</b>	<b>971,105.06</b>	<b>4,321,223.74</b>
<b>Grand Totals:</b>		<b>12,494,065.64</b>	<b>5,918,800.17</b>	<b>18,412,865.81</b>	<b>7,419,468.29</b>	<b>5,646,569.20</b>	<b>5,346,828.32</b>

# Gilbertsville-Mt. Upton CSD

Revenue Status Report By Function From 7/1/2023 To 3/31/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	REAL PROPERTY TAXES	2,370,000.00	0.00	2,370,000.00	2,391,359.97	-21,359.97
A 1085	STAR TAX REIMBURSEMENT	330,200.00	0.00	330,200.00	308,840.25	21,359.75
A 1090	INTEREST AND PENALTY ON TAXES	13,500.00	0.00	13,500.00	3,635.97	9,864.03
A 2401	INTEREST AND EARNINGS	22,500.00	0.00	22,500.00	51,032.73	-28,532.73
A 2401.PR	INTEREST PAYROLL ACCOUNT	3.00	0.00	3.00	13.48	-10.48
A 2402	INTEREST EARNINGS-CAPITAL RESERVE	14,497.00	0.00	14,497.00	64,393.93	-49,896.93
A 2403	INTEREST EARNINGS-LIABILITY RESERVE	3,000.00	0.00	3,000.00	8,695.34	-5,695.34
A 2404	INTEREST EARNINGS-EBALR RESERVE	7,000.00	0.00	7,000.00	26,773.78	-19,773.78
A 2405	INTEREST EARNINGS-ERS RESERVES	7,000.00	0.00	7,000.00	29,829.86	-22,829.86
A 2406	INTEREST EARNINGS-UNEMPLOYMENT RES	1,000.00	0.00	1,000.00	9,068.35	-8,068.35
A 2666	SALE OF TRANS EQUIP-BUSES	12,500.00	0.00	12,500.00	7,050.00	5,450.00
A 2701	BOCES REFUND PRIOR YRS EXP	55,000.00	0.00	55,000.00	86,769.48	-31,769.48
A 2703	REFUND OF PRIOR YEARS EXP	0.00	0.00	0.00	4,627.80	-4,627.80
A 2770	OTHER UNCLASSIFIED REVENUES	78,500.00	0.00	78,500.00	51,441.84	27,058.16
A 3101	BASIC AID GENERAL	4,718,576.00	0.00	4,718,576.00	4,178,936.76	539,639.24
A 3101..2	Commercial Gaming Grant (COG)	0.00	0.00	0.00	33,048.70	-33,048.70
A 3101.1	Building Aid	1,108,076.00	0.00	1,108,076.00	0.00	1,108,076.00
A 3101.A	EXCESS COST AID	627,741.00	0.00	627,741.00	408,490.20	219,250.80
A 3102	LOTTERY AID	471,551.00	0.00	471,551.00	584,070.00	-112,519.00
A 3102..1	LOTTERY GRANT AID	203,360.00	0.00	203,360.00	247,765.18	-44,405.18
A 3103	BOCES AID	620,500.00	0.00	620,500.00	290,640.97	329,859.03
A 3260	TEXTBOOK AID	20,590.00	0.00	20,590.00	20,155.00	435.00
A 3262	SOFTWARE AID	4,869.00	0.00	4,869.00	4,839.00	30.00
A 3262.B	HARDWARE AID	5,506.00	0.00	5,506.00	5,558.00	-52.00
A 3263	LIBRARY A/V AID	2,031.00	0.00	2,031.00	2,018.00	13.00
A 4601	MEDICAID	17,500.00	0.00	17,500.00	10,891.87	6,608.13
<b>A Totals:</b>		<b>10,715,000.00</b>	<b>0.00</b>	<b>10,715,000.00</b>	<b>8,829,946.46</b>	<b>1,885,053.54</b>
C 1440	SALE OF REIMBURSABLE MEALS	5,000.00	0.00	5,000.00	1,079.98	3,920.02
C 1445	OTHER CAFETERIA SALES	5,000.00	0.00	5,000.00	6,097.27	-1,097.27
C 2401	INTEREST AND EARNINGS	50.00	0.00	50.00	79.12	-29.12
C 2701	REFUND OF PRIOR YEARS EXPENDITURES	200.00	0.00	200.00	0.00	200.00
C 2770	MISC REVENUE FROM LOCAL SOURCES	3,500.00	0.00	3,500.00	-747.42	4,247.42



# Gilbertsville-Mt. Upton CSD

## Revenue Status Report By Function From 7/1/2023 To 3/31/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C 2772</u>	Catering - Internal	7,500.00	0.00	7,500.00	0.00	7,500.00
<u>C 3190</u>	STATE REIMB.-BREAKFAST	3,500.00	0.00	3,500.00	9,745.00	-6,245.00
<u>C 3190..01</u>	STATE REIMB.-LUNCH	3,500.00	0.00	3,500.00	23,048.00	-19,548.00
<u>C 3190..1</u>	BOCES AID	500.00	0.00	500.00	1,166.94	-666.94
<u>C 4190</u>	FEDERAL REIMB.-BREAKFAST	79,500.00	0.00	79,500.00	33,273.00	46,227.00
<u>C 4190..01</u>	FEDERAL REIMB.-LUNCH	130,165.00	0.00	130,165.00	99,476.00	30,689.00
<u>C 4190..02</u>	FEDERAL REIM-AFTER SCHOOL SNACKS	3,585.00	0.00	3,585.00	0.00	3,585.00
<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	73,750.00	0.00	73,750.00	0.00	73,750.00
<b>C Totals:</b>		<b>330,750.00</b>	<b>0.00</b>	<b>330,750.00</b>	<b>173,217.89</b>	<b>157,532.11</b>
<u>F 2401</u>	INTEREST	0.00	0.00	0.00	129.94	-129.94
<u>F 2510.24</u>	2023-24 UPK	201,940.00	0.00	201,940.00	130,113.00	71,827.00
<u>F 3289.24</u>	2023-24 SUMMER 4408	0.00	0.00	0.00	19,423.52	-19,423.52
<u>F 4121.23</u>	2022-23 - Title I	7,285.30	0.00	7,285.30	10,369.00	-3,083.70
<u>F 4121.24</u>	2023-2024 - Title I	123,777.00	-507.00	123,270.00	24,755.00	98,515.00
<u>F 4142.24</u>	2023-2024 - Title IIA	13,739.00	275.00	14,014.00	4,755.00	9,259.00
<u>F 4143.24</u>	2023-2024 - Title IV	10,000.00	0.00	10,000.00	4,615.00	5,385.00
<u>F 4146.22</u>	2020-2024 - ARP ESSER 3	0.00	0.00	0.00	145,787.00	-145,787.00
<u>F 4147.22</u>	2020-2024 ARP Learning Loss	0.00	0.00	0.00	54,893.00	-54,893.00
<u>F 4147.22-.SUMMER</u>	2020-2024 - SUMMER ENRICHMENT	0.00	0.00	0.00	31,197.00	-31,197.00
<u>F 4242.24</u>	2023-24 IDEA, SECTION 611	111,044.00	0.00	111,044.00	57,543.00	53,501.00
<u>F 4243.24</u>	2023-24 IDEA, SECTION 619	452.00	0.00	452.00	90.00	362.00
<u>F 6123</u>	2022-23 REAP	9,578.74	0.00	9,578.74	9,578.74	0.00
<u>F 6124</u>	2023-2024 REAP	29,614.00	0.00	29,614.00	999.26	28,614.74
<b>F Totals:</b>		<b>507,430.04</b>	<b>-232.00</b>	<b>507,198.04</b>	<b>494,248.46</b>	<b>12,949.58</b>
<u>H 2401</u>	INTEREST EARNED	0.00	0.00	0.00	45,404.20	-45,404.20
<u>H 5031</u>	INTERFUND TRANSFERS FROM G.F.	100,000.00	0.00	100,000.00	467,096.00	-367,096.00
<b>H Totals:</b>		<b>100,000.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>512,500.20</b>	<b>-412,500.20</b>
<u>V 2401</u>	INTEREST EARNED	0.00	0.00	0.00	23,067.89	-23,067.89
<b>V Totals:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,067.89</b>	<b>-23,067.89</b>

**Gilbertsville-Mt. Upton CSD**

Revenue Status Report By Function From 7/1/2023 To 3/31/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue	
		<b>Grand Totals:</b>	<b>11,653,180.04</b>	<b>-232.00</b>	<b>11,652,948.04</b>	<b>10,032,980.90</b>	<b>1,619,967.14</b>

Gilbertsville-Mt. Upton CSD

Check Warrant Report For A - 19: MARCH 2024 Cash Disbursement For Dates 3/1/2024 - 3/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
12	03/31/2024	3252	Lifetime Benefit Solutions	123	1,289.66
31801	03/06/2024	3455	**VOID** HAROLD IVES		-546.84
31807	03/01/2024	188	DCMO BOCES	381	187,854.65
31808	03/01/2024	248	DOUG EXLEY	119	349.40
31809	03/01/2024	560	PASCO INC.	454	667.50
31810	03/01/2024	1975	RIFANBURG LAWN & LANDSCAPE	431	4,350.00
31811	03/01/2024	835	GRAINGER	275	690.94
31812	03/04/2024	1834	Gillee's Auto Truck & Marine	253	262.40
31813	03/04/2024	3218	FINGER LAKES/CASTLE	425	380.70
31814	03/04/2024	40	AMREX CHEMICAL CO., INC.	271	561.25
31815	03/04/2024	58	B R JOHNSON INC.	492	894.21
31816	03/05/2024	1031	HAYES GARAGE DOOR SERVICE	524	16,000.00
31817	03/06/2024	1899	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	124	2,500.00
31818	03/06/2024	3251	BUELL FUELS LLC	136	711.10
31819	03/07/2024	3380	CREATIVE ELECTRONICS LLC	515	1,722.00
31820	03/07/2024	188	DCMO BOCES	347	2,881.91
31821	03/07/2024	2635	Excellus Health Plan - Group	121	13,035.71
31822	03/07/2024	752	THE DAILY STAR	324	604.10
31823	03/07/2024	243	THE EVENING SUN		390.00
31824	03/07/2024	3717	ST JOSEPH'S ADDICTION TREATMENT & RECOVERY CENTER		1,760.00
31825	03/07/2024	1544	Dept. of State		15.00
31826	03/08/2024	3604	FERRARA FIORENZA PC	122	816.41
31827	03/08/2024	1809	LOWE'S	*See Detail Report	166.63
31828	03/08/2024	3249	WASTE RECOVERY ENTERPRISES. LLC	259	450.00
31829	03/08/2024	1783	WILLIAMS TIRE & AUTO INC	270	108.54
31830	03/11/2024	54	AT & T	262	91.58
31831	03/11/2024	607	PUTNAM PEST CONTROL INC	264	60.00
31832	03/11/2024	3700	HILLCREST EDUCATIONAL CENTERS	439	11,751.92
31833	03/12/2024	3624	ABBEY BEAVER		105.20
31834	03/12/2024	3563	CARS TOWING	542	1,125.00
31835	03/12/2024	3718	COUNTRY CLUB CHEVROLET	546	120.56
31836	03/12/2024	3206	SHERBURNE PAGEANT OF BANDS	547	295.00
31837	03/13/2024	3501	CASTLE SOFTWARE, INC	541	1,989.00
31838	03/13/2024	2289	ROCHESTER 100 INC	540	290.00
31839	03/13/2024	3477	ARCARDIS ARCHITECTS		2,400.00
31840	03/13/2024	3719	JH STRATEGIC SOLUTIONS		5,000.00
31841	03/14/2024	188	DCMO BOCES		432.31
31842	03/18/2024	30	AMAZON.COM	274	49.92
31843	03/18/2024	3251	BUELL FUELS LLC	136	3,894.77
31844	03/18/2024	3244	CASEBP	117	121,504.00
31845	03/19/2024	3251	BUELL FUELS LLC	136	244.74
31846	03/19/2024	407	MATTHEWS BUSES INC	254	287.67
31847	03/19/2024	3518	MATTHEWS CHEVROLET	*See Detail Report	1,882.30
31848	03/19/2024	547	OTSEGO ELECTRIC COOP.	261	7,487.60
31849	03/21/2024	2109	MICROBAC LABORATORIES, INC	258	344.85

Gilbertsville-Mt. Upton CSD

Check Warrant Report For A - 19: MARCH 2024 Cash Disbursement For Dates 3/1/2024 - 3/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
31850	03/21/2024	765	THE WATER BOTTLE	263	14.00
31851	03/22/2024	3251	BUELL FUELS LLC	445	17,836.20
31852	03/22/2024	488	NYAPT	549	99.00
31853	03/22/2024	2422	PIONEER MANUFACTURING CO	548	790.00
31854	03/22/2024	659	SANICO INC.	257	526.20
31855	03/27/2024	2629	BROWN & BROWN OF GARDEN CITY INC	116	13,112.32
31856	03/27/2024	272	FRONTIER COMMUNICATIONS	255	878.63
31857	03/27/2024	318	HILL & MARKES INC.	545	1,310.00
31858	03/27/2024	898	NYSSMA	553	160.00

Number of Transactions: 54

Warrant Total: 431,777.04

Vendor Portion: 431,777.04

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

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 54 in number, in the total amount of \$431,777.04. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

4/3/2024  
Date

Brianne Simon  
Signature

Deputy Treasurer  
Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$431,777.04. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

4-9-24  
Date

[Signature]  
Auditor's Signature

Internal Claims Auditor  
Title

CLAIMS AUDIT REPORT

MARCH, 2024

Date	Payee	Check #	Issue	resolution
3-5	Gillee's Auto	31812	Typo in the Invoice	fixed
3-14	Evening Sun	31823	Different Address	New envelope
	AT&T	31830	Question about credit	From previous payment
	Rochester 100	31838	Type with invoice #	fixed
3-21	None			
3-25	None			
3-28	None			

Gilbertsville-Mt. Upton CSD

Check Warrant Report For C - 9: MARCH 2024 Cash Disbursement For Dates 3/1/2024 - 3/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
32753	03/01/2024	188	DCMO BOCES	382	296.99
32754	03/04/2024	2062	BIMBO BAKERIES USA	310	361.92
32755	03/04/2024	2907	Carlo Masi and Sons Inc.	311	787.95
32756	03/04/2024	280	GINSBERG'S FOODS	313	6,199.14
32757	03/04/2024	3068	HERSHEY'S CREAMERY CO	314	214.08
32758	03/04/2024	318	HILL & MARKES INC.	315	500.15
32759	03/04/2024	3067	INSTANT WHIP-EASTERN NY INC	316	1,883.01
32760	03/18/2024	2073	SUSAN SEBECK		975.22
32761	03/19/2024	2073	SUSAN SEBECK		270.84

Number of Transactions: 9

Warrant Total: 11,489.30  
Vendor Portion: 11,489.30

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 9 in number, in the total amount of \$11,489.30. 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.

3/28/2024 Date      Brianne Jimenez Signature      Deputy Treasurer Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$11,489.30. 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.

3-28 Date      JR Cook Auditor's Signature      Internal Claims Auditor Title

**Gilbertsville-Mt. Upton CSD**



Check Warrant Report For F - 9: MARCH 2024 Cash Disbursement For Dates 3/1/2024 - 3/31/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40688	03/01/2024	3695	UPSTATE SECURITY CONSULTANTS	361	6,500.00
40689	03/06/2024	3476	AMY FAVINGER		60.02
40690	03/18/2024	30	AMAZON.COM	533	343.26
<b>Number of Transactions: 3</b>					<b>Warrant Total: 6,903.28</b>
					<b>Vendor Portion: 6,903.28</b>

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have verified the above claims, 3 in number, in the total amount of \$ 6,903.28. 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.

3/28/2024                      Brianne Simons                      Deputy Treasurer  
 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 \$ 6,903.28. 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.

3-28                                      Tha Cook                                      Internal Claims Auditor  
 Date                                      Auditor's Signature                                      Title

Gilbertsville-Mt. Upton CSD



Check Warrant Report For H - 8: MARCH 2024 Cash Disbursement For Dates 3/1/2024 - 3/31/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40676	03/05/2024	2858	C&S ENGINEERS INC	298	6,546.30
40677	03/07/2024	971	FISCAL ADVISORS & MARKETING INC		2,714.00
40678	03/18/2024	3477	ARCARDIS ARCHITECTS	299	4,906.02
<b>Number of Transactions: 3</b>					<b>Warrant Total: 14,166.32</b>
					<b>Vendor Portion: 14,166.32</b>

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 3 in number, in the total amount of \$ 14,166.32. 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.

3/28/2024  
Date

Brianne Simak  
Signature

Deputy Treasurer  
Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 14,166.32. 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.

3-28  
Date

JM Cook  
Auditor's Signature

Internal Claims Auditor  
Title



Gilbertsville-Mt. Upton CSD



Check Warrant Report For TA - 16: MARCH 2024 Cash Disbursement For Dates 3/1/2024 - 3/31/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount	
24021	03/13/2024	3202	REGIONAL FOOD BANK OF NORTHEASTERN NY		2,404.21	
Number of Transactions: 1					Warrant Total:	2,404.21
					Vendor Portion:	2,404.21

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 \$ 2,404.21. 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.

3/28/2024                      Brianne Smith                      Deputy Treasurer  
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 \$ 2,404.21. 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.

3-28                                      TR Call                                      Internal Claims Auditor  
Date                                              Auditor's Signature                                              Title

Property Tax Report Card  
470202 - GILBERTSVILLE-MOUNT

2023-2024 - Page 1  
Official - as of 04/16/2024 02:13 PM

\*\*\*\*Please use Chrome or Firefox browsers when entering the Business Portal to complete the PTRC. Internet Explorer is NOT recommended.\*\*\*\*

Note: Some data elements of the Property Tax Report Card have been revised or renamed to more closely follow the Property Tax Cap calculations districts complete on the Office of the State Comptroller website. Please see the Help text above for definitions. Additional guidance on the Property Tax Levy Limit is available on the Office of Educational Management Services website: <http://www.p12.nysed.gov/mgtserv/propertytax/taxcap/>.

Please also submit an electronic version (PDF or Word) of your school district's 2024-25 Budget Notice to: emscmgts@nysed.gov. This will enable us to help correct any formula or data entry discrepancy quickly.

Notice: The Enacted Budget allows school districts to establish a reserve fund for NYS Teachers' Retirement System Contributions, effective immediately. This reserve, if applicable, should be reported in the Schedule of Reserves under 'Other Reserve' and with a description that says: "To fund employer retirement contributions to the New York State Teachers' Retirement System (TRS.)"

Form Due - April 29, 2024

Form Preparer Name:  
Preparer's Telephone Number:

DOROTHY IANNELLO  
607-783-2207

<u>Shaded Fields Will Calculate</u>	Budgeted 2023-24 (A)	Proposed Budget 2024-25 (B)	Percent Change (C)
Total Budgeted Amount, not including Separate Propositions	11,050,000	11,385,000	3.03 %
A. Proposed Tax Levy to Support the Total Budgeted Amount <sup>1</sup>	2,700,200	2,767,825	
B. Tax Levy to Support Library Debt, if Applicable	0	0	
C. Tax Levy for Non-Excludable Propositions, if Applicable <sup>2</sup>	0	0	
D. Total Tax Cap Reserve Amount Used to Reduce Current Year Levy, if Applicable	0	0	
E. Total Proposed School Year Tax Levy (A+B+C-D)	2,700,200	2,767,825	2.50 %
F. Permissible Exclusions to the School Tax Levy Limit	0	1,399	
G. School Tax Levy Limit, <u>Excluding</u> Levy for Permissible Exclusions <sup>3</sup>	2,730,933	2,790,170	
H. Total Proposed Tax Levy for School Purposes, <u>Excluding</u> Permissible Exclusions and Levy for Library Debt, Plus Prior Year Tax Cap Reserve (E-B-F+D)	2,700,200	2,766,426	
I. Difference: (G-H);(negative value requires 60.0% voter approval) <sup>2</sup>	30,733	23,744	
Public School Enrollment	330	340	3.03 %
Consumer Price Index			4.12 %

<sup>1</sup> Include any prior year reserve for excess tax levy, including interest.

<sup>2</sup> Tax levy associated with educational or transportation services propositions are not eligible for exclusion under the School Tax Levy Limit and may affect voter approval requirements.

<sup>3</sup> For 2024-25, includes any carryover from 2023-24 and excludes any tax levy for library debt or prior year reserve for excess tax levy, including interest.

	Actual 2023-24 (D)	Estimated 2024-25 (E)
Adjusted Restricted Fund Balance	3,511,070	3,947,070
Assigned Appropriated Fund Balance	361,768	508,430
Adjusted Unrestricted Fund Balance	801,585	518,923
Adjusted Unrestricted Fund Balance as a Percent of the Total Budget	7.25 %	4.56 %

**Schedule of Reserve Funds**

Reserve Type	Reserve Name	Reserve Description *	3/31/24 Actual Balance	6/30/24 Estimated Ending Balance	Intended Use of the Reserve in the 2024-25 School Year (Limit 200 Characters)**
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**Note: Be sure to click on the Save button at the bottom after each additional Reserve you add under Capital, Property Loss, Liability, or Other Reserve.**

Capital	FACILITIES	For the cost of any object or purpose for which bonds may be issued.	270,076	656,076	Projected transfer to Capital Fund for future Capital Projects.
Capital	TRANSPORTATION	For the cost of any object or purpose for which bonds may be issued.	1,016,125	1,401,221	Projected transfer to Capital Fund for future bus purchases in the future
Repair		For the cost of repairs to capital improvements or equipment.	0	0	
Workers Compensation		For self-insured Workers Compensation and benefits.			
Unemployment Insurance	UNEMPLOYMENT	For reimbursement to the State Unemployment Insurance Fund.	235,421	238,353	No intended use for 24-25.
Reserve for Tax Reduction		For the gradual use of the proceeds of the sale of school district real property.			
Mandatory Reserve for Debt Service	DEBT RESERVE	For proceeds from the sale of district capital assets or improvement, restricted to debt service.	259,870	265,000	To offset debt service payments for BOND or BANS. No intended use for 2024-25.

Insurance		For liability, casualty, and other types of uninsured losses.	<input type="text"/>	<input type="text"/>	
Property Loss + (add)		To cover property loss.	<input type="text"/>	<input type="text"/>	
Liability + (add)	LIABILITY	To cover incurred liability claims.	225,739	227,043	To offset expenses for any legal claims. No intended use for 24-25.
Tax Certiorari		For tax certiorari settlements.	<input type="text"/>	<input type="text"/>	
Reserve for Insurance Recoveries		For unexpended proceeds of insurance recoveries at fiscal year end.	<input type="text"/>	<input type="text"/>	
Employee Benefit Accrued Liability	EBALR	For accrued 'employee benefits' due to employees upon termination of service.	681,572	689,798	A retirement incentive will be paid in 23-24. No intended use for 2024-25.
Retirement Contribution	EMPLOYEE	For employer retirement contributions to the State and Local Employees' Retirement System.	485,980	475,980	To fund employee portion of ERS retirement. Will be appropriating \$75,000 for 24-25 to offset employer share of ERS.
Reserve for Uncollected Taxes		For unpaid taxes due certain city school districts not reimbursed by their city/county until the following fiscal year.	<input type="text"/>	<input type="text"/>	
Single Other Reserve	TEACHERS'	For employer share of Teachers' Retirement	258,599	258,599	To fund employer portion of TRS retirement. Will be appropriating \$75,000 for 2024-25 to offset employee share of TRS.

\* **[NYSED Reserve Guidance: http://www.p12.nysed.gov/mgtserv/accounting/docs/reserve\\_funds.pdf](http://www.p12.nysed.gov/mgtserv/accounting/docs/reserve_funds.pdf)**

**[OSC Reserve Guidance: http://osc.state.ny.us/localgov/pubs/listacctg.htm#reservefunds](http://osc.state.ny.us/localgov/pubs/listacctg.htm#reservefunds)**

**\*\*Provide a brief, but specific, statement of the planned use and appropriation for the reserve in SY 2024-25. Mention any capital expenditures that will need to be voted upon in the upcoming Budget Vote.**

Save	Reset	Save & Ready
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TO: Superintendents *Ginger Rinaldo*  
FROM: Ginger Rinaldo  
Assistant Superintendent for Instructional Services  
DATE: March 18, 2024  
RE: Unit Cost Methodology – 2024-2025 BOCES Services

You should have recently received a copy of the Delaware-Chenango-Madison-Otsego BOCES Services Guide for 2024-2025 (electronic copy is also attached, for your reference); for each service listed, you will note a section entitled "Unit Cost". This section describes the Unit Cost Methodology for prorating the cost of this service.

The Unit Cost Methodology must be approved on an annual basis by at least three-quarters of the participating component districts, after consultation by local school officials with their respective Boards. Therefore, please consult with your local Board of Education regarding the proposed methodology and return this document to my attention no later than **Friday, April 12<sup>th</sup>, 2024**.

If you, or your Board, have any questions, please feel free to contact me at your convenience.

District Name: \_\_\_\_\_

After consultation with the Board of Education, the \_\_\_\_\_  
Central School District hereby approves the 2024-2025 Unit Cost Methodology  
for DCMO BOCES Shared Services, as indicated in the DCMO BOCES Services  
Guides for each shared service:


- YES
- YES, but with the following exceptions:

\_\_\_\_\_  
\_\_\_\_\_

- NO

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

DATE: April 3, 2024  
TO: Board of Education  
c: Annette Hammond, Alan Digsby, Harold Ives, Russell Card, Brianne Simonds  
FROM: Dort Iannello   
SUBJECT: Fuel Bids for 2024-25

The Fuel Bid Award Analysis was received from BOCES Cooperative Purchasing Agent, Beth Heinlein on April 2, 2024 (see attached). I recommend to award these bids as follows:

**Buell Fuel – Fixed Pricing**

- Ultra Low Sulfur Diesel Fuel = \$2.8155/gallon
- Blended Fuel (30/70) = \$2.9758/gallon
- Blended Fuel (10/90) = \$2.8689/gallon
- #2 Fuel Oil = \$2.7105/gallon
  
- Unleaded Gas – Market \$2.6475 (on 3/19/2024) plus Escalator Rate = \$ .1175/gallon
- Kerosene, Market \$3.599 (on 3/19/2024) plus Escalator Rate of .1325/gallon

**Center State**

- Propane Bid – Fixed Price = \$1.5949/gallon

Please let me know if you have any questions.

Thanks.

Attachment

Fuel Bid 2024-010 for 2024-2025						
	Lot #	Ultra Low Sulfur Diesel	Vendor Name	Vendor Name	Vendor Name	
<i>Tank Wagon</i>			Vendor	Mirabito	Buell Fuel	Reinhardt
			Zone/Region	Region 1	REGION 2	REGION 1
			<b>Fluctuating Pricing</b>			
	4A	Fluctuating Price - Tank Wagon Delivery - Price for 3/19/2024		\$0.3500	\$0.1399	\$0.2500
		Escalator Rate per Gallon for Tank Wagon Delivery		<b>\$3.2700</b>	<b>\$3.0599</b>	<b>\$3.1700</b>
	4B	Fluctuating Price - Motor Transport Delivery - Price for 3/19/2024		\$0.0895	\$0.0399	\$0.0400
		Escalator Rate per Gallon for Motor Transport Delivery		<b>\$3.0095</b>	<b>\$2.9599</b>	<b>\$2.9600</b>
	4C	Actual Cost, OPIS Oil Price Daily Report, Albany, for March 19, 2024		\$2.9200	\$2.9200	\$2.9200
			<b>Fixed Pricing</b>			
	4D	Fixed Net Price - Tank Wagon Delivery		\$3.2442	\$2.8155	NB
	4E	Fixed Net Price - Motor Transport Delivery		\$2.8792	\$2.7325	NB
			<b>Fixed Pricing - Blended Fuel</b>			
	4F	Fixed Net Pricing - Blended 30% - 70% - Tank Wagon		\$3.4283	\$2.9758	NB
	4G	Fixed Net Pricing - Blended 30% - 70% - Motor Transport		\$3.0678	\$2.8997	NB
	4H	Fixed Net Pricing - Blended 50% - 50% - Tank Wagon		\$3.5510	\$3.0828	NB
	4I	Fixed Net Pricing - Blended 50% - 50% - Motor Transport		\$3.1935	\$3.0113	NB
	4J	Fixed Net Pricing - Blended 60% - 40% - Tank Wagon		\$3.4897	\$3.0293	NB
	4K	Fixed Net Pricing - Blended 10% - 90% - Tank Wagon		\$3.3056	\$2.8689	NB
	4L	Fixed Net Pricing - Blended 20% - 80% - Motor Transport		\$3.0049	\$2.8440	NB
	4M	Cold Flow Additive - Price Per Gallon		\$0.0350	NB	NB

		Fuel Bid 2024-010 for 2024-2025					
<i>Motor Transport</i>	Lot #	#2 Fuel Oil - ULS		VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME
			Vendor	Mirabito	Buell Fuel	Reinhardt	Corp.
			Zone/Region	Region 1	REGION 2	REGION 1	1
		<b>Fluctuating Pricing</b>					
	3A	Fluctuating Price - Tank Wagon Delivery - Price for 3/19/2024		\$0.4500	\$0.1429	\$0.2500	NB
		Escalator Rate per Gallon for Tank Wagon Delivery		\$3.3108	\$3.0037	\$3.1108	#####
	3B	Fluctuating Price - Motor Transport Delivery - Price for 3/19/2024		\$0.0895	\$0.0349	\$0.0400	NB
		Escalator Rate per Gallon for Motor Transport Delivery		\$2.9503	\$2.8957	\$2.9008	#####
	3C	Actual Cost, OPIS Oil Price Daily Report, Albany, for March 19, 2024		\$2.8608	\$2.8608	\$2.8608	NB
		<b>Fixed Pricing</b>					
	3D	Fixed Net Price - Tank Wagon Delivery		\$3.4150	\$2.8125	NB	\$2.9800
	3E	Fixed Net Price - Motor Transport Delivery		\$3.1900	\$2.7105	NB	\$2.7800
		<b>Fixed Price - Blended Fuel</b>					
	3F	Fixed Net Pricing - Blended 30% - 70% - Tank Wagon		\$3.5478	\$2.9737	NB	NB
	3G	Fixed Net Pricing - Blended 30% - 70% - Motor Transport		\$3.2853	\$2.8843	NB	NB
	3H	Fixed Net Pricing - Blended 50% - 50% - Tank Wagon		\$3.6364	\$3.0813	NB	NB
	3I	Fixed Net Pricing - Blended 50% - 50% - Motor Transport		\$3.3489	\$3.0003	NB	NB
<b>y</b>	<b>Good Faith</b>	<b>Total Est.</b>	<b>Place an X next to the Member below that you will Service</b>	<b>Check Below</b>	<b>Check Below</b>	<b>Check Below</b>	<b>Check Below</b>
MT	33,000	34,500	Gilbertsville-Mt. Upton CSD	X	X	X	X



Fuel Bid 2024-010 for 2024-2025					
		Lot #	Unleaded Gas 87 Octane	VENDOR NAME	VENDOR NAME
				Vendor	Mirabito Buell Fuel
				Zone/Region	Region 1 REGION 2
<b>Fluctuating Pricing</b>					
		2A	Fluctuating Price - Tank Wagon Delivery - Price for 3/19/2024	\$0.3500	\$0.1175
			Escalator Rate per Gallon for Tank Wagon Delivery	\$2.8800	\$2.6475
		2B	Fluctuating Price - Motor Transport Delivery - Price for 3/19/2024	\$0.1212	\$0.0384
			Escalator Rate per Gallon for Motor Transport Delivery	\$2.6512	\$2.5684
		2C	Actual Cost, OPIS Oil Price Daily Report, Albany, for March 19, 2024	\$2.5300	\$2.5300
<b>Fixed Pricing</b>					
		2D	Fixed Net Price - Tank Wagon Delivery	nb	NB
		2E	Fixed Net Price - Motor Transport Delivery	NB	NB
<b>Key Card</b>					
		2F	Key Card Pricing - at Pump, per Gallon Price for 3/19/2024	\$0.4500	NB
			Escalator Rate per Gallon (2F + 2C = Esc. Rate)	\$2.9800	#VALUE!
		2G	Key Card Pricing - Fixed Price per Gallon	NB	NB
<b>Delivery Method</b>	<b>Good Faith</b>	<b>Total Est.</b>	<b>Place an X next to the Member below that you will Service</b>	<b>Check Below</b>	<b>Check Below</b>
TW	8,000	8,500	Gilbertsville-Mt. Upton CSD	X	X

		Fuel Bid 2024-010 for 2024-2025			
		Lot #	Kerosene	Vendor Name	Vendor Name
				Vendor	Mirabito Buell Fuel
				Zone/Region	Region 1 REGION2
			Fluctuating Pricing		
		1A	Fluctuating Price - Tank Wagon Delivery - Price for 3/19/2024	\$0.3500	\$0.1325
			Escalator Rate per Gallon for Tank Wagon Delivery	\$3.8174	\$3.5999
		1B	Fluctuating Price - Motor Transport Delivery - Price for 3/19/2024	\$0.0985	\$0.0395
			Escalator Rate per Gallon for Motor Transport Delivery	\$3.5659	\$3.5069
		1C	Actual Cost, OPIS Oil Price Daily Report, Albany, for March 19, 2024	\$3.4674	\$3.4674
			Fixed Pricing		
		1D	Fixed Net Price - Tank Wagon Delivery	\$3.8579	\$3.3500
		1E	Fixed Net Price - Motor Transport Delivery	\$3.5079	\$3.2900
Delivery Method	Good Faith	Total Est.	Place an X next to the Member below that you will Service	Check Below	Check Below
	AS NEEDED		Gilbertsville-Mt. Upton CSD	X	X

Fuel Bid 2024-010 for 2024-2025					
			Vendor Name	Vendor Name	
		Lot #	Propane Gas - LP		
<i>tank</i>				Vendor Mirabito	CENTER STATE
				Zone/Region Region 1	REGION 2
Fluctuating Price					
		5A	Fluctuating Price - Tank Wagon Delivery - Price for 3/19/2024	\$0.7500	\$0.4750
			Escalator Rate per Gallon for Tank Wagon Delivery	\$1.8557	\$1.5845
		5B	Fluctuating Price - Motor Transport Delivery - Price for 3/19/2024	NB	\$0.0795
			Escalator Rate per Gallon for Motor Transport Delivery	#VALUE!	\$1.1890
		5C	Actual Cost, BPN Sel Kirk Average - March 19, 2024	\$1.1057	\$1.1095
Fixed Pricing					
		5D	Fixed Net Price - Tank Wagon Delivery	\$1.7900	\$1.5949
		5E	Fixed Net Price - Motor Transport Delivery	NB	\$1.2385
<b>Delivery Method</b>	<b>Good Faith</b>	<b>Total Est.</b>	<b>Place an X next to the Member below that you will service to.</b>	<b>Check Below</b>	<b>Check Below</b>
TW	1,850	2,050	Gilbertsville-Mt. Upton CSD	X	X

**RESOLUTION OF BOARD OF EDUCATION**

**COOPERATIVE PURCHASING  
SCHOOL YEAR 2024-2025**

**WHEREAS,**

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

**WHEREAS,**

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

**WHEREAS,**

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

**BE IT RESOLVED,**

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

**BE IT FURTHER RESOLVED,**

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

**BE IT FURTHER RESOLVED,**

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

**CERTIFICATION OF DISTRICT CLERK**

I, \_\_\_\_\_, District Clerk of the

\_\_\_\_\_ Central School Board of  
Education, hereby certifies that the above resolution was adopted by the required  
majority vote of the Board of Education at its meeting held on \_\_\_\_\_.

\_\_\_\_\_  
Signature of District Clerk

\_\_\_\_\_  
Date

**RESOLUTION OF BOARD OF EDUCATION**

**GENERIC**  
**SCHOOL YEAR 2024-2025**

**WHEREAS,**

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

**WHEREAS,**

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

**WHEREAS,**

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

**BE IT RESOLVED,**

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

**BE IT FURTHER RESOLVED,**

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

**BE IT FURTHER RESOLVED,**

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

**CERTIFICATION OF DISTRICT CLERK**

I, \_\_\_\_\_, District Clerk of the

\_\_\_\_\_ Central School Board of  
Education, hereby certifies that the above resolution was adopted by the required  
majority vote of the Board of Education at its meeting held on \_\_\_\_\_.

\_\_\_\_\_  
Signature of District Clerk

\_\_\_\_\_  
Date

**RESOLUTION OF BOARD OF EDUCATION**

**FOOD and CAFETERIA SUPPLIES**  
**SCHOOL YEAR 2024-2025**

**WHEREAS,**

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

**WHEREAS,**

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

**WHEREAS,**

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

**BE IT RESOLVED,**

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

**BE IT FURTHER RESOLVED,**

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

**BE IT FURTHER RESOLVED,**

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

**CERTIFICATION OF DISTRICT CLERK**

I, \_\_\_\_\_, District Clerk of the  
\_\_\_\_\_ Central School Board of  
Education, hereby certifies that the above resolution was adopted by the required  
majority vote of the Board of Education at its meeting held on \_\_\_\_\_.

\_\_\_\_\_  
Signature of District Clerk

\_\_\_\_\_  
Date

## BACKPACK PROGRAM DONATIONS

<b>DONATOR</b>	<b>AMOUNT</b>	<b>CASH/CHECK</b>	<b>RECEIVED</b>
Morris Rotary Club	\$550.00	Check	3/15/24
Linda Gover	\$100.00	Check	3/20/24
Norton's Gas, Inc.	\$100.00	Check	3/20/24
Gilbertsville Baptist Church	\$200.00	Check	3/25/24
Presbyterian Church-Jr. High	\$100.00	Check	3/27/24
Huff	\$200.00	Check	3/28/24
Nancy Callahan	\$200.00	Check	4/3/24
NYCM Foundation	\$1,000.00	Check	4/9/24
<b>TOTAL DONATIONS RECEIVED</b>	<b>\$2,450.00</b>		

**Gilbertsville-Mount Upton Board of Education**

**Regular Meeting**

**Tuesday, April 16, 2024**

**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:

**Substitutes (encl P1)**

To appoint Alivia Bell as PK-12 **non-certified** substitute teacher and substitute aide for the 2023-2024 school year, effective April 17, 2024.

**Elementary Teacher Tenure Appointment (encl P2)**

RESOLVED, that the Board of Education of the Gilbertsville-Mount Upton CSD, pursuant to Education Law and Part 30.3 of the Rules of the Board of Regents and upon the recommendation of the Superintendent of Schools, hereby appoints Kimberly Hromada tenure to the position of Elementary Teacher tenure area. The board hereby makes this appointment effective 01 September 2024.

**Elementary Teacher Tenure Appointment (encl P3)**

RESOLVED, that the Board of Education of the Gilbertsville-Mount Upton CSD, pursuant to Education Law and Part 30.3 of the Rules of the Board of Regents and upon the recommendation of the Superintendent of Schools, hereby appoints Danielle Umbra tenure to the position of Elementary Teacher tenure area. The board hereby makes this appointment effective 01 September 2024.

**Elementary Teacher Tenure Appointment (encl P4)**

RESOLVED, that the Board of Education of the Gilbertsville-Mount Upton CSD, pursuant to Education Law and Part 30.3 of the Rules of the Board of Regents and upon the recommendation of the Superintendent of Schools, hereby appoints Linda Dickey tenure to the position of Elementary Teacher tenure area. The board hereby makes this appointment effective 01 September 2024.

**Prek-12 Principal Tenure Appointment (encl P5)**

RESOLVED, that the Board of Education of the Gilbertsville-Mount Upton CSD, pursuant to Education Law and Part 30.3 of the Rules of the Board of Regents and upon the recommendation of the Superintendent of Schools, hereby appoints Heather Wilcox tenure to the position of Prek-12 Principal tenure area. The board hereby makes this appointment effective 01 September 2024.

**Resignations (encl P6)**

To accept the resignation of Lauren Roberts as school counselor, effective June 28, 2024.

To accept the resignation of Tracy Kokell-Dudley as mathematics teacher, effective June 30, 2024.





"It's the Quality of Journey that counts"

# Gilbertsville-Mount Upton Central School District

Main Office

March 27, 2024

**Annette D. Hammond**  
Superintendent

To: Annette Hammond, Superintendent

CC: Board of Education

**Heather Wilcox**  
Principal

From: Heather Wilcox

Re: Substitutes

**Kristy Carey**  
Main Office  
Administrative Assistant  
Registrar

I am recommending that the following candidate be approved as a substitute for our district with an effective date of **4/17/2024**.

**Deb Ostrander**  
Front Desk Clerk

PK-12 Non-certified Teacher Substitute & Aide Substitute

Alivia Bell

**Issy Clapp**  
Student Support Services  
Administrative Assistant

Please let me know if you have any questions.

Sincerely,

**Lisa Ruland**  
School Counselor

**Lauren Roberts**  
School Counselor



"It's the Quality of Journey that counts"

# Gilbertsville-Mount Upton Central School District

Main Office

April 1, 2024

**Annette D. Hammond**  
Superintendent

**Heather Wilcox**  
Principal

**Kristy Carey**  
Main Office  
Administrative Assistant  
Registrar

**Deb Ostrander**  
Front Desk Clerk

**Issy Clapp**  
Student Support Services  
Administrative Assistant

**Lisa Ruland**  
School Counselor

**Lauren Roberts**  
School Counselor

To: Annette Hammond, Superintendent  
CC: Board of Education  
From: Heather Wilcox  
Re: Tenure appointment recommendation

Upon completion of her probationary period, I am recommending that Ms. Kimberly Hromada be granted tenure as an elementary general education teacher with an effective date of September 1, 2024. She was previously tenured at Afton CSD and holds dual certification in Elementary Education (Birth-6) and School District Administrator.

Throughout her tenure probationary period, Kimberly has displayed her passion for learning and teaching. Inside the classroom, she has individualized her instruction so that each and every student feels valued, accepted, and successful. Furthermore, she has volunteered her expertise on our MTSS Leadership committee and helped to develop and sustain interventions for struggling students. Kimberly has also embraced this methodology outside of the classroom by advising a chapter of Girls on the Run so female students could develop self-respect and feel empowered.

I recommend tenure for Ms. Kimberly Hromada as a general education teacher. She is a natural leader and a great addition to our school community. I am confident that Kimberly will continue to embrace the attitude, teaching skills, and potential needed to remain a successful teacher here at GMU. Please let me know if you have any questions.

Sincerely,

Heather Wilcox  
Principal



"It's the Quality of Journey that counts"

# Gilbertsville-Mount Upton Central School District

Main Office

April 1, 2024

**Annette D. Hammond**  
Superintendent

**Heather Wilcox**  
Principal

**Kristy Carey**  
Main Office  
Administrative Assistant  
Registrar

**Deb Ostrander**  
Front Desk Clerk

**Issy Clapp**  
Student Support Services  
Administrative Assistant

**Lisa Ruland**  
School Counselor

**Lauren Roberts**  
School Counselor

To: Annette Hammond, Superintendent  
CC: Board of Education  
From: Heather Wilcox  
Re: Tenure appointment recommendation

Upon completion of her probationary period, I am recommending that Mrs. Danielle Umbra be granted tenure as an elementary general education teacher with an effective date of September 1, 2024. She was previously tenured at Afton CSD and holds NYS teacher certification in Elementary Education: PreK-6 (Common Branch Subjects).

Throughout her tenure probationary period, Danielle's educational philosophies have continued to align with ours here at GMU. Cultivating positive relationships and building a rapport with students and parents are the cornerstones of her teaching style. She has collaborated with her grade level peer to invite parents into the classroom in support of our open door policy to connect families. Additionally, she consistently emphasized the importance of positive reinforcement for behavioral and academic needs. Her experiences have attuned her to the vitality of the social-emotional well-being of her students, as well as the connections between their learning, interests and strengths.

Not only does Danielle care about her students and families associated with her classroom, but she also has taken on the role as the Director of the Healthy Kids Program here at GMU. She has supported multiple families to obtain daycare subsidy so their child can participate in this program.

I recommend tenure for Mrs. Danielle Umbra as a general education teacher. She is a strong advocate for students and their families and is a great addition to our school community. I am confident that Danielle will continue to embrace the attitude, teaching skills, and potential needed to remain a successful teacher here at GMU. Please let me know if you have any questions.

Sincerely,

Heather Wilcox  
Principal



"It's the Quality of Journey that counts"

# Gilbertsville-Mount Upton Central School District

Main Office

April 1, 2024

**Annette D. Hammond**  
Superintendent

**Heather Wilcox**  
Principal

**Kristy Carey**  
Main Office  
Administrative Assistant  
Registrar

**Deb Ostrander**  
Front Desk Clerk

**Issy Clapp**  
Student Support Services  
Administrative Assistant

**Lisa Ruland**  
School Counselor

**Lauren Roberts**  
School Counselor

To: Annette Hammond, Superintendent  
CC: Board of Education  
From: Heather Wilcox  
Re: Tenure appointment recommendation

Upon completion of her probationary period, I am recommending that Mrs. Linda Dickey be granted tenure as an elementary general education teacher with an effective date of September 1, 2024. She was previously tenured at Sherburne Earlville Central School and holds dual certification in Early Childhood Education (Birth-2) and Childhood Education (1-6).

Throughout her tenure probationary period, Linda has proven her value as an educator. Linda has concentrated on building a classroom atmosphere that is inclusive and nurturing of all students. She uses data to inform her instruction and creates lesson plans that meet the individual needs of students. She makes collaboration and communication a priority in her classroom and enjoys bridging relationships with families.

I recommend tenure for Mrs. Linda Dickey as a general education teacher. I am confident that Linda will continue to embrace the attitude, teaching skills, and potential needed to remain a successful teacher here at GMU. Please let me know if you have any questions.

Sincerely,

Heather Wilcox  
Principal



"It's the *Quality* of Journey that counts"

# Gilbertsville-Mount Upton Central School District

Office of the Superintendent

**Annette D. Hammond**  
Superintendent

**Donna Dean**  
District Clerk/  
Administrative Assistant  
to the Superintendent

**Heather Wilcox**  
Principal

**Kevin Walsh**  
Assistant Principal

**Dorothy Iannello**  
District Treasurer

**Harold Ives**  
Transportation Supervisor

**Alan Digsby**  
Buildings and Grounds  
Supervisor

**Susan Sebeck**  
Food Service Manager

**Eric Voorhees**  
Technology Director/  
CIO

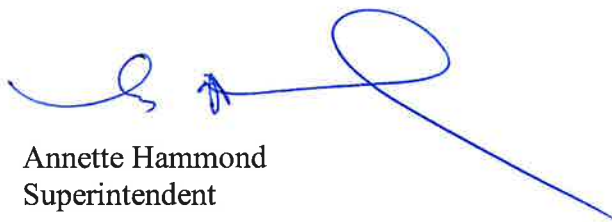
April 10, 2024

Dear GMU Board of Education,

Mrs. Heather Wilcox has been a dedicated employee for almost 12 years. She began her career at GMU as a school counselor. Heather then moved into the Dean of Students position as she completed her administrative coursework when she was appointed as our school Principal. In all her roles, Heather worked to get to know her students and their needs as quickly as possible. She is highly motivated, self-driven, and connected to our community. She has become a respected Principal in our DCMO BOCES and has many colleagues reach out to gain her perspective on things.

It is most typical to find that Heather is here at school before any teachers arrive and she is often the last to leave, making sure she gets her daily tasks done. Heather has been open to constructive feedback and has put into action all that she has learned. She is a task master, and makes things happen! It is without hesitation that I recommend Mrs. Heather Wilcox for Tenure as a PK-12 Principal here at GMU.

Sincerely,



Annette Hammond  
Superintendent

**Gilbertsville-Mount Upton Board of Education  
Regular Meeting  
Tuesday, April 16, 2024**

**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:

**District Instructional Calendar (encl N1)**

To approve the proposed instructional calendar for the 2024-2025 school year.

**Agreement between G-MU and Chenango County Department of Health Pre-School Special Education Program (encl N2)**

To approve the amended agreement between Gilbertsville-Mount Upton Central School District and Chenango County Department of Health for Pre-School Special Education Service Providers.

**BOCES Budget (encl N3)**

RESOLVED, that the Gilbertsville-Mount Upton Board of Education does hereby approve the proposed Delaware-Chenango-Madison-Otsego BOCES Administrative Budgets for the 2024-2025 school year in the amount of \$3,064,982.

**BOCES Board Election (encl N4)**

RESOLVED, upon the recommendation of the Superintendent of the Gilbertsville-Mount Upton Central School District, that the Gilbertsville-Mount Upton School Board cast their vote for three (3) members of the Delaware-Chenango-Madison-Otsego BOCES Board of Education. The members voted on for approval are Vanessa Warren, John Klockowski, and Cindy O'Hara.

**Workplace Violence Prevention Plan (encl N5)**

To approve the 2023-2024 Workplace Violence Prevention Plan.

**2023 Capital Project Bid Award - Site Work (encl N6)**

WHEREAS, the Project Architect has reviewed the bids and bidders' qualifications for the Project and by letter dated April 15, 2024, has recommended award of a contract to the following lowest responsive and responsible bidder:

Byler Excavating, LLC for capital project site work

WHEREAS, the Board of Education accepts the recommendation of the Project Architect and determines that it is in the best interest of the School District to accept the bid and award the contract as set forth herein;

NOW THEREFORE, the Board of Education of the Gilbertsville-Mount Upton Central School District hereby resolves to award the following contract for the Project:

1. Site Work Contract: Award of contract to the lowest responsive and responsible bidder, Byler Excavating, LLC, in the following amount: \$1,570,000.

**Gilbertsville-Mount Upton Board of Education**  
**Regular Meeting**  
**Tuesday, April 16, 2024**

2. The Board of Education hereby authorizes its President, the Superintendent of Schools, or their designee to execute said contracts in compliance with this Resolution, the bid solicitation documents, the Project scope, and the Project timeline, and take all actions necessary or convenient on behalf of the Board of Education to enter into the said contracts.
3. Upon Board of Education approval, this Resolution shall take effect immediately.

**~~Bid Refusal~~**

Upon the recommendation of the Superintendent of Schools and following the advice of the District's Architect, RESOLVED, all bids unsealed for general construction, mechanical construction, and electrical construction on the 2023 Capital Project on April 10, 2024, are hereby rejected. The District will rebid.

**~~Section 41(j) of the Retirement and Social Security Law (encl N7)~~**

BE IT RESOLVED: that the Board of Education of the Gilbertsville-Mount Upton Central School District does hereby elect to provide the pension benefit of Section 41(j) of the Retirement and Social Security Law, as presently or hereafter amended.

BE IT FURTHER RESOLVED: that the effective date of such shall be the 17th day of April 2024.

**2024 Small Capital Outlay Proposal from Arcadis IBI Group (encl N8)**

To approve the proposal for the 2024 Small Capital Outlay Project from Arcadia IBI Group for light replacement and security camera upgrades.



# Gilbertsville-Mount Upton District Calendar

## July 2024

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## August 2024

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## September 2024 (18+2)

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## October 2024 (21+1)

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## November 2024 (17)

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## December 2024 (15)

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## KEY

- Half Day of School for Students
- No School - Recess/Holiday
- Offices Closed
- No School for Students - Conference Day
- Regents & State Exams

### SEPTEMBER 2024

- 02 Labor Day - No School/Offices Closed
- 03-04 Staff Development/No School for Students
- 05 First Day for Students

### OCTOBER 2024

- 11 Staff Development/No School for Students
- 14 Columbus Day - No School

### NOVEMBER 2024

- 08 Half Day for Students, Noon Dismissal (Staff Development)
- 11 Veteran's Day - No School/Offices Closed
- 15 Half Day for Students, 11 a.m. Dismissal (Parent/Teacher Conferences)
- 27 Thanksgiving Recess - No School
- 28-29 Thanksgiving Recess - No School/Offices Closed

### DECEMBER 2024

- 20 Half Day for Students, 11 a.m. Dismissal
- 23 Christmas Recess - No School
- 24-26 Christmas Recess - No School/Offices Closed
- 27-31 Christmas Recess - No School

### JANUARY 2025

- 01 New Year's Day - No School/Offices Closed
- 20 Martin Luther King, Jr. Day - No School/Offices Closed
- 21-24 Regents Exams
- 24 Half Day for Students, Noon Dismissal
- 29 Lunar New Year - No School/Offices Closed

### FEBRUARY 2025

- 17 Presidents' Day - No School/Offices Closed
- 18-21 February Recess - No School

### MARCH 2025

- 13 Half Day for Students, Noon Dismissal (Parent/Teacher Conferences)
- 14 Staff Development/No School for Students

### APRIL 2025

- 09-11 ELA State Tests, Grades 3-8
- 11 Half Day for Students, Noon Dismissal (Staff Development)
- 18 Good Friday - No School/Offices Closed
- 21 Spring Recess - No School/Offices Closed
- 22-25 Spring Recess - No School
- 29-30 Science State Tests, Grades 5 & 8

### MAY 2025

- 06-08 Math State Tests, Grades 3-8
- 26 Memorial Day - No School/Offices Closed

### JUNE 2025

- 17 7-12 Last Day of School
- 18 Regents Exams
- 19 Juneteenth - No School/Offices Closed
- 20 Regents Exams
- 23-26 Regents Exams
- 26 PK-6 Last Day of School, 11 a.m. Dismissal
- 27 Regents Rating Day
- 27 Graduation

## January 2025 (20)

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## February 2025 (15)

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

## March 2025 (20+1)

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## April 2025 (16)

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## May 2025 (21)

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## June 2025 (18+1)

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



CHENANGO COUNTY DEPARTMENT OF PUBLIC HEALTH  
3-5 SPECIAL EDUCATION PROGRAM – SERVICE PROVIDER CONTRACT

This Agreement made as of the 8th day of March 2024, by and between the COUNTY OF CHENANGO (hereinafter COUNTY) with offices at 5 Court Street, Norwich, New York 13815 and Gilbertsville-Mount Upton Central Schools (hereinafter referred to as THERAPY PROVIDER) having its office at 693 State Highway 51, Gilbertsville, NY 13776.

WITNESSETH:

WHEREAS, the COUNTY is required by law to provide certain services, as defined in Exhibit C, including physical therapy, occupational therapy, and speech therapy services to children with developmental delays and disabilities determined to be in need of and eligible for such services as provided in laws and regulations of the State of New York, and

WHEREAS, THERAPY PROVIDER has the ability and qualifications to provide professional physical therapy, occupational therapy, and speech therapy services in conformity with New York State requirements.

NOW, THEREFORE, in consideration of the mutual promises and representations herein set forth, it is agreed by and between the COUNTY and THERAPY PROVIDER as follows:

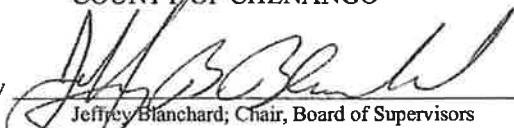
**Total Cost of Agreement:** The Total Cost of the Agreement shall be in accordance with rates set forth in paragraph 1 of Exhibit B.

**Term of Agreement:** This Agreement shall commence from March 8, 2023 and continue through August 31, 2024 unless sooner terminated or extended as provided in Exhibit A of the Agreement.

**Terms and Conditions:** Shall be as set forth in Exhibits A through C, attached.

IN WITNESS WHEREOF, the parties hereto have each executed this Agreement on the day and year opposite their respective signatures and each represents that he or she is authorized to do so.

Dated: 3-11, 20 24

COUNTY OF CHENANGO  
By   
Jeffrey Blanchard, Chair, Board of Supervisors

PROVIDER

Dated: \_\_\_\_\_, 20\_\_\_\_

By \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Exhibit A  
General Terms and Conditions

**1. Therapy Provider Responsibilities:**

The THERAPY PROVIDER shall perform such services as may be necessary to accomplish the work required to be performed under and in accordance with this Agreement. The THERAPY PROVIDER agrees to abide by NYSSSED and County written policies and procedures and utilize forms and procedures established by the County related to work performed in accordance with this Agreement as provided to the THERAPY PROVIDER

**2. Terms and Conditions:**

- a. This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings regarding the subject matter of this Agreement shall be deemed to exist or to bind the parties hereto.
- b. This Agreement contains the entire agreement between the parties with respect to the transaction contemplated herein. This Agreement may not be changed, altered or terminated except in writing signed by both parties hereto.
- c. This Agreement is not intended to nor shall it be construed as exclusive and the COUNTY shall not be prohibited from utilizing the services of other providers/therapists, nor is any minimum number of patients or hours of services guaranteed to THERAPY PROVIDER.
- d. No term, provision or condition of this Agreement shall be deemed waived by the COUNTY or THERAPY PROVIDER unless such waiver shall be in writing, approved and signed by the authorized representative of both the COUNTY and THERAPY PROVIDER. No such waiver shall be deemed the waiver of any other term, provision or condition of this Agreement, nor be deemed the waiver of any present or subsequent breach of the same term, provision or condition.

**3. Term and Termination of Agreement:**

**a. Term of Agreement**

The Term of this Agreement shall be as set forth on page one of this Agreement; provided, however, that this Agreement shall be deemed terminated immediately upon the Commissioner's revocation of approval for the THERAPY PROVIDER to provide the services described herein.

**b. Termination for Cause by County:**

The County shall have the right to terminate this Agreement, in whole or with respect to any identifiable part of the Program, effective immediately in cases of imminent danger to the health and safety of Eligible Children, Parents and/or staff, or, at its option, effective at a later date specified in the notice of such termination to the THERAPY PROVIDER, on the following bases:

- i. if the THERAPY PROVIDER fails to fulfill in a timely and proper manner its obligations under this Agreement;

- ii. if the THERAPY PROVIDER becomes bankrupt or insolvent or falsifies its records or reports, or misuses its funds from whatever source;
- iii. upon the conviction of the THERAPY PROVIDER of a criminal offense by any court of competent jurisdiction, or action on License by the NYSDOH or NYSED;
- iv. upon failure of the THERAPY PROVIDER to cooperate with an audit, programmatic monitoring and/or quality improvement Monitoring by the County or NYSSSED or its respective designee;
- v. if the THERAPY PROVIDER engages in any act which constitutes an unacceptable practice under the Medical Assistance Program as enumerated in Title 18 of the New York Code of Rules and Regulations Section 515.2 (a) and (b)(1) through (b)(15).

**c. Termination for Convenience by County:**

If the County shall deem it in its best interest to terminate this Agreement, it shall have the right to do so upon ninety (90) days prior written notice. The notice shall contain specific reason(s) for such termination.

**d. Termination for Convenience by Contractor:**

If the THERAPY PROVIDER shall deem it in its best interest to terminate this Agreement, it shall have the right to do so upon ninety (90) days prior written notice. Should the THERAPY PROVIDER choose to exercise this option, it shall, together with any notice of termination, provide the County with a Plan and Timetable for the orderly transition of Services.

**e. Release/Payment:**

The County shall be released from any and all responsibilities and obligations arising from the Agreement, effective as of the date of termination, but the County shall be responsible for payment of all bills for authorized Services provided by the THERAPY PROVIDER prior to termination of this Agreement, that are pursuant to, and after the THERAPY PROVIDER's compliance with, the terms and conditions of this Agreement.

**f. Extensions:**

This Agreement may be renewed for a period of one year upon the mutual written consent of both parties.

**4. Qualifications and Licenses:**

**a. Documentation of Professional Standards**

THERAPY PROVIDER hereby agrees to obtain and maintain at its own expense any and all licenses or permits necessary for the lawful provision of the services and treatment to be performed under this contract. THERAPY PROVIDER will provide COUNTY with copies of all professional licenses, registration and verifications of qualifications.

**b. Social Services Law, Section 424-a, NYS Central Register of Child Abuse and Maltreatment Compliance.**

- i. The THERAPY PROVIDER agrees to comply with Section 424-a of the Social Services Law and any and all regulations, requirements and procedures promulgated by the State of New York implementing such law. THERAPY PROVIDER consents to such procedures and agrees to cooperate in the completion and signing of necessary forms to permit the filing by the COUNTY with the State of New York Statewide Register of Child Abuse and Maltreatment and determine whether the THERAPY PROVIDER is the subject of an indicated child abuse and maltreatment report on file.
- ii. If it is determined by the State of New York that the THERAPY PROVIDER is the subject of an indicated child abuse and maltreatment report on file, THERAPY PROVIDER understands and agrees that this Agreement is automatically suspended immediately and shall be deemed cancelled unless THERAPY PROVIDER successfully pursues administrative remedies resulting in a notice by the State of New York to the COUNTY that the THERAPY PROVIDER is not the subject of an indicated report. THERAPY PROVIDER understands that the COUNTY cannot permit nor allow any contact between any child to be provided services.
- iii. All Therapy Providers must report suspected cases of child abuse and/or maltreatment to the New York State Central Register of Child Abuse and Maltreatment whenever they believe that there is reasonable cause to suspect that a child is or has been abused or maltreated. Individuals in those professions required under Article 6 Title 6 of New York State Social Services Law on Child Protective Services to report cases of suspected child abuse or neglect (mandated reporters), must call the Mandated Reporter's number (1-800-635-1522) of the State Central Register of Child Abuse and Maltreatment. All other individuals who are not mandated reporters must call the State Central Register of Child Abuse and Maltreatment at 1-800-342-3720, when, based on their observations, they believe that there is reasonable cause to suspect abuse, maltreatment or neglect.

**5. Independent Contractor:**

The relationship of THERAPY PROVIDER to the COUNTY is that of an independent contractor, and THERAPY PROVIDER, in accordance with THERAPY PROVIDER'S status as an independent contractor, covenants and agrees that it will conduct itself consistent with such status, that THERAPY PROVIDER'S principals, partners, officers, agents or employees will neither hold themselves out as, nor claim to be officers or employees of the County, and will not make any claim, demand or application for any right or privilege as an officer or employee of the County, including, but not limited to Workers' Compensation coverage, unemployment insurance benefits, social security coverage, retirement membership/or credit or any similar benefits that the County provides to its employees and officers. Further, THERAPY PROVIDER shall be solely responsible for all income and employment related taxes, both Federal and state for its personnel.

**6. Insurance:**

- a. The THERAPY PROVIDER agrees to procure, pay the entire premium for and maintain throughout the term of this Agreement **Professional Liability** insurance in an amount not less than \$1,000,000.00.
- b. The THERAPY PROVIDER shall furnish to the County certificates of insurance evidencing compliance with the aforesaid insurance requirements. All such certificates or other evidence of

insurance shall provide for the County of Chenango to be a certificate holder and to be notified in writing thirty (30) days prior to any cancellation, non-renewal or material change.

**7. Indemnification:**

Regarding the operations and responsibilities concerning this Agreement, THERAPY PROVIDER further covenants and agrees to indemnify, defend and hold harmless the COUNTY of Chenango, its officers, agents and employees from and against any and all loss or expense that may arise by reason of liability or damage, injury or death, or for invasion of personal or property rights, or every name and nature, and whether casual or continuing trespass or nuisance, and any other claim for damages arising at law and equity alleged to have been caused or sustained in whole or in part by or because of any omission of duty, negligence or wrongful act on the part of THERAPY PROVIDER, its employees or agents in connection with this Agreement. The provisions of this paragraph shall survive the termination of this Agreement.

**8. Confidentiality:**

COUNTY and THERAPY PROVIDER shall observe and require the observance of applicable Federal and state requirements relating to confidentiality of records and information and they shall not allow examination of records or disclose information, except as provided by law applicable thereto.

**Exhibit B**  
**Financial Terms and Conditions**

1. The consideration for services of THERAPY PROVIDER provided hereunder shall be at the applicable rates established and approved by the New York State Department of Education. The current rate is as follows:

Sixty dollars (\$60.00) per half hour for individual sessions.

Forty-eight dollars (\$48.00) per half hour for sessions for children with multiple STACs: children whose IEP service is an itinerant related service in addition to an integrated preschool.

Forty-eight dollars (\$48.00) per half hour for group sessions

2. THERAPY PROVIDER shall bill COUNTY monthly on a duly completed and executed Chenango County voucher accompanied by an itemized statement of services rendered including but not limited to the identity of patients, the date(s) of service, the verification of services form and session notes.
3. In no instance will the COUNTY accept vouchers submitted more than one hundred eighty (180) days from the date of provision of services.
4. Requirements prior to payment:
  - a. No bills shall be payable until the THERAPY PROVIDER complies with all requirements of the Agreement
  - b. To the extent applicable, the THERAPY PROVIDER shall submit to the COUNTY copies of the following on an annual basis:
    - i. Operating Certificate or License
    - ii. Insurance Certificates

**Exhibit C**  
**Description of Services**

**1. Provision of Services:**

- a. All Services shall be conducted by appropriately licensed or qualified professionals in accordance with the Regulations of the New York State Department of Education (NYSED), in accordance with Preschool/School Supportive Health Services Program (SSHSP), in accordance with generally accepted standards of professional quality, and in accordance with COUNTY directives.
- b. The THERAPY PROVIDER shall provide such professional services as may be necessary to accomplish the work required to be performed under and in accordance with this Agreement and in accordance with the Individualized Education Program (IEP) for each Child.
- c. An employee of a Section 4410 agency, who evaluated a preschooler, may not become the itinerant provider for that preschooler.

**2. SSHSP Compliance**

- a. THERAPY PROVIDER will maintain the documentation detailed in ATTACHMENT A.
- b. THERAPY PROVIDER will submit for billing all documentation required by SSHSP as detailed in ATTACHMENT A (III).
- c. THERAPY PROVIDER will attend mandated trainings of the SSHSP and Medicaid in Education.

**3. Continuing Education:**

The THERAPY PROVIDER shall maintain continuing education hours as required by the NYSED. The THERAPY PROVIDER shall attend provider meetings/training sessions conducted by the COUNTY.

**4. Records:**

- a. THERAPY PROVIDER must maintain records that document the performance of activities required to be completed by THERAPY PROVIDER on behalf of referred or eligible children and their families. Such records may contain the following documents:
  - i. A copy of the IEP.
  - ii. STAC forms.
  - iii. Session notes as detailed in ATTACHMENT A (III), quarterly progress reports, the child's annual report, extended school year documentation and other documentation relating to the delivery of services.
  - iv. Physicians' orders and/or prescriptions for Services provided.

- b. THERAPY PROVIDER delivering 3-5 Special Education services authorized in the child's IEP must complete session notes documenting the delivery of services to a child on a particular date. Such session notes shall, be in compliance with SSHSP as detailed in ATTACHMENT A. For each date where reimbursement for services is sought by the THERAPY PROVIDER, include the following:
  - i. Name of the recipient of the service (child/parent/caregiver).
  - ii. Date of service and type of service provided.
  - iv. Duration (length) of the session.
  - v. The setting in which the service was rendered and whether the service was provided individually or in a group.
  - v. Brief 2-3 sentence description of the recipient's progress made by receiving the service during the session as related to the outcome contained in the IEP.
  - vi. Name, title, and signature of the person delivering the service and the date the session note was created.
- c. The THERAPY PROVIDER shall keep its clinical and all other 3-5 Special Education Program records available at all reasonable times for inspection, review, evaluation and audit by properly authorized personnel of the COUNTY, the State and federal government, subject to any limitations or restrictions imposed by any statutes, rules or Regulations governing confidentiality of child records, for a period of not less than that required by applicable law, regulations, or record retention schedules of the COUNTY, State or federal government.

## **5. Quarterly Progress Reports**

- a. The THERAPY PROVIDER shall complete a quarterly progress report as set forth in Part 200 of the Regulations of the Commissioner of Education (200.4 (d) (2) (x)).
- b. The THERAPY PROVIDER shall submit the quarterly progress report to the parents and the school district by the dates established by the school district. The progress report shall indicate the present level of performance of the child and the progress that the child is making toward meeting projected outcomes of goals and/or objectives as specified on the IEP.
- c. The THERAPY PROVIDER shall submit the quarterly progress report to the COUNTY by the following dates: **December 1, February 1, May 1 and July 1.**
- d. THERAPY PROVIDER acknowledges and agrees that failure of the THERAPY PROVIDER to submit the quarterly report in proper form on the date(s) required shall be cause for the COUNTY to withhold payment otherwise payable under this agreement.

## **6. Reports for the Child's Annual Review:**

- a. The THERAPY PROVIDER shall assess each child receiving Services on an annual basis to provide the Committee on Preschool Special Education (CPSE) with information about the child's progress in achieving educational goals so the CPSE can make a determination of continued eligibility and a recommendation of services.



- b. The THERAPY PROVIDER shall complete an annual report (ATTACHMENT B) for each Child receiving Services on an annual basis and shall submit a copy of the annual report by May 1 (\*see note below) of the current school year to the following:
  - i. The Child's Parent
  - ii. The Special Education Director/CPSE Chairperson of the child's school district
  - iii. The COUNTY

\*In the event that a child's Annual Review Meeting is scheduled prior to May 1, the THERAPY PROVIDER will submit the progress report to the parties named above five (5) business days prior to the scheduled meeting.

- c. In the annual report, the THERAPY PROVIDER will provide school district with the following information:
  - i. Method assessment including but not limited to observation, data collection, checklists.
  - ii. Present levels of educational performance
  - iii. Annual goals, instructional objectives and benchmarks
- d. The THERAPY PROVIDER must provide the annual report in printed or electronic format. The THERAPY PROVIDER is not required to enter the data from the annual report into the district's Individualized Education Program software.

#### **7. Cooperation with School Districts and Committees on Preschool Special Education:**

THERAPY PROVIDER shall provide information to the Committee on Preschool Special Education to assist the committee in developing the IEP. This information includes but is not limited to annual goals, instructional objectives and benchmarks, and present levels of performance and individual needs.

#### **8. Participation in the CPSE Process:**

As requested by the COUNTY and/or the child's school district and without additional compensation, unless permitted by law or regulations, the THERAPY PROVIDER shall attend meetings or confer with the CPSE chairperson for the purpose of participating in the development and/or review of a Child's IEP.

#### **9. Authorization of Services**

- a. The THERAPY PROVIDER is authorized to provide the units of service in accordance with the STAC-1 form issued by the COUNTY. Services are to be provided at the frequency and duration stated in the Child's IEP.
- b. Services are to be provided between the hours of 8:00 AM and 7:00 PM on the days designated as school days according to the school calendar issued by DCMO BOCES (ATTACHMENT C) for the current school year.
- c. Make-up sessions may be scheduled after a missed session at a time agreed on between the parent and the THERAPY PROVIDER and may only occur Monday through Friday on days

designated as school days according to the school calendar issued by DCMO BOCES for the current school year.

- i. Make-up sessions can only be scheduled during the time period indicated on the STAC form.
  - ii. Make-up sessions should not be longer than 60 minutes in length. A combined regular session and make-up session shall not be longer than 60 minutes in length.
- d. The THERAPY PROVIDER acknowledges and agrees that THERAPY PROVIDER will not be paid for units of service that exceed the total number of half hour sessions stated on the STAC form.
- e. The THERAPY PROVIDER acknowledges and agrees that THERAPY PROVIDER will not be paid for services provided on Saturday, Sunday, or a day that was not designated as school day on the calendar issued by DCMO BOCES for the current school year.

#### **10. Extended School Year Services**

Preschool Special Education is a 10-month program. The Committee on Preschool Special Education must determine whether a child requires extended school year special education services in order to prevent substantial regression. THERAPY PROVIDER will complete an Extended School Year Documentation form as requested by the COUNTY. THERAPY PROVIDER will provide evidence that there has been a consistent pattern of substantial regression throughout the school year as well as over weekend, vacations, and illnesses.

#### **11. Transportation**

THERAPY PROVIDER shall not be responsible for transportation of the children. The Therapy treatment shall be provided at child's home, daycare, preschool program or other location as agreed upon with the child's parent.

**ATTACHMENT A**

**Preschool/School Supportive Health Services (SSHSP)  
SSHSP BILLING/CLAIMING GUIDANCE**

- I. Documentation necessary to bill Medicaid (kept on file according to NYS's Preschool/ School Supportive Health Services Program, Handbook #8)**
  - **Provider Information:**
    - **Certification/Licensure of all servicing providers (see Provider Matrix);**
    - **"Under the Direction of" (UDO) documentation (if applicable; see UDO explanation/requirements);**
    - **Provider Agreement and Statement of Reassignment (completed by outside contractors).**
  - **Student Information:**
    - **Medicaid-eligible student;**
    - **Referral to the CSE/CPSE;**
    - **Individualized Education Program (IEP);**
    - **Consent for Release of Information;**
    - **Referrals or written orders for services as required;**
    - **Special Transportation (medical need must be documented in IEP);**
- II. Provision of Service:**
  - **Service must be medically necessary and**
    - I. Documented in IEP;**
    - II. Ordered by a practitioner acting within his/her scope of practice;**
    - III. Provided by a qualified provider;**
    - IV. Provided "Under the Direction of" (UDO) or with supervision if applicable.**
- III. Each encounter must have the following documentation:**
  - **Student's name;**
  - **Specific type of service provided;**
  - **Whether the service was provided individually or in a group;**
  - **The setting in which the service was rendered (school, clinic, other);**
  - **Date and time the service was rendered (length of session);**
  - **Brief description of the student's progress made by receiving the service during the session;**
  - **Name, title, signature, and credentials of the person furnishing the service and signature/credentials of supervising clinician as appropriate.**
- IV. For claims with date of service 6/30/09 and earlier:**
  - **Supporting documentation from Sections I and II is required;**
  - **Supporting documentation from Section III is required for the applicable minimum visits per month (e.g., two documented speech therapy sessions per month);**
  - **Select applicable monthly rate code;**
  - **Transmit to billing agent.**
- V. For claims with date of service 9/1/09 and later:**
  - **Supporting documentation from Sections I, II and III is required;**
  - **Provider who furnished the service documents Current Procedural Technology (CPT) code(s) (see SSHSP CPT codes for additional information) that apply to each encounter;**
  - **Transmit to billing agent**

**ATTACHMENT B**

**Chenango County Preschool Special Education**

**Annual Progress Report**

Date of Report: \_\_\_\_\_

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Provider Name: \_\_\_\_\_ Discipline: \_\_\_\_\_

**Method of Assessment**

Examples: data collection, provider observation, checklist

**Present Levels of academic Achievement, Functional Performance and Individual Needs:**

**Academic**

Present Levels:

Abilities:

Needs:

**Social Development**

Present Levels:

Abilities:

Needs:

**Physical Development**

Present Levels:

Abilities:

Needs:

**ATTACHMENT B**

**Management Needs:**  
**Present Levels:**

**Abilities:**

**Needs:**

**Measurable Annual Goal and Short-Term Instructional Objectives/Benchmarks**  
**Annual Goal:**

**Evaluative Criteria**  
**Procedures to Evaluate Goal:**  
**Evaluation Schedule:**

**Instructional Objectives or Benchmarks:**

**Annual Goal:**

**Evaluative Criteria**  
**Procedures to Evaluate Goal:**  
**Evaluation Schedule:**

**Instructional Objectives or Benchmarks:**

**Annual Goal:**

**Evaluative Criteria**  
**Procedures to Evaluate Goal:**  
**Evaluation Schedule:**

**Instructional Objectives or Benchmarks**

**ATTACHMENT B**

**Current Status (include attendance, child's attention span, response to services, specific measurable progress/data):**

**Proposed recommendation for service in provider's discipline:**

Use additional page(s) if necessary.

I certify that I have received a copy of the child's IEP, evaluation, and script prior to starting services, and have provided the above services in accordance with the frequency and duration mandated in the IEP, and have worked toward addressing the relevant goals set forth in the IEP. I further certify that my responses in this report are an accurate representation of the child's current level of functioning.

\_\_\_\_\_  
Signature of Preschool Provider

\_\_\_\_\_  
Date

I have reviewed this report and agree with its recommendations.

**Report Due Date: Third Quarter Progress Report Date – May 1**

**Copies: School District, Parent, County**



# 2023-2024 Regional Calendar

JULY 2023						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2023						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023 (17+2)						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023 (20+1)						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023 (18)						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023 (16)						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**KEY**

- No School—Vacation Day
- Offices Closed
- Staff Development Day
- Regents & State Exams

**JULY 2023**

- 3-4 4th of July Recess, Offices Closed
- 7 Summer School Conference Day
- 10 Regional Summer School Begins
- 10 Special Ed. Summer School Begins
- 14, 21, 28 No Regional Summer School

**AUGUST 2023**

- 4 No Regional Summer School
- 9-15 Regents Review
- 15 Last Day Regional Summer School
- 16-17 Regents Exams
- 18 Special Ed. Summer School Ends

**SEPTEMBER 2023**

- 4 Labor Day—No School, Offices Closed
- 5-6 Staff Development Day—No School
- 7 First Day for Students

**OCTOBER 2023**

- 6 Staff Development Day—No School
- 9 Columbus Day—No School, Offices Closed

**NOVEMBER 2023**

- 10 Veterans Day—No School
- 22-24 Thanksgiving Recess—No School, Offices Closed

**DECEMBER 2023**

- 25-29 Holiday Recess—No School
- 25-26 Christmas Recess, Offices Closed

**JANUARY 2024**

- 1 New Year's—No School, Offices Closed
- 15 Martin Luther King, Jr. Day—No School
- 23-26 Regents Exams

**FEBRUARY 2024**

- 19 Presidents' Day—No School, Offices Closed
- 19-23 Winter Recess—No School

**MARCH 2024**

- 15 Staff Development Day—No School
- 18 Vacation Day—No School
- 29 Good Friday—No School, Offices Closed

**APRIL 2024**

- 1-5 Spring Recess—No School
- 10-12 NYS ELA Testing (paper-based), Gr. 3-8

**MAY 2024**

- 7-9 NYS Math Testing (paper-based), Gr. 3-8
- 27 Memorial Day—No School, Offices Closed

**JUNE 2024**

- 4 Regents Exam: Algebra I
- 13 Last Day for CTE/Pathways Students
- 14-25 Regents Exams
- 17 Rating Day #1, No Regents
- 19 Juneteenth—No School, Offices Closed
- 25 Last Day Special Education for Students
- 26 Rating Day #2, No Regents
- 26 Last Day for Instructors

JANUARY 2024 (21)						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024 (16)						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024 (18+1)						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2024 (17)						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024 (22)						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2024 (17)						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**ATTACHMENT D**

**STATEMENT OF REASSIGNMENT**

---

**Name of the Outside Contracted Provider**

**By this reassignment, the above-named outside contracted provider of services agrees:**

- 1. to reassign all Medicaid reimbursements to your school district that you contracted with for providing medical services billed under the School Supportive Health Services Program (SSHSP),**
- 2. to accept as payment in full the contracted reimbursement rates for covered services,**
- 3. to comply with all the rules and policies as described in your contract with the school district, and**
- 4. to agree not to bill Medicaid directly for any services that the school district will bill for under the SSHSP program.**

**NOTE:** Nothing in this "Agreement of Reassignment" would prohibit a Medicaid practitioner from claiming reimbursement for Medicaid eligible services rendered outside of the scope of the School Supportive Health Services Program (SSHSP)

---

**(Date)**

---

**(Outside Contract Service Provider's Signature)**

---

**School District (under contract with); List additional ones on back of this form.)**





ATTACHMENT E

**PROVIDER AGREEMENT  
BETWEEN THE NEW YORK STATE DEPARTMENT OF HEALTH  
AND  
THE SERVICE PROVIDERS UNDER CONTRACT WITH THE SCHOOL DISTRICT  
WHICH IS ENROLLED IN THE NEW YORK STATE MEDICAID  
SCHOOL SUPPORTIVE HEALTH SERVICES PROGRAM (SSHSP)**

Based upon a request by the school district to participate in the New York State Medicaid SSHSP Program under Title XIX of the Social Security Act,

\_\_\_\_\_  
(Organization/Contracted Provider's Name)

will hereinafter be called the (outside contracted) Provider, agrees as follows to:

- A) 1) Keep any record necessary, according to New York State's Preschool/School Supportive Health Services Program, Handbook B, to disclose the extent of services the Provider furnishes to recipients receiving assistance under the New York State Plan for Medicaid Assistance.
- 2) On request, furnish the New York State Department of Health, or its designee and the Secretary of the United States Department of Health and Human Services, and the New York State Medicaid Fraud Control Unit any information maintained under paragraph (A)(1), and any information regarding any Medicaid claims reassigned by the Provider.
- 3) Comply with the disclosure requirements specified in 42 CFR Part 455, Subpart B.
- B) Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Federal Rehabilitation Act of 1973, and all other State and Federal statutory and constitutional non-discrimination provisions which prohibit discrimination on the basis of race, color, national origin, handicap, age, sex, religion and/or marital status.
- C) Abide by all applicable Federal and State laws and regulations, including the Social Security Act, the New York State Social Services Law, Part 42 of the Code of Federal Regulations and Title 18 of the Codes, Rules and Regulations of the State of New York.

(Outside Contract) Provider's Authorized Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Please list the School District(s) under contract with on the back of this form.



**CHENANGO COUNTY DEPARTMENT OF PUBLIC HEALTH  
DIVISION FOR CHILDREN WITH SPECIAL NEEDS  
REFERRAL CONTACT PERSON INFORMATION**

**CONTACT PERSON:** \_\_\_\_\_

**AGENCY NAME (if applicable):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PRIMARY PHONE #:** \_\_\_\_\_ **ALT. PHONE #:** \_\_\_\_\_

**FAX#:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**DISCIPLINE:** \_\_\_\_\_



6678 County Road 32, Norwich, New York 13815-3554  
(607) 335-1200 • FAX (607) 334-9848

## MEMORANDUM

TO: District Clerks

FROM: Robin Winchester *Robin Winchester*  
Clerk of the Board, DCMO BOCES

DATE: April 1, 2024

RE: BOCES Administrative Budget — Suggested Resolution

---

Following is a suggested Resolution you may wish to use at your Board of Education Special Meeting for the April 16, 2024 Vote on the BOCES Administrative Budget:

***RESOLVED, that the (your School District) Board of Education does hereby approve the proposed Delaware-Chenango-Madison-Otsego BOCES Administrative Budget for the 2024-2025 school year in the amount of \$3,064,982.***

On April 17, 2024 ***before Noon***, please transmit the results of the above referenced vote by your Board to Robin Winchester, Clerk of the Board, by email to: [BoardClerk@dcmoboces.com](mailto:BoardClerk@dcmoboces.com) or by fax (607-334-9848). The original documentation should be simultaneously sent Courier/ mailed to Robin Winchester in the BOCES Support Services Center, Norwich.

Thank you so much for your help.

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
SOLE SUPERVISORY DISTRICT  
DELAWARE-CHENANGO-MADISON AND OTSEGO COUNTIES**

**BALLOT FOR SPECIAL ELECTION TO BOARD  
OF COOPERATIVE EDUCATIONAL SERVICES 2024**

There are **Three (3)** vacancies on the Board of Cooperative Educational Services to be filled at the annual election to be held on April 16, 2024. The board of education of each component school district, by resolution, may cast one vote for each vacancy to be filled, provided that no more than one vote may be cast for any candidate. No more than one person residing in a particular component school district may be elected to serve on the board of cooperative educational services at one time. The district clerk, or other officer authorized to certify that a board resolution has been adopted, shall complete the ballot by placing an "X" next to the name of the candidate for whom a vote has been cast, and by completing the attached certification. Candidates are in alphabetical order with their address and school district of residence:

1. **Vanessa Warren**  
1765 State HWY 41  
Bainbridge, NY 13733  
Afton Central School

---

2. **John Klockowski**  
155 Thompson Creek Road  
Norwich, NY 13815  
Norwich City Schools

---

3. **Cindy O'Hara**  
9 Willow Street  
Otego, NY 13825  
Unatego Central School

## **2024 DCMO BOCES – BOARD MEMBER CANDIDATES**

### **Vanessa Warren:**

I was first elected to the Afton Central School Board in 1999, serving as Vice-President and then President for over a decade. I represented the district at the Chenango County School Boards Association for 6 years and served as president for 3 terms. In 2006 I was honored to be chosen as the Chenango County School Boards Association "School Board Member of the Year". For many years, I also served as MC for the Legislative Breakfast joint program with DCMO BOCES and the CCSBA.

I joined the DCMO BOCES board in 2015. During this time I have served on the Budget Committee, Policy Committee, Audit Committee and Strategic Planning Committee as well as alternate NYSSBA Advocacy rep in Area 8 and as Vice President. In my home life I have a tax, bookkeeping and accounting business working primarily with non-profits, small businesses and individual clients in Broome and Chenango Counties. I have resided in the district with my family, horses and dogs since 1992.

School Board service is my passion and my enthusiasm and support for our districts, administrations, staffs and most importantly, STUDENTS has only grown over the years. I continue to attend as many conferences as possible to remain a life-long learner and hone my skills in service to our school community.

### **John Klockowski**

John M. Klockowski is a Past President of the Board of Education for the Norwich City School District. He and his wife, Mary, reside in Norwich. Their son, Jake was Norwich 2016 Salutatorian; and daughter, Hannah was Salutatorian and graduated from Norwich in 2019. John is also heavily involved in the general Norwich community by serving on the following Boards/Committees:

- YMCA Board of Directors
- Finance Sub-Committee of the United Way
- Emmanuel Soup Kitchen of Norwich

John graduated from West Chester State College in West Chester, PA in 1980 with a BS in Biology and a minor in Chemistry. He currently is working on his MPH at St. Joseph's College in Maine. John works for Pfizer as an Associate Director in the Clinical Compliance Division, and has been involved with clinical research for over 30 years. He has presented information on clinical research topics on a national basis at ACRP, DIA, and IIR conventions and has had abstracts published in the Journals of Dermatology and Cardiology. John has served on the DCMO BOCES Board of Education since 2016.

### **Cindy O'Hara:**

I have lived the past 44 yrs in this area, seven years in Walton, NY with the remaining 37 years here in Otego, NY where I currently live. We raised our three children here and all are graduates of Unatego Jr/Sr High School. I now have several grandchildren who live in the district as well. I have been a Unatego School Board member since 2017 and enjoy working with my fellow board members and school administrators in dealing with all the various challenges facing our school.

My past work experience varies from being a bookkeeper for the Town of Otego for 20 years, childcare provider, accountant to eventually being the Administrative Services Director for the Oneonta Job Corp Academy before retiring early in 2016. I currently work for Opportunities for Otsego as their Transitional Housing Navigator assisting eligible clients find proper and affordable housing.

As an active community member, and school board member for the past 4 years, I feel involvement in being on the in DCMO BOCES board will provide me with a great opportunity to serve my community further. I appreciate the opportunity and consideration for this position.



GILBERTSVILLE-MOUNT UPTON  
CENTRAL SCHOOL

Workplace Violence Prevention Program

Date: **TBD**



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## **Introduction**

### **What is Workplace Violence?**

Any physical assault or acts of aggressive behavior occurring where a public employee performs any work-related duty in the course of their employment including but not limited to:

- An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- Intentional and wrongful physical contact with a person without his or her consent that entails some injury;
- Stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

### **What is the New York State Workplace Violence Prevention Law and Regulation?**

On June 7, 2006, New York State enacted legislation creating a new Section 27-b of State Labor Law that requires every public employer to evaluate the risk of workplace assaults and homicides at its workplace(s) and to develop and implement programs to prevent and minimize the hazard of workplace violence to public employees. In 2009, NYS Department of Labor (DOL) implemented regulations to accompany the Workplace Violence Prevention Law. These regulations can be found at 12 NYCRR 800.6 and are enforced by NYSDOL. Effective January 4, 2024, all public schools & BOCES previously exempted under Section 2801 of the Education Law must comply with 12 NYCRR Part 800.6.

### **Purpose of this program:**

The purpose of this Workplace Violence Prevention Program is to provide information to managers, supervisors, employees, and authorized employee representatives about preventing and responding to incidents of workplace violence or threats of violence in accordance with the Workplace Violence Prevention Law and Regulation. Authorized Employee Representatives must be included in the physical evaluation of the workplace, the development of the WPV written program, and the annual review of WPV incident reports.

The goal of this program is to reduce the probability of threats or acts of violence in the workplace and to ensure that any incident, complaint, or report of violence is taken seriously and dealt with appropriately and as expeditiously as possible. This program outlines the major components of our effort to meet these goals. At the core of this Workplace Violence Prevention Program is the District/BOCES commitment to work with employees to maintain a work environment free from violence and other disruptive behavior to the greatest degree possible.

## Policy Statement

The Gilbertsville-Mount Upton Central School is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our District, staff, and students. Threats, threatening behavior, or acts of violence against Gilbertsville-Mount Upton Central School employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as students, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. Authorized Employee Representative(s) will, at a minimum, be involved in:

- The evaluation of the physical environment;
- The development of the Workplace Violence Prevention Program and;
- The review of workplace violence incident reports at least annually to identify trends in the types of incidents in the workplace and review of the effectiveness of the mitigating actions taken.

All employees will participate in the annual Workplace Violence Prevention Training Program.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification.

All Gilbertsville-Mount Upton Central School personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

### *Designated Workplace Violence Officers Contact:*

Primary Contact		Secondary Contact	
Name	Heather Wilcox	Name	Annette Hammond
Title	Prek-12 Principal	Title	Superintendent
Department	Administration	Department	Administration
Phone	607-783-2207 x.103	Phone	607-783-2207 x.140
Location	Main Office	Location	District Office

## Workplace Risk Assessment

The District has conducted a workplace risk assessment consisting of:

- Examination of records that concern workplace violence incidents,
- Assessment of policies, practices, and procedures that may impact the risk of workplace violence, and

- Evaluation of the physical work environment for the presence of factors which may place employees at risk of workplace violence, with the participation of the authorized employee representatives. Although workplace violence can occur in any work setting, some settings or factors may pose a greater degree of risk. Employment situations or factors that may pose a higher risk for the district employees include, but are not limited to, the following:
  - Working in public settings
  - Working late night or early morning hours
  - Exchanging money with the public
  - Working alone or in small numbers
  - Working in a setting with uncontrolled access to the workplace
  - Working in a setting where previous security problems have occurred:
    - Having a mobile workplace assignment
    - Working with a population which might expose one to potentially violent persons (e.g. in healthcare, social service, public service, or criminal justice settings)
    - Having duties that include the delivery of passengers, goods, or services

Risk factors identified during the examination, assessment and evaluation are listed in Appendix 1 or <https://dol.ny.gov/system/files/documents/2021/03/appendix-2-b-sample-evaluation-of-physical-environment.pdf>, along with the methods and means by which each risk is being addressed. The employer is responsible for addressing all risk factors that their employees are potentially exposed to.

Any incidents that may occur after the implementation of this program must be carefully documented and analyzed in order to make improvements to this program during the required annual review or as necessary.

## **Control methods that the District will use to prevent workplace violence incidents**

### **Hierarchy of Controls**

There are three main types of control measures that may be implemented as part of a safety program to protect employees from recognized hazards. The following types of controls are arranged in order of preference and effectiveness - this is referred to as the “hierarchy of control measures”.

### **Hierarchy of Controls**

- Engineering controls
- Administrative controls
- Personal Protective Equipment (PPE)

**Engineering Controls** eliminate or reduce the hazard through substitution or design (possible capital project).

**Examples include:**

- Increased lighting
- Designing secure building access
- Security hardware
- Eliminating isolated work areas
- Minimizing “cash on hand”

**Administrative Controls** eliminate or reduce the hazard through organizational policies, procedures, and work practices (staff promulgated action). (Refer to District-Wide School Safety Plan, Code of Conduct, Sexual Harassment Policy, Employee Handbook, other Safety and Health plans, etc.).

**Examples include:**

- Increased staffing
- Employment of safety personnel/SRO, SPO, SSO
- Developing building access control procedures
- Cross-shift communication to share information regarding agitated visitors or students
- Reduction of visitor wait times
- Provision of personal alarms (examples include: portable/fixed panic alarms)
- Provision of cell phones/radios
- Provision of life safety supplies (examples include: first aid kit, stop the bleed kit, etc.)
- Training (examples include: workplace violence, conflict resolution, de-escalation training, mental health first aid, restraint training (TCI, CPI))

**Personal Protective Equipment (PPE)**

PPE is generally considered the least desirable form of control but may be needed to enhance other controls and/or minimize potential injury severity when other controls fail. Reference to special education and student IEPs to determine and develop what types of materials are necessary to protect staff.

Examples include:

- Eye and face protection (examples include: goggles, face shield)
- Hand/Arm protection
- Leg/Foot protection
- Head protection

**Prevention**

Prevention of violence in the workplace is the responsibility of every employee. The following section focuses on early warning signs and workplace issues that have the potential to trigger violent behavior. Management, employees, and authorized employee

representatives should be familiar with the issues below in order to become aware of and to reduce the likelihood of workplace violence.

### **Early warning signs of potential violence:**

There is no single “profile” that can identify a potentially dangerous individual. However, certain patterns of behavior and events frequently precede episodes of violence.

- A list of indicators of increased risk of violent behavior include, but are not limited to the following: Direct or veiled threats of harm
- Intimidation, belligerence, bullying or other inappropriate behavior directed at others
- Numerous conflicts with supervisors and employees; verbal comments indicating expressions of hostility directed at coworkers, supervisors, or others
- Bringing an unauthorized weapon to work, brandishing a weapon in the workplace, making inappropriate reference to guns or fascination with weapons
- Fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides
- Statements indicating an increased tone of desperation from the person, feeling that normal interventions to solve the problem will not work, feeling hopeless about a situation at work, with family, financial, and other personal problems
- Signs of abuse of drugs/alcohol on or off the job
- Extreme or uncharacteristic changes in behavior or displays of emotion
- Employees with ongoing domestic difficulties
- Employees with a temporary order of protection against any staff

These behaviors should be reported to an employee’s supervisor and/or the administrator of this program. Some behaviors may require immediate law enforcement intervention where others may require disciplinary action or indicate a need for an Employee Assistance Program (EAP) referral or other employee assistance, if available.

### **Workplace issues that may trigger violence:**

Listed below are two categories of common issues that may trigger workplace violence.

#### **1. Employee issues (some examples include):**

- Negative performance review
- School Climate/Student behavior
- Unwelcome change in role due to performance or reorganization issue
- Criticism of performance
- Conflict with coworker or supervisor
- Personal stress outside the workplace
- Increased workload or pressure, e.g. deadlines, projects, etc.

#### **2. Workplace issues (any of the following may be an employee’s perception of issues)**

- No clearly defined rules of conduct
- Lack of training
- Inadequate hiring practices/screening of potential employees
- Insufficient supervision
- Lack of discipline or inconsistent discipline in workplace
- Lack of or inadequate employee support systems
- Failure to address incidents as they occur
- Overly authoritarian management style

**Taking this into account, there are three key elements that may help to prevent a violent situation from occurring:**

- Recognizing the early warning signs (such as a change in a person’s behavior preceding an episode of violence)
- Recognizing issues or events that may trigger violence
- Early intervention to prevent a violent incident from occurring

**Please note:**

It is important to be careful when drawing assumptions or relying solely on any of the above behaviors as indicators of violence.

**Reporting an Incident**

At the core of this Workplace Violence Prevention Program is the District commitment to work with its employees to maintain a work environment free from violence and other disruptive behavior to the greatest degree possible.

Any District employee, upon becoming aware of an instance of physical assault, threatening behavior, or verbal abuse occurring in the work setting must immediately report the facts and circumstances of said incident to their supervisor and/or to the contact person identified in the Policy Statement. In the event that employees observe or experience an incident of violence involving an employee or visitor to a District/BOCES in which there is an immediate threat to their safety or the safety of others or where an injury has occurred, the employee will immediately obtain law enforcement and medical assistance by calling 911 and in addition notify their immediate supervisor. The supervisor will immediately conduct a preliminary inquiry into the facts and circumstances of the incident and make a prompt report to the Workplace Violence Officers using the Incident Report in Appendix 4.

Where a developing pattern of workplace violence incidents which may involve criminal conduct or serious injury exist, the District will attempt to develop a protocol with the appropriate local District Attorney or Police agency to ensure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted.

Retaliation against an employee who makes a good faith report of violence or other disruptive behavior is strictly prohibited and shall be subject to appropriate corrective or

disciplinary measures. An employee who, in bad faith makes a false report, is also subject to disciplinary action.

### **Post-Incident Response**

Any reported workplace violence incident will be thoroughly investigated. (Also see Program Review section below). The LEA and Workplace Violence Officers shall investigate each reported incident.

- Assure that injured employees receive prompt and appropriate medical care (This includes, but is not limited to, providing transportation of the injured to medical care. Prompt first aid and emergency medical treatment can minimize the harmful consequences of a violent incident.)
- Report the incident to the appropriate authorities as required by applicable laws and regulations
- Inform management about the incident in writing
- Secure the premises to safeguard evidence and reduce distractions during the post incident response process
- Prepare an incident report immediately after the incident, noting details that might be forgotten over time (Appendix 4 contains a sample incident report form)
- Address the need for appropriate treatment for victimized employees (In addition to physical injuries, victims and witnesses may suffer psychological trauma, fear of returning to work, feelings of incompetence, guilt, powerlessness, and fear of criticism by supervisors or managers.)

\*In the event that critical incident management or crisis counseling is needed following a workplace violence incident in the workplace, arrangements will be made through management, employee unions, applicable supervisor, and/or the Workplace Violence Officer.

Note\* - This is not a requirement of the law or regulation.

### **Employee Training**

All employees will be informed of the requirements of the law, the risk factors in their workplace, and the location of the written workplace violence prevention program. Training is also required for employees on the measures they can take to protect themselves from the risks identified in the assessment and the details of the written workplace violence prevention program. Employee workplace violence training is to be provided annually.

Training of every employee will be performed before initial assignment and annually thereafter. Retraining is required any time there is a significant change to the program, a risk factor, or work control. Required training topics are listed in the Training Outline in Appendix 3.

### **Recordkeeping Requirements**



The record keeping requirements outlined in 12 NYCRR Part 801, Recording and reporting Public Employees' Occupational Injuries and Illnesses (DOSH 900), must be used to document recordable injuries sustained during workplace violence incidents.

In addition to Part 801, all incidents will be investigated and documented to ensure that all threats and workplace violence incidents are reported to management. These reports will provide written notification when a violence incident occurs so that management can develop an appropriate response. The Incident Report will also create a historical record that can be used in the annual review and program update. (A sample incident reporting form is attached as Appendix 4 of this document)

### **Program Review Plan**

Local Education Agency (LEA), Designated Workplace Violence Officer, with the Authorized Employee Representatives, shall evaluate the effectiveness of this Workplace Violence Prevention Program and reports submitted, at least annually or after any serious incident.

#### *Review of Incident Reports*

Each incident report must be investigated by the employer (or the employer's designated WVP team) when the incident occurs.

An annual review of the incident reports collected shall be reviewed by the Safety Committee. A report that provides only a summary or statistics is not acceptable per the regulation.

#### *Program Review*

Review of the program, where the mitigating actions taken in response to any incident, shall be reviewed at least annually and the review will need to focus on trends, addressing root cause, and the effectiveness of the control measures in place or the need to make changes. The review will also assess whether the reporting and recordkeeping systems have been effective in collecting all relevant information. (See Appendix 5)

Following the submission of a written notice of concern regarding the employer's workplace violence program or that an imminent danger exists, the employer must be afforded a reasonable opportunity to address the reported concern. If the employee or authorized employee representative believes that the reported concern has not been resolved and a serious violation of the District workplace violence prevention program still exists, the employee or authorized employee representative may request an inspection by notifying the Commissioner of Labor.

For additional information on recordkeeping or workplace violence prevention, or to request free and confidential consultation assistance, please use the contact information on the Consultation Fact Sheet available here:

<https://dol.ny.gov/system/files/documents/2023/10/p206-pesh-consultation-fact-sheet.pdf>

# APPENDICES

## APPENDIX 1

### Gilbertsville-Mount Upton Central School Site Risk Assessment

**Facility Name:** \_\_\_\_\_

**Date of Survey:** \_\_\_\_\_

**Facility Address:** \_\_\_\_\_

**Names/Titles/Organization for those conducting assessment:**

**Employer Rep's:**  
\_\_\_\_\_

**Employee Rep's:**  
\_\_\_\_\_

Area Assessed	Yes	No	Comment (if not applicable indicate with an N/A)
<b>General:</b>			
Employees work in public setting			
Employee work late at night or early morning hours			
Employees work alone or in small numbers			
Employees exchange money as part of job			
Employees work in location with uncontrolled public access			
Employees work in area of previous security concerns			
Employees work with public			
Employees work in high crime area			
Employees work with volatile persons			
Does facility have posted evacuation plan/map			
Does facility conduct routine evacuation/fire drills			
Are electric panels locked to prevent unauthorized access			
Is shrubbery, trees and landscaping maintained to minimize obstructions to entrances and exits			

<b>Security:</b>			
Does the facility use Resource Officers? If yes, # R.O. per facility			
Is security or law enforcement present at this location? If yes list # present per shift:			
Is security/law enforcement posted at entrances If yes, list entrances			
Do security/law enforcement personnel patrol facility			
Are I.D. badges required to be worn by all personnel			
Are students required to use school issued I.D. badges when on premises			
Is card reader or equivalent required for entry to facility			
Is facility equipped with metal detectors			
Is facility equipped with security cameras			
Is facility equipped with panic buttons			
Are visitors permitted to enter facility			
Are visitors required to wear visitor I.D. badges			
Are emergency contact names and phone numbers posted in each occupied room			
Is each room equipped with a telephone or radio to call for help when needed			
<b>Parking Lots:</b>			
Are parking areas protected with security/ law enforcement personnel			
Are parking areas patrolled by security/law enforcement personnel			
Are parking areas equipped with security cameras			

Are parking areas equipped with lights			
<b>Offices:</b>			
Do office areas have controlled access			
Is office area separated from entrance with privacy glass			
Is office area equipped with panic alarm			
Are offices equipped with telephones to call 911			
Are telephones or radios used to communicate with facility personnel			
Are office doors equipped with door locks to prevent unauthorized access			
Do employees receive De-escalation training			
<b>Classrooms:</b>			
Are evacuation maps posted in each classroom			
Are classroom doors equipped with locks to restrict access			
Are classrooms equipped with telephones			
Are classroom personnel equipped with radios			
Is personal protective equipment provided to all classroom personnel as needed			
Are classroom personnel exposed to violent behavior from students			
Do classroom personnel receive De-escalation training			
Are classroom personnel informed of students with behavioral issues prior to student placement in classroom			
Have classroom personnel been provided with training on working with students with behavioral issues			

Are windows locked to prevent uncontrolled access			
Is availability to items that can be used as weapons by students minimized			
Are classrooms equipped with security cameras			
<b>Cafeteria:</b>			
Is access restricted to authorized personnel only			
Does cafeteria personnel exchange money with students and staff			
Are cafeteria personnel provided with necessary personal protective equipment			
Is cafeteria equipped with security cameras			
Is cafeteria locked when not in use			
Is cafeteria staff provided with telephones and/or radios			
Are evacuation maps posted at all exits			
<b>Auditorium:</b>			
Are all entrances kept locked when not in use			
Is auditorium, stage, backstage equipped with security cameras			
Is auditorium, stage, backstage equipped with security lighting			
Is backstage entrance restricted to authorized personnel only during events			
Are catwalks, light towers, etc. restricted to authorized personnel only			
Is auditorium patrolled by security/law enforcement during events			
<b>Gymnasium:</b>			

Does gymnasium have exterior lighting around all entrances and exits			
Are locker rooms locked or monitored to prevent unauthorized entry			
Is the area patrolled by security/law enforcement during events			
Is gymnasium equipped with security cameras			
<b>Athletic Fields</b>			
Is security/law enforcement present for all sporting events home & away			
Are athletic fields protected from unauthorized entry with fences			
Are athletic fields equipped with security/event lighting			
Are I.D.s required to be worn by school personnel at sporting events			
<b>Bus Garage &amp; Busses</b>			
Are all busses equipped with radios			
Are all busses equipped with security cameras			
Is somebody available to respond to all radio calls from drivers that are on road			
Are I.D.s required by individuals getting on busses			
Do all bus runs have two employees on board for each run			
Are busses secured or locked when not in use			
Is bus garage equipped with security cameras			
Is bus garage locked when vacant			
<b>Field Trips:</b>			
Do school personnel have a copy of emergency contact names and numbers for administration			

Does school personnel verify I.D. of each student at beginning and end of trip			
Do chaperones receive security briefings prior to trip			
<b>Building &amp; Grounds:</b>			
Are buildings equipped with security cameras			
Are buildings equipped with security lighting			
Are buildings/rooms locked when not in use			
Are employees provided with radios			
Is equipment locked up when not in use			
<b>Staff Meetings &amp; Conferences:</b>			
Do security/law enforcement personnel patrol facility during these events			
Do school personnel receive de-escalation training			
Are metal detectors utilized for after hour activities such as conferences & meetings			

**Assessment completed by:**

<b>Name(s):</b>	
<b>Title(s):</b>	
<b>Signature(s):</b>	



## Identified Risks and Control Methods

Risks identified in the hazard assessment and corresponding control methods to reduce those risks, are shown in the tables below for each of our facilities:

GMU Central School - Identified Risk	Selected Control(s)	Comments
Security Camera	Engineering Control	<p>A security camera is needed for the parking lot nearest the playground. An additional camera(s) is needed to cover more of the playground.</p> <p>Additional camera to cover the bus garage main entrance door, next to the employee parking lot.</p>
Additional Signage Needed	Engineering Control	Signage no entrance to the bus circle for drop-off and dismissal runs. A sign indicating Main Entrance, direction of student drop-off and parking lots.
Lockdown Button	Engineering Control	The lockdown button is part of the 2024 capital project plan. The button should be integrated into the existing system that can restrict the key fob door entry system to law enforcement and Admin/designated personnel.
Radios	Administrative Control	A purchase request for a long-term lease on a facility repeater has been submitted.

## APPENDIX 2

### **Workplace Violence Prevention Training Outline**

Information and training for all employees:

- I. Overview of Requirements of the Workplace Violence Regulations
  - A. Develop a written policy statement - employers must develop a written policy statement about the employer's workplace violence prevention program goals and objectives and provide for full employee participation through an authorized employee representative. The policy statement must be posted where notices to employees are normally posted.
  - B. Conduct a risk evaluation - employers must examine their workplace to determine if existing or potential risk factors exist that might place employees at risk of occupational assaults or homicides.
  - C. Develop a workplace violence prevention program- employers must develop a program, with input from employees or an authorized employee representative, that, among other things, includes the following: risk factors identified through the risk evaluation; how the identified risks will be addressed; the methods that will be used to try to prevent workplace violence incidents; a system to report and record any workplace violence incidents may occur in the workplace; a written outline or lesson plan for employee program trainings; and a plan to review and update the program at least once a year.
  - D. Provide training and information for employees- employers must provide each employee with information and training on the risks of workplace violence in their workplace(s) at least once a year and any time significant changes are made to the workplace violence prevention program.

II. Risk factors and measures that were identified in the risk evaluation.

A.

<b>GMU Central School - Identified Risk</b>	<b>Measures Employees Can Take</b>
Security Camera (playground)	Employees should be aware of their surroundings, carry a radio with them at the playground with students, follow proper emergency procedures.
Additional Signage Needed	Employees should be aware of their surroundings, watch students arriving or being dismissed through parent pick-up or buses. No other vehicles should be in the circle with buses. have entered the circle. Bus Drivers should sound the horn if a vehicle is passing a bus while in the circle to alert staff in the area. Employees should follow proper emergency procedures
Lockdown Button	In case of an emergency lockdown, the main office will push the lockdown button (once

	installed) to close access to the building. Employees should follow proper emergency procedures.
Radios	Staff who use a radio for recess, or gym should communicate emergencies to the main office, district office, SRO, school nurse and custodial staff. Employees should follow proper emergency procedures.

- B. Measures that employees can take to protect themselves from the identified risks including specific procedures that the employer has implemented such as:
- i. Incident alert and notification procedures
  - ii. Appropriate work practices
  - iii. Emergency procedures
  - iv. Use of security alarms and other devices
  - v. Other existing policies, procedures, and work practices relevant to WPV
  - vi. Procedures to report incidents of workplace violence
- III. Location of the written workplace violence prevention program and how to obtain a copy (only employers with 20 or more full-time permanent employees are required to maintain a program in writing).
- IV. Privacy Concerns
- A. How will sensitive information be handled?
- Note: Information otherwise kept confidential for security reasons does not have to be disclosed to all employees. Examples of confidential information include but are not limited to information that would interfere with law enforcement investigations or judicial proceedings, would deprive a person of a right to a fair trial, would identify a confidential source or disclose confidential information relating to a criminal investigation, would reveal criminal investigative techniques or procedures except routine techniques and procedures, or would endanger the life or safety of any person.

## APPENDIX 3



### Workplace Violence Incident Report

**Complainant Information:**

Name & Title <i>(unless a privacy concern)</i> :	
Date of Incident:	Time of Incident:
Location of Incident:	

**Witness Information:**

Names & Title of Witnesses <i>(if any)</i> :
Contact Information of Witnesses:

**Nature of Complaint:**

Type of Violence <i>(e.g., physical, verbal, psychological)</i> :
Description of the Incident, include details leading up to the incident & how it ended <i>(use additional paper if necessary)</i> :

**Any Supporting Documentation:**

Attach any relevant documents or evidence (if applicable).

**Nature & Extent of Injuries Arising from Incident:**

Description of Injuries:
--------------------------

**Confidentiality Statement:**

All information provided on this form will be treated confidentially to the extent permitted by law. The information will only be shared with individuals who have a legitimate need to know to address the complaint and investigate the incident. \*Note: If the case is a 'privacy concern case,' remove the name of the employee who was the victim of the workplace violence and enter "PRIVACY CONCERN CASE" in the space normally used for the employee's name. Privacy concern cases include cases involving:

- Injury or illness to an intimate body part or the reproductive system;
- Injury or illness resulting from a sexual assault;
- Mental illness;
- HIV infection;
- Needle stick injuries and cuts from sharp objects that are or may be contaminated with another person's blood or other potentially infectious material; and
- Other injuries or illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the report.

**Complainant Signature** (unless privacy concern): \_\_\_\_\_

**Print Name** (unless privacy concern): \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

*(Office Use Only Below Line)*

**Immediate Action Taken (if any):**

Describe any immediate action taken by the employee or others involved:
-------------------------------------------------------------------------

**Investigation Details:**

Person Conducting Investigation:
Date of Investigation:
Summary of Investigation:

**Recommendations/Actions Taken:**

Recommendations for resolution:
Actions taken by the organization:

**Follow-Up:**

Follow-up actions required:
Date of follow-up:
Person responsible for follow-up:

## APPENDIX 4

### Workplace Violence Program Maintenance and Review

Program review (annual) completed on: March 14, 2024

<b>Stakeholders and authorized employee representatives (where applicable)</b>
Members of the District Wide Safety Committee
Union Representatives: GMUTA President and CSEA President

**Plan and Contact information:**

The most current version of this plan will be made available to employees, their authorized representatives, and to representatives of the NYS Department of Labor by contacting or visiting the district website <http://www.gmucsd.org>.

**Designated Workplace Violence Officer Contact:**

Primary Contact		Secondary Contact	
Name	Heather Wilcox	Name	Annette Hammond
Title	Prek-12 Principal	Title	Superintendent
Department	Administration	Department	Administration
Phone	607-783-2207 x. 103	Phone	607-783-2207 x. 140
Location	Main Office	Location	District Office

Annette Hammond  
Gilbertsville-Mount Upton Central School District  
693 State Highway NY -51  
Gilbertsville, NY 13776

Arcadis Architects, Engineers and  
Landscape Architects, a New York  
General Partnership  
59-61 Court Street  
Suite 300  
Binghamton, NY 13901  
United States  
Phone: 607 772 0007

Date: April 15, 2024  
Our Ref: 143396  
Subject: Gilbertsville Mt-Upton CSD  
2023 Capital Improvements

**RECOMMENDATION FOR AWARD OF CONTRACT**

Dear Annette,

We have reviewed the bids that were received and opened on April 10, 2024. We are recommending that the bids for the General Construction, Mechanical Construction and Electrical Construction be rejected. The bid for the Sitework Construction is recommended to be awarded to the bidder listed below. A tabulation of Bid Results is attached for your review.

**CONTRACT NO. 4 – SITEWORK CONSTRUCTION:**

**Byler Excavating, LLC.**

Base Bid amount \$1,570,000.00

**Total Contract Award \$1,570,000.00**

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 or each 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,

Arcadis Architects, Engineers and Landscape Architects, a New York General Partnership



Steve Thesier  
Associate Principal Email: Steve.thesier@arcadis.com

Direct 607-772-0007 ext. 52028

CC. Tim Weber C&S Engineers  
Donna Dean













Ms. Annette Hammond  
Superintendent  
Gilbertsville-Mt. Upton CSD  
693 State Highway 51  
Gilbertsville, NY 13776

Arcadis Architects, Engineers and  
Landscape Architects, a New York  
General Partnership  
59-61 Court Street  
Suite 300  
Binghamton, NY 13901  
United States  
Phone: 607 772 0007

Date: April 12, 2024  
Subject: 2024 Capital Outlay Project

Dear Annette,

Arcadis Architects, Engineers and Landscape Architects (Arcadis) is pleased to provide this proposal for architectural and engineering services for the Gilbertsville-Mt. Upton Central School District 2024 Capital Outlay Project. The scope of the project consists of light replacement and security camera upgrades.

All architectural and engineering services will be provided for a lump sum amount of \$11,000, plus direct project related expenses. This fee *does not include* survey costs, environmental reports, or other services identified in the General Provisions contained herein. The scope of services includes the following:

#### **Construction Document Phase**

1. Prepare Drawings and Specifications for public bidding and submission to the State Education Department for review and approval.
2. Prepare necessary State Education Department paperwork for project approval to include: Scope of Proposed Project Form #FP-SP; Checklist Form #FP-CL; Evaluation of Existing Building Form #FP-EEB; Approval of Final Plans and Specifications Form #FP-F; Code Compliance Checklist Form #FP-CCC; letter/forms regarding asbestos; and letter to appropriate highway official.
3. Develop an Opinion of Probable Construction Cost.

#### **Bidding Phase**

1. Distribute bid documents to bidders. (Cost of reproduction of plans/specifications and distribution is not included in fee.)
2. Field questions from bidders, prepare and issue addenda as required.
3. Attend bid opening, and assist Owner in evaluation of bids received, recommendation for award of contracts, and preparation of contracts for construction.

#### **Construction Administration Phase**

1. Perform final walk-through and issue final punch list.
2. Submit Certificate of Substantial Completion and various assurances to the State Education Department in accordance with the Department's requirements.
3. Prepare Certificate of Final Completion.

Ms. Annette Hammond  
Gilbertsville-Mt. Upton CSD  
April 12, 2024

**General Provisions**

1. Direct project related expenses are not included in the above lump sum fee, and will be invoiced in accordance with the enclosed rate schedule.
2. Arcadis will provide project supervision in accordance with Education Law § 7209 (3), and review of construction per 19 NYCRR 444, including review of the work for general conformity with the Contract Documents and applicable provisions of the Building Code of New York State.
3. Design will be in accordance with the applicable provisions of the Building Code of New York State and State Education Department Planning Standards.
4. Arcadis will make periodic visits to the site to determine if work is in accordance with the intent of the Contract Documents, and will endeavor to guard the Board of Education against defects and deficiencies of the work of contractors, but there is no guarantee regarding the performance of the contracts or reconstruction methods and procedures.
5. Services will be invoiced on a monthly basis, and will be based on a percent of work completed by phase. Payments for services are due and payable thirty (30) calendar days from the date of invoice.
6. Any additional items you wish to have investigated, extended services that are desired, and any out of scope services requested will be provided on an hourly basis, plus direct project related expenses, invoiced in accordance with the rate schedule in effect at the time services are requested. Additional services will be provided upon written request and approval by the Owner.
7. If this project is suspended in whole or in part, Arcadis will be compensated in full for all time and direct project related expenses accrued up to the date of receipt of written notice from the Owner of suspension or abandonment.

This Letter of Agreement shall serve as the basis for our working relationship with Gilbertsville-Mt. Upton Central School District. We request that you sign in the appropriate place below, retain one copy and return one copy to our office.

Please contact our office if you have any questions. We appreciate this opportunity to be of service.

Sincerely,

Arcadis Architects, Engineers and Landscape Architects, a New York General Partnership



Steve Thesier, RA  
Associate Principal

We agree to the above stated terms and conditions.

**Gilbertsville-Mt. Upton Central School District**

Date: \_\_\_\_\_

By: \_\_\_\_\_

**Gilbertsville-Mount Upton Board of Education  
Regular Meeting  
Tuesday, April 16, 2024**

**New Items Proposal Agenda**

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

**New Courses:**

**Open Studio Project (encl NP1)**

To approve the course proposal submitted by Ashley Hughes to take effect for the 2024-2025 school year.

## **Course Proposal for 2024-25 School Year**

**Instructor:** Ashley Hughes

**Course Title:** Open Studio Project

**Schedule:** Flexible; every day, alternating days, 1 semester daily, or 1 semester alternating days

**Credits:** N/A

**Materials:** This course will use a wide variety of materials which the art department already has, as well as recycled and donated materials. There will be no additional materials cost to the district.

**Course Description:** Open Studio Project is an organization based out of Illinois committed to bringing their unique artmaking process directly to individuals. This February, I attended a 4-day training to become a certified OSP Facilitator. OSP's guiding principles are creativity, community well-being, social-emotional learning, and personal growth. The OSP creative process is a structured, sequential format involving journaling, artmaking, and self-reflection in a safe, community-oriented space. At its core, OSP is not focused on the end product of an artwork like a traditional art class; rather, it is about embracing experimentation and play within every individual's unique creative process through the lens of social-emotional learning and community building. Facilitating the Open Studio Project here at GMU can be a way to address the current mental health crisis faced by many of our students (as well as nationally), and provide healthy social-emotional skills that our teens need.

**Anticipated Scope and Sequence of Curriculum:** The OSP curriculum overlaps art and mental health standards from Illinois, but is directly adaptable to NYS Art and SEL Standards. The open-ended curriculum is non-linear, and encompasses a variety of artistic materials and artmaking themes, such as personal identity, goal-setting, and values.