

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
Wednesday, August 16, 2023
Public Hearing and Regular Meeting, 6:00 pm, D131
AGENDA

CALL TO ORDER & PLEDGE OF ALLEGIANCE

COMMUNICATIONS / POSITIVE HIGHLIGHTS

PUBLIC COMMENT

REPORTS

- Public Hearing: District-Wide Safety Plan
- 2023 School Year Overview- Meagan French, BetterLesson

INFORMATION FOR MEMBERS

- Chenango County School Board Association
- Important Dates:
 - Open House: Tuesday, September 5 @ 5-8pm
 - First Day for Students: Thursday, September 7
- UPK

BOARD DISCUSSION

- District Goals-Annette Hammond, Superintendent (**Enclosure 2**)
- Mission, Vision & Core Values Statement (**Enclosure 3**)

EXECUTIVE SESSION

I. RECOMMENDED ACTIONS – ROUTINE MATTERS

APPROVE MINUTES

RESOLVED, to approve the minutes from the Regular Board of Education Meeting on 05 July 2023. (**Enclosure 4**)

APPROVE AGENDA

RESOLVED, to approve the 16 August 2023, consent agenda. (**Enclosure 1**)

II. RECOMMENDED ACTIONS – NEW BUSINESS

FINANCIAL CONSENT AGENDA

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 16 August 2023, Financial Consent Agenda.

PERSONNEL CONSENT AGENDA

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 16 August 2023, Personnel 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.

NEW ITEMS CONSENT AGENDA

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 16 August 2023, New Item Consent Agenda.

EXECUTIVE SESSION

-Personnel

SECOND PUBLIC COMMENT

ADJOURNMENT

2023-2024 Goals

Goal 1: Focus on Academic Instruction and Learning

Goal 2: Focus on Social, Emotional, and Behavioral Health

Goal 3: Focus on Diverse Opportunities/Exposure

Goal 4: Focus on Efficient and Effective Systems

Strategies

Goal 1: Focus on Academic Instruction and Learning

Strategies:

- Review student-learning data to inform instruction with a strong literacy and math focus
- Using curricula with fidelity
 - Coaching by a literacy consultant (gr. PK - 5) and by a math consultant (gr. K - 5)
- Use a Multi-Tiered System of Support (MTSS) for academic interventions
 - Scheduled for 30 minutes each day, rotating between literacy and math (gr. K - 6)
 - Concentrated learning lab for middle and high school on a rotating basis (Daily)
 - Academic Intervention Services scheduled for middle school students based on tri-annual iReady performance data
- Use a universal screener
 - iReady (gr. K – 8) for Reading and Math
 - Forefront Number Sense (gr. K – 6) for Math
 - AIM Criterion-Referenced Assessment (gr. PK)
- Working with outside consulting agency Better Lesson
- Use of Crossroads online-learning program through Spider Learning (gr. 6 - 8) and APEX (gr. 9 - 12) to keep alternate education students engaged
- Meet in Professional Learning Communities
 - Analyze student performance data
 - Share best practices
 - Academic, behavioral and study skills

Goal 2: Focus on Social, Emotional, and Behavioral Health

Strategies:

- Social-Emotional Learning Focus
 - School counselor teaching SEL lessons (gr. K – 6) utilizing Character Strong curriculum
- Connect students and families to community resources and services
- PAX GBG behavioral program (gr. PK - 3)
- Administration will be intentional about outlining district behavioral expectations
 - Training in and use of multi-tiered behavioral interventions
 - Using book studies to explore a variety of SEL resources and strategies
- A district-wide focus on gratitude, positivity and self-care for students and staff
 - Offer mindfulness and coping strategies through Wellness classes (gr. 7-12)

Goal 3: Focus on Diverse Opportunities/Exposure

Strategies:

- Bolster business and community partnerships
 - Maximizing concurrent enrollment courses through an articulation agreement with Tompkins Cortland Community College (TC3) for students to earn college credits while simultaneously completing high school graduation requirements
 - Work-study program
- Expose learners to:
 - Understanding of civic responsibility
 - Community-based volunteering requirement for specific classes and extracurricular programs
 - Essential Work Skills
 - Monthly skill focus
 - Printing posters with essential skills listed
 - Engage in career plans
 - STEAM for all grades
 - Every teacher collaborates with the STEAM teacher for at least one lesson per year (gr. PK – 6)
 - Financial Literacy
 - Requirement for students to take financial literacy course before graduation
 - Collaborate with Rotary to participate in the foreign exchange program
- Engagement in CFES/Brilliant Pathways
 - Peer Mentoring
 - Led through National Honor Society and Leadership program
 - Mentors will push into classrooms to work with mentees
 - College & career opportunities
 - Host a bi-annual career fair on campus
 - Connect students with college and career mentors through presentations/activities
 - College and career-based field trips

Goal 4: Focus on Efficient and Effective Systems

Strategies:

- Leverage technology to provide students with greater opportunities
 - One-to-one devices for learning
- Utilize training and strategies to support teachers as they implement the mission & vision
- Fiscally responsible spending to support programs
- Utilize FISH Philosophy for staff
- Engage stakeholders in assessing safety planning
 - Full-time School-Resource Officer
 - Staff trained in self protection programs
- Districtwide, open communication system between students, staff, administration, parents, and community
 - ParentSquare – program for communication
 - District Newsletter and Calendar
 - Social media
 - Raider Report for staff

- Programs to enhance student engagement and connect with the greater school community
 - Bridging
 - Summer Journey
 - Rockin' Raiders
 - Open House
 - Healthy Kids Extended Day childcare



Our Motto

“It’s the *Quality* of the journey that counts”

Our Vision

To have a nurturing school community that provides opportunities for lifelong personal growth.

Our Mission

We support everyone's journey to become the best version of themselves by:

- fostering an equitable, inclusive and student-focused environment
- providing opportunities for academic and community engagement
- empowering individuals to embrace their potential

We Value

A Growth Mindset

Critical Thinking Skills

Essential Skills for Career Readiness

Social/Emotional/Behavioral Wellness

Meaningful and Healthy Relationships

A Safe School Environment

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Gilbertsville-Mount Upton Central School Board of Education

Reorganizational & Regular Meeting

05 July 2023

Board Room D131

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

Member Sarah Green was absent.

Member Jed Barnes arrived at 6:04 P.M.

Others present were Superintendent, Annette Hammond; District Treasurer, Dorothy Iannello; Principal, Heather Wilcox and District Clerk Jarrin Hayen.

The meeting was called to order at 6:00 P.M. by Acting District Clerk, Jarrin Hayen. ORDER

The Acting District Clerk called for nominations for Board President for the 2023-2024 school year. Jeremy Pain was nominated by Sean Barrows for President. There were no other nominations. ELECTION, PRESIDENT

On a motion by Barrows, seconded by Ostrander and passed unanimously, the Acting District Clerk was requested to cast one ballot for the unanimous election of Jeremy Pain as President for the 2023-2024 school year.

Jeremy Pain was unanimously elected President.

The Acting District Clerk called for nominations for Board Vice-President for the 2023-2024 school year. Jed Barnes was nominated by Jeremy Pain for Vice-President. There were no other nominations. ELECTION, VICE-PRESIDENT

On a motion by Barrows, seconded by Ostrander and passed unanimously, the Acting District Clerk was requested to cast one ballot for the unanimous election of Jed Barnes as Vice-President for the 2023-2024 school year.

Jed Barnes was unanimously elected Vice-President.

The Oath of Office was administered to President Pain by the Acting District Clerk. OATHS ADMINISTERED

The Oath of Office was administered to Vice-President Barnes by the Acting District Clerk.

The Oath of Office was administered to re-elected board members Jed

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Barnes and Christopher Ostrander by Acting District Clerk.

The Oath of Office was administered to District Clerk Jarrin Hayen by Board President.

The Oath of Office was administered to Dorothy Iannello, District Treasurer; Annette Hammond, Superintendent and Heather Wilcox, Principal.

President Pain assumed the chair.

As recommended by the Superintendent, the following appointments and designations for the 2023-2024 school year were unanimously approved as amended on a motion by Friedel, seconded by Talbot and passed unanimously.

APPOINTMENTS
AND
DESIGNATIONS

Superintendent	<i>Annette D. Hammond</i>
District Clerk	<i>Jarrin Hayen</i>
Clerk Pro-Tem	<i>BOE President & VP, Superintendent</i>
District Treasurer	<i>Dorothy Iannello</i>
Deputy Treasurer	<i>Brianne Simonds</i>
Purchasing Agent	<i>Superintendent</i>
Alternate Purchasing Agent	<i>Dorothy Iannello</i>
Asst. Purchasing Agent	<i>Principal</i>
K-12 Petty Cash Fund \$100	<i>District Treasurer</i>
School Meals Petty Cash Fund \$50	<i>Susan Sebeck</i>
School Attorney	<i>Ferrara Fiorenza PC</i>
Compliance Officer for Title IX & Title I	<i>Heather Wilcox</i>
Sexual Harassment Complaint Officer	<i>Superintendent</i>
Homeless Liaison	<i>Kristy Carey</i>
Pesticide Application Coordinator	<i>Alan Digsby</i>
Funds Depository	<i>Community Bank, N.A., JP Morgan-Chase, NYCLASS</i>
HIPAA Privacy Officer	<i>Dorothy Iannello</i>
School Tax Collector	<i>Dorothy Iannello</i>
Authorized Credit Card	<i>Visa/Community Bank, N.A.</i>
Attendance Clerk	<i>Front Desk Position</i>
Independent Auditor	<i>D'Arcangelo & Co., LLP</i>
Internal Claims Auditor	<i>Tom Connell</i>
Payroll Certification	<i>Superintendent</i>
DASA Coordinator	<i>Lauren Roberts, Lisa Ruland</i>
BOE Regular Meeting Nights	<i>See attached schedule</i>
Newspapers	<i>(Norwich) Evening Sun & (Oneonta) Daily Star</i>
Legislative Liaison	<i>BOE Vice President</i>
Bonding \$1,000,000	<i>District Treasurer, Deputy Treasurer</i>
Student Accounts Central Treasurer	<i>Jarrin Hayen</i>
Mileage Rate	<i>Current IRS standard rate</i>
Budget Transfers up to \$10,000	<i>Superintendent</i>
Student Suspensions	<i>Heather Wilcox</i>

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Tutoring Stipend	<i>\$27.91 per hour</i>
Teaching Substitutes	<i>Certified - \$115.00/day</i>
	<i>Uncertified - \$100.00/day</i>
	<i>Retired from GMU- \$135.00/day</i>
Fully Certified Long-Term Teacher:	<i>\$160.00/day</i>
Non-Certified Long-Term Teacher:	<i>\$135.00/day</i>
Substitute Support Staff	<i>Minimum Wage</i>
Substitute Secretary, (over 10 consecutive days)	<i>Minimum Wage</i>
Substitute Health Aide with Certification	<i>\$100.00/day</i>
Substitute Registered Nurse	<i>\$20.00/hour</i>
Substitute Bus Driver	<i>\$25.00/run</i>
Substitute Cleaner Rate	<i>Minimum Wage</i>
Summer Instructional Pay	<i>\$27.91/hour</i>
Election Officials' Stipend	<i>\$150.00/day</i>
Records Management Officer	<i>Jarrin Hayen</i>
Data Protection Officer	<i>Eric Voorhees</i>
Hearing Officer	<i>BOE President</i>
Audit Committee	<i>Board Members</i>
Financial Advisor	<i>Fiscal Advisors and Marketing, Inc.</i>
Bond Council	<i>Orrick, Herrington & Sutcliffe, LLP.</i>
Title IX/Section 504 Compliance Officer	<i>Heather Wilcox</i>
Human Rights Officer	<i>Superintendent</i>
Internal Claims Auditor	<i>\$16.50/hour</i>
MOH Workers' Compensation Board Representative	<i>Annette Hammond & Dorothy Iannello</i>

Designation of DCMO BOCES to act as the Advisory Council for GMU Career and Technical Education 2023-2024.

Approve Federal and State Programs:

Title I, Title II A, Title IV, IDEA Part B, Section 611, Section 619, REAP, National School Lunch, National School Breakfast and Surplus Food, Universal Pre-K (UPK), No Kid Hungry, CRRSA, ARP ESSER, Learning Loss.

RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby authorizes the Superintendent of Schools to hire and approve payroll for employees between board meetings. Final approval of employment will be at the next regularly scheduled board meeting.

RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby authorize the Board President and/or Deputy Treasurer to sign checks in the absence of the District Treasurer.

RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby authorizes the Superintendent of Schools to enter into contracts for services on behalf of the Gilbertsville-Mount Upton Central School District.

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RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does and hereby agrees that the district shall provide legal counsel and indemnify to its members, officers, the superintendent of schools, and school building and district administrators against all uninsured financial loss arising out of any proceedings, claim, demand suit, judgment by reason of alleged negligence or other conduct resulting in bodily or other injury to any person or damage to the property of any person committed while said member, officer, superintendent, building administrator or district administrator is acting within the scope of his/her employment or at the direction of the Board of Education and in addition that this clause is continued in the employment contracts of the superintendent, school building and school district administrators.

RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board of Education of Gilbertsville-Mount Upton Central School District hereby adopts, in full, the coverage provided by Section 18 of the New York Public Officers Law. This coverage shall not supplant any existing protection and/or coverage provided by any other section of law but shall add to and supplement such existing coverage.

RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board hereby re-adopt the Code of Ethics, Code of Conduct, and all existing Policies.

RESOLVED: Upon the recommendation of the Superintendent of Schools, the Board does hereby agree to retain NBT Insurance Agency LLC., (NBT) to broker the business and other insurance needs. The District, with the guidance of NBT, will periodically obtain insurance coverage carrier quotes to assure competitive pricing.

The re-organizational meeting adjourned at 6:04 p.m. on a motion by Barrows, seconded by Talbot, and passed unanimously.

The regular meeting was called to order at 6:04 P.M. by President Pain.

The Superintendent and Principal provided the following Positive Highlights:

- Graduation went well. Rained but custodians moved quickly to get student signs inside to help with seating.
- Ended school year on a positive note.

No topics were raised from the floor.

The District Clerk informed the board of the following:

- District-Wide Safety Plan Public Hearing will be on August 16, 2023 at 6:00pm, for the purpose of receiving any comments with respect to

**POSITIVE
HIGHLIGHTS**

PUBLIC COMMENT

**INFORMATION FOR
MEMBERS**

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the plan for GMU.

The Board discussed the following:

-Second Reading: Non-resident Students (BP7131)
Minutes from the 14 June 2023 meeting were unanimously approved on a motion by Barrows, seconded by Barnes. For the motion six, opposed none. Motion carried.

BOARD
DISCUSSION
MINUTES

The proposed 05 July 2023 Regular Consent Agenda was unanimously adopted as amended on a motion by Friedel, seconded by Talbot. For the motion six, opposed none. Motion carried.

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 05 July 2023 CSE/CPSE Consent Agenda. The meeting dates include 14, 16, 22 & 23 June 2023. For the motion six, opposed none. Motion carried.

CSE/CPSE
CONSENT AGENDA

Board Member Barnes made the motion, seconded by Board Member Talbot, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 05 July 2023, Financial Consent Agenda as amended. For the motion six, opposed none. Motion carried.

FINANCIAL
CONSENT AGENDA

Financial Reports

To accept the financial reports for June 2023.

Board Member Barrows made the motion, seconded by Board Member Ostrander, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 05 July 2023, Personnel Consent Agenda as amended. For the motion six, opposed none. Motion carried.

PERSONNEL
CONSENT AGENDA

Special Education Teacher Tenure Appointment

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 Samantha Carrabba tenure to the position of Special Education tenure area. The board hereby makes this appointment effective 01 September 2023.

School Counselor Tenure Appointment

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 Lisa Ruland tenure to the position of School Counselor tenure area. The board hereby makes this appointment effective 01 September 2023.

Secondary Social Studies Teacher Tenure Appointment

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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 Shania Speenburgh tenure to the position of Secondary Social Studies tenure area. The board hereby makes this appointment effective 01 September 2023.

Substitutes

To appoint the following **certified** substitutes for the 2023-2024 school year:
Lynne Ohl.

To appoint the following **non-certified** substitutes for the 2023-2024 school year:
Carol Angelone, Phyllis Inman, Tina Nichols, Ashley Ferris, Felicia Musson, Matraca Harman, Rich Dunnigan and Devin Harris.

To appoint the following as **RN-Nurse** substitutes for the 2023-2024 school year:
Carol Angelone, RN Nurse and Phyllis Inman, RN Nurse.

Summer Food Service Helpers

To appoint the following as Summer Food Service Helpers, effective July 1, 2023 through August 31, 2023, at their 2023-2024 contractual pay rate:
Lisa Dibble, Stacey Barnes, Jillian Dickerson, Kathryn Hawkins and Andrew Sebeck

English Language Arts Teacher

To appoint Allison Zimmerman as a full-time English Language Arts teacher effective 01 September 2023, 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: Allison Zimmerman
Tenure area: Secondary English 7-12
Date of commencement of probationary service: 01 September 2023
Expiration date of appointment: 01 September 2027
Certification Status: Secondary English 7-12, Initial

Summer Enrichment Staff

To appoint the following individuals as Summer Enrichment Staff at the rate of \$27.91/hr., effective July 1, 2023 through August 31, 2023:
Ashley Hughes, Zea Beckwith, Shari Bennett, Cristina Sasser, Lisa Ruland, Larisa Waghorn, Amy Favinger, Abbey Beaver, Kaitlyn Woods, Rebecca Fuller, Amy Costello, Darin Trass, Brittany Scheriff and Amy Bookhout.

To approve Kevin Walsh, as the Summer Enrichment Coordinator at the rate of \$5,000 stipend.

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Summer School Staff

To appoint the following as Summer School Staff at the rate of \$27.91/hr., effective July 1, 2023 through August 31, 2023:

Zea Beckwith and Larisa Waghorn

Pre-K & Kindergarten Bridging Staff

To appoint the following to the Pre-K & Kindergarten Bridging Staff at the rate of \$27.91/hour for the 2023-2024 school year:

Danielle Umbra, Rebecca Fuller, Linda Dickey, Ashley Elbogen, Amanda Musson, Jamie Fuller, Lisa Macumber, Lisa Ruland, Elisa Heggenstaller, Lauren Weidman, Jaime Sherwood, Kelly Ingham, Raquel Norton, Ashley Hughes, Matt Johnson and Anne Monaco.

Annual Positions/Advisors

To appoint the following as paid annual positions/advisors:

POSITION	NAME
Class of 2024 (12th Grade)	Shania Speenburgh
Class of 2025 (11th Grade)	Lisa Ruland
Class of 2026 (10th Grade)	Tracy Kokell & Larisa Waghorn
Class of 2027 (9th Grade)	Raquel Norton
Class of 2028 (8th Grade)	Shania Speenburgh
Class of 2029 (7th Grade)	Patrick Bennett
7-8 Student Council	Kaitlyn Woods
9-12 Student Council	Shania Speenburgh
National Honor Society	Jennifer McDowall & Raquel Norton
Yearbook	Zea Beckwith
Mock Trial	Raquel Norton
SADD	Lauren Roberts
Marching Band, Jazz Band, Pit Director	William Gilchrest
Color Guard	Anne Monaco
Theatre Club	Jackie Turnbull
Drama Director	
Extra Choral	Anne Monaco
Musical Director	Anne Monaco
Junior Musical Director	Anne Monaco
Assistant Director/Choreographer	Jackie Turnbull
Leadership Club (former NJHS)	Abbey Beaver
Elementary Student Council (Grades 4-6)	Alicia Cummings
Safety Patrol Advisor	Shari Bennett
Literacy Instructional Leader	Lauren Weidman
Math Instructional Leader (K-5)	Darin Trass
Athletic Director	Greg Bonczkowski
Auditorium Coordinator	Kristy Carey

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Alternate CSE Chairperson	Terri Yantz
Graduation Coordinator	Kristy Carey
Gay Straight Alliance	Ashley Hughes & Lisa Ruland

To appoint the following as non-paid annual positions/advisors:

NON-PAID ANNUAL POSITIONS

Clay Raiders (Trapshooting Club)	Larisa Waghorn
Academic Team	Danielle Rhone
CFES Coordinator	Lisa Ruland

Mentors

To appoint the following Mentors for the 2023-2024 school year:

- Alicia Cummings for Rachel Cronin (Elementary Teacher)
- Darin Trass for Bethanie Weand (Elementary Teacher)
- Lauren Weidman for Ashley Elbogen (Elementary Teacher)
- Jennifer McDowall for Allison Zimmerman (ELA Teacher)
- Tracy Kokell for Patrick Bennett (Mathematics Teacher)
- Lisa Ruland for Lauren Roberts (School Counselor)

Director of Special Education

To appoint Annette Hammond as Director of Special Education for the 2023-2024 school year. effective July 1, 2023.

RESOLVED: Upon the recommendation of the Superintendent of Schools, per the required Commissioner's Regulations Part 200.3. that this Board does hereby appoint the following **CSE/CPSE** Committee Members for the 2023-2024 school year, effective July 1, 2023:

CSE

- CSE Director: Annette Hammond
- School Psychologist: Theresa Yantz
- Special Education Teacher
- Regular Education Teacher
- Parent Member: Refer to list (Only needed at parent request)
- Parent(s) of Guardian of the Student
- Other persons having knowledge or special expertise regarding the student, including related services personnel as appropriate, as the school district or parent(s) shall designate.
- If appropriate, the student

CPSE

- CPSE Director: Annette Hammond
- School Psychologist: Theresa Yantz
- Special Education Teacher
- Regular Education Teacher
- Parent Member: Refer to list (Only needed at parent request)
- Parent(s) of Guardian of the Student

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- Other persons having knowledge or special expertise regarding the student, including related services personnel as appropriate, as the school district or parent(s) shall designate.
- For child in transition from Early Intervention programs and services, at the request of the parent, the appropriate professional designated by the agency that has been charged with the responsibility of the preschool child.
- A representative of the Municipality of the preschool child's residence.
- **Alternate Chairperson**
To approve the following Alternate Chairperson for the 2023-2024 school year:
Theresa Yantz, School Psychologist (paid); Heather Wilcox Principal (unpaid) and Kevin Walsh, Assistant Principal (unpaid).

Fall Coaching Recommendations

To appoint the following coaches for the 2023-2024 fall sports season:
Girls' Varsity Soccer – Raquel Norton
Girls' Modified Soccer – Ken Held
Boys' Modified Soccer – Bruce Zimmer

All coaches are pending the following requirements: first aid certification, CPR/AED certification, concussion certification, DASA certification, and fingerprint clearance.

Fall Coaching Recommendations

To appoint the following coach for the 2023-2024 fall sports season:
Girls' Varsity Volunteer Assistant Soccer Coach-Alicia Sebeck

All coaches are pending the following requirements: first aid certification, CPR/AED certification, concussion certification, DASA certification, and fingerprint clearance.

Resignation

To accept the resignation of Katherine Izzo, Secondary Mathematics Teacher, effective August 1, 2023.

Board Member Barrows made the motion, seconded by Board Member Barnes, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 05 July 2023 New Items Consent Agenda as amended. For the motion six, opposed none. Motion carried.

NEW ITEMS
CONSENT AGENDA

Non-Resident Students

To approve the following non-resident students for the 2023-2024 school year:
Peyton Norton, Grade 9; Lillian Perrine, Grade 10; Wilbur Barnes, Grade 4; Madelyn Jo Barnes, Grade 2; Justin Dickey, Grade K;

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Myanna Dickey, Grade 11; Emma Weidman, Grade Pre-K; Henry Weidman, Grade 1.

Transportation Requests

To approve the following transportation requests to Otsego Christian Academy for the 2023-2024 school year:

Ethan Bertrand, Andrew Bertrand, Broden Osborne, Elenor Hanehan, Margaret Hanehan, Thomas Hanehan, Juliet Hanehan, Andrew Taylor, Natalie Gross, Liam Gilchrest, Sullivan DiGiorgi, Jack DiGiorgi, Annabelle DiGiorgi and Joshua Whitehill.

To approve the following transportation request to Valley heights Christian Academy for the 2023-2024 school year:

Kylee O’Connell

To approve the following transportation request to Holy Family School in Norwich, NY for the 2023-2024 school year:

Addison Dickey, Sullivan Dickey and William Dickey.

School Resource Officer

To approve the agreement between Gilbertsville-Mount Upton Central School and Upstate Security Consultants, LLC for a School Resource Officer for the 2023-2024 school year.

Adopt Board Policy

To adopt the Board Policy listed on behalf of the Superintendent and Ferrara Fiorenza PC:

Section 7000: Students

7131: Non-Resident Students

Construction Management Contract

WHEREAS, The Gilbertsville-Mount Upton Central School District (the “District”) has determined that it is in the best interest of the District to retain a construction manager to provide necessary construction management and related services in connection with its 2023 Capital Improvement Project (the “Project”); and

WHEREAS, pursuant to a request for proposals awarded to C&S Engineers, Inc., the District wishes to contract with C&S Engineers, Inc. for the Purposes of providing construction management and related services for the Project; and

WHEREAS, the School District’s legal counsel, Ferrara Fiorenza, PC and C&S Engineers, Inc. have jointly prepared a contract for construction management services relative to the Project (a copy of which has been shared with the Board);

NOW, THEREFORE, be it resolved as follows:

1. The Board of Education approves the retention of C&S Engineers, Inc. to provide professional services and proceed with the Project in accordance with the terms and conditions of the contract approved by legal

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- counsel and previously shared with the Board of Education.
2. The Board of Education hereby authorizes the President of the Board or the Superintendent of Schools to enter into the approved contract with C&S Engineers, Inc. on behalf of the Board of Education and take all steps necessary or convenient to proceed under the contract in connection with the Project.
 3. This resolution shall take effect immediately.

Sports Mergers

To approve the following sports mergers for the 2023-2024 school year:

Boys' Varsity Soccer-GMU & Unadilla Valley.
Varsity & Modified Cross Country-GMU & Unadilla Valley.
Varsity Football-GMU & Unadilla Valley.

Shania Speenburgh, GMU Teacher thanked the board for their support as a teacher here. PUBLIC COMMENT

The board convened in executive session at 6:09 p.m. to discuss - Personnel on a motion by Talbot, seconded by Barrows and passed unanimously. EXECUTIVE SESSION

The board reconvened in open session at 6:36 p.m. on a motion by Talbot, seconded by Barrows and passed unanimously.

The meeting adjourned at 6:45 p.m. on a motion by Barrows, seconded by Talbot, and passed unanimously. ADJOURNMENT

**Gilbertsville-Mount Upton Board of Education
Regular Meeting
Wednesday, August 16, 2023**

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 approve the financial reports from June 2023.

Financial Reports (encl F2)

To accept the financial reports for July 2023.

Tax Warrant (encl F3)

To approve the proposed tax warrant for the 2023-2024 school year.

Substitute Bus Monitor Rate

To approve the rate for substitute bus monitor for the 2023-2024 school year as \$14.56.

Fuel Card Enrollment Agreement (encl F4)

To approve the agreement for the WEX Bank - State of New York Fuel Card Program for back-up fuel purchases.

Gilbertsville-Mt. Upton CSD

Check Warrant Report For A - 26: JUNE 2023 Cash Disbursement For Dates 6/1/2023 - 6/30/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
15	06/15/2023	3107	US BANK	204	907,650.00
15	06/30/2023	3252	Lifetime Benefit Solutions		99.00
31134	06/01/2023	248	DOUG EXLEY	197	329.80
31135	06/01/2023	1159	PETTY CASH		200.00
31136	06/05/2023	3557	BROEDEL FUEL	261	542.85
31136	06/05/2023	3557	**VOID** BROEDEL FUEL	261	-542.85
31137	06/05/2023	1583	BUSINESS CARD		343.20
31138	06/05/2023	428	CDW GOVERNMENT	584	387.00
31139	06/05/2023	3663	COLLEGE BOARD		88.00
31140	06/05/2023	188	DCMO BOCES	414	448.61
31141	06/05/2023	3324	DEWITT SCHOOL SERVICES & JOSTENS		773.33
31142	06/05/2023	2592	FULLER PAVING	564	5,000.00
31143	06/05/2023	2406	HEATHER WILCOX		14.49
31144	06/05/2023	60	HERFF JONES, LLC	582	175.30
31145	06/05/2023	514	NYS COUNCIL OF SCHOOL SUPERINTENDENTS		1,649.11
31146	06/05/2023	3657	SHAUGHNESSY AND ASSOCIATES	581	148.00
31147	06/05/2023	3338	TEAM VIEWER GERMANY GMBH		3,275.80
31148	06/05/2023	1507	UNIFIRST	212	71.80
31149	06/05/2023	3557	BROEDEL FUEL	261	542.85
31150	06/06/2023	16	ADVANCED FIRE PROTECTION	218	140.00
31151	06/06/2023	3319	CARROT TOP INDUSTRIES	594	339.57
31151	06/14/2023	3319	**VOID** CARROT TOP INDUSTRIES	594	-339.57
31152	06/06/2023	2768	FINGER LAKES SYSTEM CHEMISTRY	592	260.10
31153	06/06/2023	3174	NEW YORK HEAD MECHANICS ASSOCIATION	589	70.00
31154	06/06/2023	1552	REINHARDT CORP (HOME HEATING)	342	17,110.00
31155	06/06/2023	243	THE EVENING SUN	156	652.16
31156	06/06/2023	1433	TRACTOR SUPPLY COMPANY	433	769.86
31157	06/06/2023	2254	US BANK EQUIPMENT FINANCE	254	438.00
31158	06/09/2023	3624	ABBEEY BEAVER		350.00
31159	06/09/2023	3557	BROEDEL FUEL	261	7,089.12
31160	06/09/2023	2558	Darin Trass		22.66
31161	06/09/2023	3604	FERRARA FIORENZA PC	429	760.00
31162	06/09/2023	1834	Gillee's Auto Truck & Marine	*See Detail Report	1,291.35
31163	06/09/2023	835	GRAINGER	223	234.22
31164	06/09/2023	318	HILL & MARKES INC.	224	267.30
31165	06/09/2023	3444	Kendall Hunt Publishing Co	*See Detail Report	5,167.80
31166	06/09/2023	1809	LOWE'S	*See Detail Report	477.37
31167	06/09/2023	407	MATTHEWS BUSES INC	267	81.49
31168	06/09/2023	1885	RURAL SCHOOLS ASSOCIATION OF NY		850.00
31169	06/09/2023	765	THE WATER BOTTLE	213	74.00
31170	06/09/2023	830	VASCO BRAND INC	226	287.52
31171	06/09/2023	3249	WASTE RECOVERY ENTERPRISES, LLC	198	430.17
31172	06/12/2023	3054	SCHOLASTIC INC	*See Detail Report	230.36
31173	06/12/2023	54	AT & T	217	133.88
31174	06/12/2023	2558	Darin Trass		22.66
31175	06/12/2023	2908	Greg Bonczkowski		194.71

Gilbertsville-Mt. Upton CSD

Check Warrant Report For A - 26: JUNE 2023 Cash Disbursement For Dates 6/1/2023 - 6/30/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
31176	06/12/2023	547	OTSEGO ELECTRIC COOP.	230	6,261.10
31177	06/12/2023	1970	RICHARD S. SMITH	215	600.00
31178	06/12/2023	1507	UNIFIRST	212	71.80
31179	06/13/2023	1086	ALLSTATE SIGN & PLAQUE CORP	596	111.95
31180	06/13/2023	3651	SMOKEY HILL DESIGNS	565	414.80
31181	06/13/2023	3658	BANNERS.COM	586	1,244.72
31182	06/13/2023	3655	CONCEPT2, INC	573	4,410.00
31183	06/14/2023	810	UNITED STATES TREASURY		97.65
31184	06/14/2023	2222	Utica National Insurance Group	577	315.00
31185	06/14/2023	607	PUTNAM PEST CONTROL INC	209	55.00
31186	06/14/2023	3319	CARROT TOP INDUSTRIES	594	324.61
31187	06/14/2023	188	DCMO BOCES	300	193,189.06
31188	06/15/2023	30	AMAZON.COM	*See Detail Report	806.64
31189	06/15/2023	72	BLAKE EQUIPMENT		128.24
31190	06/15/2023	1141	CAZENOVIA EQUIPMENT CO	222	278.27
31191	06/15/2023	134	CHENANGO WELDING SUPPLY LLC	187	53.73
31192	06/15/2023	2249	GMU CAFETERIA		4,390.00
31193	06/15/2023	318	HILL & MARKES INC.	224	247.35
31194	06/15/2023	3599	SAMANTHA CARRABBA		59.73
31195	06/15/2023	923	Thomas Connell		71.89
31196	06/15/2023	3664	THE FARMER'S MUSEUM	595	112.00
31197	06/15/2023	2203	ALICIA CUMMINGS		30.00
31198	06/20/2023	3477	ARCARDIS ARCHITECTS		3,736.47
31199	06/20/2023	3557	BROEDEL FUEL	261	888.20
31200	06/20/2023	2109	MICROBAC LABORATORIES, INC	211	313.92
31201	06/20/2023	781	TOWN OF GUILFORD		500.00
31202	06/20/2023	3193	UNATEGO CSD		15,915.05
31203	06/20/2023	2222	Utica National Insurance Group	577	69,236.00
31204	06/21/2023	2495	BIG APPLE MUSIC	185	106.00
31205	06/22/2023	835	GRAINGER	223	491.45
31206	06/22/2023	407	MATTHEWS BUSES INC	599	256.91
31207	06/22/2023	1025	VOLO'S AUTO SUPPLY		3.72
31208	06/23/2023	560	PASCO INC.		2,661.15
31209	06/23/2023	1833	TAYLOR RENTAL		140.00
31210	06/23/2023	3193	UNATEGO CSD		152.35
31211	06/23/2023	1975	RIFANBURG LAWN & LANDSCAPE		175.00
31212	06/23/2023	752	THE DAILY STAR	310	142.45
31213	06/26/2023	948	MARY IMOGENE BASSETT HOSPITAL		450.00
31214	06/27/2023	3331	CASTLE LEARNING INC	602	1,807.00
31215	06/27/2023	1507	UNIFIRST	212	71.80
31216	06/27/2023	3018	UHS OCCUPATIONAL MEDICINE	591	85.00
31217	06/28/2023	923	Thomas Connell		60.26
31218	06/28/2023	835	GRAINGER		101.45
31219	06/30/2023	188	DCMO BOCES		3,023.26
31220	06/30/2023	188	DCMO BOCES		254.00
31221	06/30/2023	752	THE DAILY STAR		28.30

Gilbertsville-Mt. Upton CSD



Check Warrant Report For A - 26: JUNE 2023 Cash Disbursement For Dates 6/1/2023 - 6/30/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
31222	06/30/2023	817	UPS		102.38
31223	06/30/2023	971	FISCAL ADVISORS & MARKETING INC		394.00
31224	06/30/2023	2782	EASTERN		1,119.77
31225	06/30/2023	243	THE EVENING SUN	156	101.78
31226	06/30/2023	1583	BUSINESS CARD		182.31
31227	06/30/2023	3204	SHUPPERDS TACK SHOP	598	657.00
Number of Transactions: 98					
					Warrant Total: 1,275,031.54
					Vendor Portion: 1,275,031.54

*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, 98 in number, in the total amount of \$1,275,031.54. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/5/2023 Brianne Demark 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 \$1,275,031.54. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7-5-23 J. H. E. Call Internal Claims Auditor
 Date Auditor's Signature Title

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL STUDENT ACCOUNTS

07/01/2023 through 07/31/2023

ACTIVITY	ADVISOR	TREASURER	BEGINNING BALANCE	PAYMENTS	DEPOSITS	ENDING BALANCE
Class of 2024 (Seniors)	Shania Speenburgh		\$6,182.35			\$ 6,182.35
Class of 2025 (Juniors)	Lisa Ruland		\$2,643.27			\$ 2,643.27
Class of 2026 (Sophomores)	Tracy Kokell & Larisa Waghorn		\$3,434.02			\$ 3,434.02
Class of 2027 (Freshman)	Raquel Norton		\$3,402.57			\$ 3,402.57
Class of 2028 (8th Grade)	Shania Speenburgh		\$73.00			\$ 73.00
Class of 2029 (7th Grade)	Patrick Bennett		\$0.00			\$ -
Theatre Club (Drama)	Jackie Turnbull		\$5,975.12			\$ 5,975.12
7-8 Student Council	Kaitlyn Woods		\$2,719.72			\$ 2,719.72
9-12 Student Council	Shania Speenburgh		\$1,055.26			\$ 1,055.26
Elementary Student Council	Alicia Cummings		\$3,521.50			\$ 3,521.50
Language Club	Jeffrey Rhone		\$448.74			\$ 448.74
Band Fund	William Gilchrest		\$6,538.83			\$ 6,538.83
Chorus Fund	Anne Monaco		\$1,747.90			\$ 1,747.90
National Honor Society	Jennifer McDowall & Raquel Norton		\$580.02			\$ 580.02
SADD	Lauren Roberts		\$1,270.83		\$ 676.65	\$ 1,947.48
Safety Patrol Special	Shari Bennett		\$0			\$ -
Safety Patrol	Shari Bennett		\$3,179.17			\$ 3,179.17
Women For A Change			\$872.04			\$872.04
Yearbook	Zea Beckwith		\$6,417.56		\$ 10.94	\$ 6,428.50
Acceptance Alliance (GSA)	Ashley Hughes & Lisa Ruland		\$370			\$ 369.50
Leadership Club (NJHS)	Abbey Beaver		\$ -			\$ -
DUE TO OTHER FUNDS			\$ -			\$ -
Cheerleaders	Cheerleaders		\$253.13			\$ 253.13
SALES TAX	SALES TAX		\$64.78			\$ 64.78
	TOTALS		\$50,749.31	\$ -	\$ 687.59	\$ 51,436.90

SUBMITTED BY *Jamie*

REVIEWED BY: *John Sarnello*

**Gilbertville-Mount Upton Central School District
Community Bank and JP Morgan and NYCLASS Bank Accounts
Monthly Treasurer's Report
July 1, 2023 through July 31, 2023**

Cash Activity	General Community		Cafeteria Community		I & A Community		Payroll Community		Federal Community		Student Interest		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		Capl.Savings/Ckg Comm Bank NYCLASS Interest		
	Interest		Interest		Interest		Interest		Interest		Interest		Interest		Interest		Interest		Interest		Interest		Interest		Interest		Interest		
<u>Beginning Bal.</u>	\$ 246,147.82	\$ 58,922.07	\$ 31,871.06	\$ 624.45	\$ 34,459.69	\$ 50,749.31	\$ 543,388.98	\$ 1,653,297.68	\$ 224,715.68	\$ 669,796.32	\$ 744,578.82	\$ 226,352.45	\$ 217,043.34	\$ 1,329,734.74															
<u>Cash Receipts</u>	\$ 909,698.94	\$ 11.81	\$ 126,412.21	\$ 73,398.22	\$ 376,105.03	\$ 687.59	\$ 2,212.80	\$ 7,013.15	\$ 13,064.20	\$ 2,841.23	\$ 3,158.42	\$ 960.16	\$ 920.66	\$ 5,557.37															
<u>Other Adjust.</u>																													
TOTAL BEG BAL & CR	\$ 1,155,846.76	\$ 58,933.88	\$ 158,283.27	\$ 74,022.67	\$ 410,564.72	\$ 51,436.90	\$ 545,601.78	\$ 1,660,310.83	\$ 237,779.88	\$ 672,639.55	\$ 747,737.24	\$ 227,312.61	\$ 217,964.00	\$ 1,335,292.11															
<u>Cash Disburse.</u>	\$ 970,162.63	\$ 5,941.02	\$ 104,052.27	\$ 73,397.11	\$ 352,676.84																								
<u>Other Adjust.</u>																													
TOTAL CD & ADJ	\$ 970,162.63	\$ 5,941.02	\$ 104,052.27	\$ 73,397.11	\$ 352,676.84	\$ 51,436.90	\$ 545,601.78	\$ 1,660,310.83	\$ 237,779.88	\$ 672,639.55	\$ 747,737.24	\$ 227,312.61	\$ 217,964.00	\$ 1,304,696.93															
<u>Cash Balance End of Month</u>	\$ 185,684.13	\$ 52,992.86	\$ 54,231.00	\$ 625.56	\$ 57,887.88	\$ 51,436.90	\$ 545,601.78	\$ 1,660,310.83	\$ 237,779.88	\$ 672,639.55	\$ 747,737.24	\$ 227,312.61	\$ 217,964.00	\$ 1,304,696.93															

Reconciliation W/Bank Records	General Community		Cafeteria Community		I & A Community		Payroll Community		Federal Community		Student Community		General MMA Base/NYCLASS/CO Interest		Capital Res NYCLASS		Debt Res NYCLASS		EBALR NYCLASS		ERS Res NYCLASS		Unemploy-ment-NYCLASS		Liability Res NYCLASS		Cap. Savings/Ckg NYCLASS/COMM		
	Interest		Interest		Interest		Interest		Interest		Interest		Interest		Interest		Interest		Interest		Interest		Interest		Interest		Interest		
<u>Balance Per Bank</u>	\$ 376,982.20	\$ 52,992.86	\$ 55,032.30	\$ 3,187.92	\$ 61,058.92	\$ 51,636.90	\$ 18,989.43	\$ 22,227.24	\$ 1,660,310.83	\$ 237,779.88	\$ 672,639.55	\$ 227,312.61	\$ 217,694.00	\$ 1,222,701.47															
<u>Bank Error</u>																													
<u>Outstanding Checks</u>	\$ 193,298.07		\$ 801.30	\$ 2,562.36	\$ 3,171.04	\$ 200.00	\$ 504,385.11																						
<u>Other Adjust.</u>																													
Available Cash Balance	\$ 185,684.13	\$ 52,992.86	\$ 54,231.00	\$ 625.56	\$ 57,887.88	\$ 51,436.90	\$ 545,601.78	\$ 1,660,310.83	\$ 237,779.88	\$ 672,639.55	\$ 747,737.24	\$ 227,312.61	\$ 217,694.00	\$ 1,304,696.93															

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 August 16, 2023

Dorothy L. Iannello
DOROTHY L. IANNELLO, DISTRICT TREASURER

Jarrin Haven
JARRIN HAVEN, CLERK OF THE BOARD OF EDUCATION

Gilbertsville-Mt. Upton CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A.1010.400	BOE - CONTRACTUAL	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
A.1010.450	BOE - SUPPLIES	250.00	0.00	250.00	182.52	0.00	67.48
A.1010.490	BOCES-STAFF DEV-SUPER EVAL	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
1010	BOARD OF EDUCATION	11,250.00	0.00	11,250.00	182.52	0.00	11,067.48
A.1040.400	CONF/ELECTION OFFICIALS	750.00	0.00	750.00	0.00	0.00	750.00
A.1040.450	BOARD CLERK-SUPPLIES	150.00	0.00	150.00	0.00	0.00	150.00
1040	DISTRICT CLERK	900.00	0.00	900.00	0.00	0.00	900.00
A.1060.400	LEGAL ADVERTISING	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
1060	DISTRICT MEETING	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
10		14,650.00	0.00	14,650.00	182.52	0.00	14,467.48
A.1240.150	SUPERINTENDENT-SALARY	162,402.00	0.00	162,402.00	12,592.76	0.00	149,809.24
A.1240.160	SUPERINTENDENT SECRETARY	44,565.00	0.00	44,565.00	3,427.96	0.00	41,137.04
A.1240.400	DO - CONTRACTUAL	6,250.00	0.00	6,250.00	150.00	0.00	6,100.00
A.1240.450	DO - SUPPLIES	1,000.00	0.00	1,000.00	123.79	135.14	741.07
1240	CENTRAL OFFICE	214,217.00	0.00	214,217.00	16,294.51	135.14	197,787.35
12		214,217.00	0.00	214,217.00	16,294.51	135.14	197,787.35
A.1310.160	BO - NON INSTRUCTIONAL	129,750.00	0.00	129,750.00	9,927.88	0.00	119,822.12
A.1310.400	BO - CONTRACTUAL	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
A.1310.450	SUPPLIES	100.00	0.00	100.00	0.00	0.00	100.00
A.1310.490	BOCES-PAYROLL SERVICE	99,500.00	0.00	99,500.00	0.00	0.00	99,500.00
1310	BUSINESS ADMINISTRATION	234,350.00	0.00	234,350.00	9,927.88	0.00	224,422.12
A.1320.400	AUDITOR SERVICES	20,000.00	0.00	20,000.00	9,500.00	9,500.00	1,000.00
1320	AUDITING	20,000.00	0.00	20,000.00	9,500.00	9,500.00	1,000.00
A.1325.160	INTERNAL CLAIMS AUD	1,065.00	0.00	1,065.00	0.00	0.00	1,065.00
A.1325.400	TREAS - CONTRACTUAL	500.00	0.00	500.00	0.00	0.00	500.00
A.1325.450	TREAS - SUPPLIES	480.00	0.00	480.00	0.00	0.00	480.00
1325	TREASURER	2,045.00	0.00	2,045.00	0.00	0.00	2,045.00
A.1330.160	TAX COLLECTOR-SALARY	3,000.00	0.00	3,000.00	230.76	0.00	2,769.24
A.1330.400	TAX COLLECTOR-NOTICES	3,200.00	0.00	3,200.00	0.00	0.00	3,200.00
1330	TAX COLLECTOR	6,200.00	0.00	6,200.00	230.76	0.00	5,969.24
A.1345.490	BOCES - COOP BID	3,105.00	0.00	3,105.00	0.00	0.00	3,105.00
1345	PURCHASING	3,105.00	0.00	3,105.00	0.00	0.00	3,105.00
13		265,700.00	0.00	265,700.00	19,658.64	9,500.00	236,541.36

Gilbertsville-Mt. Upton CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1420.400	LEGAL SERVICES	17,500.00	0.00	17,500.00	0.00	17,500.00	0.00
1420	LEGAL	17,500.00	0.00	17,500.00	0.00	17,500.00	0.00
A 1430.400	ADVERTISING-PERSONNEL	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 1430.400-01	PERSONNEL-FINGER PRINTING	520.00	0.00	520.00	0.00	0.00	520.00
A 1430.490	BOCES-REC/WCEPA	39,375.00	0.00	39,375.00	0.00	0.00	39,375.00
1430	PERSONNEL	42,395.00	0.00	42,395.00	0.00	0.00	42,395.00
A 1460.400	RECORDS MANAGEMENT	546.00	0.00	546.00	0.00	0.00	546.00
A 1460.490	BOCES-RECORD MANAGEMENT	14,000.00	0.00	14,000.00	0.00	0.00	14,000.00
1460	RECORDS MANAGEMENT OFFICER	14,546.00	0.00	14,546.00	0.00	0.00	14,546.00
A 1480.490	BOCES - SAFETY	86,126.00	0.00	86,126.00	0.00	0.00	86,126.00
1480	PUBLIC INFORMATION & SERVICES	86,126.00	0.00	86,126.00	0.00	0.00	86,126.00
14		160,567.00	0.00	160,567.00	0.00	17,500.00	143,067.00
A 1620.160	BLDG MAINT MECHANIC-SALARY	77,900.00	0.00	77,900.00	5,850.60	0.00	72,049.40
A 1620.200	MAINT-EQUIPMENT	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
A 1620.400	MAINT-CONTRACTUAL	24,500.00	0.00	24,500.00	3,544.00	706.00	20,250.00
A 1620.400-05	MAINT-RUGS/MOPS	2,200.00	248.25	2,448.25	38.36	1,209.89	1,200.00
A 1620.421	MAINT-FUEL OIL	85,000.00	0.00	85,000.00	0.00	0.00	85,000.00
A 1620.422	MAINT-PROPANE	200.00	0.00	200.00	0.00	200.00	0.00
A 1620.425	MAINT-ELECTRIC	80,000.00	0.00	80,000.00	0.00	70,000.00	10,000.00
A 1620.427	MAINT-CLAY/MATERIAL/CRACK	750.00	0.00	750.00	0.00	0.00	750.00
A 1620.428	MAINT-PARTS EQPT.	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
A 1620.431	MAINT-TELEPHONE	10,000.00	1,000.00	11,000.00	1,832.76	9,167.24	0.00
A 1620.450	MAINT-SUPPLIES	30,500.00	520.00	31,020.00	0.00	8,666.95	22,353.05
A 1620.450-01	MAINT-SUPPLIES/STAFF/ADVISOR PURCHASES	1,500.00	0.00	1,500.00	0.00	899.91	600.09
A 1620.471	MAINT-SEPTIC	4,500.00	0.00	4,500.00	2,070.00	130.00	2,300.00
A 1620.471-01	MAINT-EXTERMINATOR	1,500.00	0.00	1,500.00	0.00	750.00	750.00
A 1620.472	MAINT-FIRE EXTING	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
A 1620.474	MAINT-GARBAGE	4,950.00	0.00	4,950.00	225.00	2,475.00	2,250.00
A 1620.474-01	MAINT-HAZARD WASTE DISP	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 1620.475	MAINT-PORT A FACILITIES	1,800.00	0.00	1,800.00	0.00	1,800.00	0.00
1620	OPERATION OF PLANT	348,800.00	1,768.25	348,568.25	13,560.72	96,004.99	239,002.54
A 1621.160	MAINT-SALARIES	185,765.00	0.00	185,765.00	13,946.12	0.00	171,818.88
A 1621.160-21	MAINT-SUMMER HELP	15,000.00	0.00	15,000.00	3,788.00	0.00	11,212.00

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A_1621_160-22	MAINT-OVERTIME	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
A_1621_400-01	MAINT-HVAC	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
A_1621_400-02	MAINT-TEL.REPAIRS	2,600.00	0.00	2,600.00	0.00	0.00	2,600.00
A_1621_400-03	MAINT-BOILER/MAINTENANCE	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
A_1621_400-04	MAINT-WATER SYSTEM	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00
A_1621_400-06	MAINT-HARDWARE REPAIRS	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
A_1621_400-07	MAINT-MECH./ELECTRICAL REPAIR	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
A_1621_400-08	MAINT-ROOF SCAN/GYM FLOOR	6,500.00	0.00	6,500.00	0.00	3,577.56	2,922.44
A_1621_400-09	MAINT-ROOF MAINT.	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
A_1621_400-10	MAINT-CLOCK MAINT. & REPAIR	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
A_1621_423	MAINT-BUILDING COND SURVEY-PROJECT INCIDENTALS	12,500.00	0.00	12,500.00	-18,510.23	0.00	31,010.23
A_1621_429	MAINT-TURF MAINT.	4,350.00	0.00	4,350.00	334.42	2,665.58	1,350.00
A_1621_450	MAINT-FIELD PAINTS	2,300.00	0.00	2,300.00	0.00	0.00	2,300.00
A_1621_450-01	MAINT-BASEBALL INFIELD DIRT	1,600.00	0.00	1,600.00	0.00	0.00	1,600.00
A_1621_450-02	MAINT-TOP DRESSING	3,500.00	25,000.00	28,500.00	0.00	25,000.00	3,500.00
1621	MAINTENANCE OF PLANT	268,115.00	25,000.00	293,115.00	-441.69	34,243.14	259,313.55
A_1670_450	POSTAGE/PAPER/PC	24,155.00	0.00	24,155.00	0.00	6,000.00	18,155.00
A_1670_490	BOCES-PRINTING/Q-COPY	53,650.00	0.00	53,650.00	0.00	0.00	53,650.00
1670	CENTRAL PRINTING & MAILING	77,805.00	0.00	77,805.00	0.00	6,000.00	71,805.00
A_1680_490	BOCES-Central Data Processing	77,500.00	0.00	77,500.00	0.00	0.00	77,500.00
1680	CENTRAL DATA PROCESSING	77,500.00	0.00	77,500.00	0.00	0.00	77,500.00
16	INSURANCE-DISTRICT LIABILITY	770,220.00	26,768.25	796,988.25	13,119.03	136,248.13	647,621.09
A_1910_400	UNALLOCATED INSURANCE	50,745.00	0.00	50,745.00	523.00	0.00	50,222.00
A_1964_400	REFUND-PROPERTY TAXES	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
1964	REFUND ON REAL PROPERTY TAXES	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A_1981_490	BOCES-ADM CHARGES/CAPITAL EXP	220,500.00	0.00	220,500.00	0.00	0.00	220,500.00
1981	BOCES ADMINISTRATIVE COSTS	220,500.00	0.00	220,500.00	0.00	0.00	220,500.00
19	CURRICULUM DEVELOPMENT- STIPENDS	272,745.00	0.00	272,745.00	523.00	0.00	272,222.00
1	CURRICULUM DEVELOPMENT- STIPENDS	1,698,099.00	26,768.25	1,724,867.25	49,777.70	163,383.27	1,511,706.28
A_2010_150	CURRICULUM DEVELOPMENT- STIPENDS	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
2010	CURRICULUM DEVEL & SUPERVISION	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A_2020_150-01	PRINCIPAL-SALARY PRE-K-12	137,918.00	0.00	137,918.00	7,131.08	0.00	130,786.92

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2020.160	SECRETARIES-HS/ELEM-SALARY	40,350.00	0.00	40,350.00	2,329.60	0.00	38,020.40
A 2020.160-01	SUB CALLING	3,750.00	0.00	3,750.00	0.00	0.00	3,750.00
A 2020.400	MAIN OFFICE CONTRACTUAL	2,000.00	0.00	2,000.00	648.00	0.00	1,352.00
A 2020.450	MAIN OFFICE SUPPLIES	1,500.00	0.00	1,500.00	362.79	446.63	690.58
A 2020.450-00-1	MAIN OFFICE BRIDGING SUPPLIES	500.00	0.00	500.00	0.00	0.00	500.00
A 2020.450-00-2	MAIN OFFICE AWARDS	300.00	0.00	300.00	0.00	0.00	300.00
A 2020.450-00-3	MAIN OFFICE SUMMER SCHOOL	500.00	0.00	500.00	0.00	0.00	500.00
A 2020.451-02	MAIN OFFICE GRADUATION SUPPLIES	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 2020.490	BOCES-STAFF DEVELOPMENT	9,716.00	0.00	9,716.00	0.00	0.00	9,716.00
2020	SUPERVISION-REGULAR SCHOOL	198,034.00	0.00	198,034.00	10,471.47	446.63	187,115.90
A 2060.490	BOCES-Research,Planning & Evaluation	950.00	0.00	950.00	0.00	0.00	950.00
2060	RESEARCH, PLANNING & EVALUAT	950.00	0.00	950.00	0.00	0.00	950.00
A 2070.490	BOCES-IN SERVICE TRAINING	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
2070	INSERVICE TRAINING-INSTRUCTION	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
20	SALARIES/K-6	220,484.00	0.00	220,484.00	10,471.47	446.63	209,565.90
A 2110.120	SALARIES/K-6	856,473.00	-2,155.00	854,318.00	0.00	0.00	854,318.00
A 2110.120-01	SALARIES-BRIDGING	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
A 2110.120-02	SALARIES- SUMMER PROGRAM	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
A 2110.130	SALARIES/7-12	743,740.00	-3,256.96	740,483.04	0.00	0.00	740,483.04
A 2110.130-12	SALARIES-TUTORING	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
A 2110.130-CS	SALARIES-STEAM SALARY	44,828.00	0.00	44,828.00	0.00	0.00	44,828.00
A 2110.140	SALARIES-SUB TEACHERS	60,500.00	0.00	60,500.00	0.00	0.00	60,500.00
A 2110.160	SALARIES-AIDES	150,250.00	0.00	150,250.00	0.00	0.00	150,250.00
A 2110.160-01	SALARIES-SUB CLERICAL	20,000.00	0.00	20,000.00	-149.10	0.00	20,149.10
A 2110.200	EQUIPMENT-PREK-12 BUILDING	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
A 2110.400-08	CONTRACTUAL - ELEM ART	295.00	0.00	295.00	0.00	295.00	0.00
A 2110.400-10	CONTRACTUAL - MUSIC- PREK-12 Bldg	14,500.00	0.00	14,500.00	400.00	12,060.00	2,040.00
A 2110.400-11	CONTRACTUAL - PREK-12 BLDG.	18,500.00	0.00	18,500.00	479.14	9,766.50	8,254.36
A 2110.400-19	CONTRACTUAL-LANGUAGE	250.00	0.00	250.00	0.00	0.00	250.00
A 2110.401-06-S	STEM - CONTRACTUAL	500.00	0.00	500.00	0.00	0.00	500.00
A 2110.401-09	CONTRACTUAL - HS TECHNOLOGY	500.00	0.00	500.00	0.00	0.00	500.00
A 2110.401-12	CONTRACTUAL - HS SCIENCE	850.00	0.00	850.00	0.00	790.00	60.00
A 2110.450	SUPPLIES-K	500.00	0.00	500.00	274.59	111.25	114.16

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A 2110.450-01	SUPPLIES-1ST GRADE	500.00	52.76	552.76	265.93	286.83	0.00
A 2110.450-02	SUPPLIES-2ND GRADE	500.00	50.00	550.00	15.72	514.45	19.83
A 2110.450-03	SUPPLIES-3RD GRADE	500.00	241.43	741.43	311.97	412.53	16.93
A 2110.450-04	SUPPLIES-4TH GRADE	500.00	156.22	656.22	373.05	276.95	6.22
A 2110.450-05	SUPPLIES-5TH GRADE	250.00	0.00	250.00	180.30	4.54	65.16
A 2110.450-06	SUPPLIES-6TH GRADE	250.00	24.46	274.46	32.31	235.38	6.77
A 2110.450-08	SUPPLIES-ELEM ART	2,000.00	0.00	2,000.00	1,184.23	367.17	448.60
A 2110.450-09	SUPPLIES-ELEM PE	1,000.00	18.66	1,018.66	61.19	949.67	7.80
A 2110.450-1	SUPPLIES-PREK-12 BLD	1,525.00	-150.00	1,375.00	24.00	229.67	1,121.33
A 2110.450-10	SUPPLIES-PREK-12 MUSIC	3,250.00	2,650.00	5,900.00	1,497.92	4,381.81	20.27
A 2110.450-14	SUPPLIES-ELEM COMPUTER LAB	100.00	0.00	100.00	0.00	0.00	100.00
A 2110.450-19	SUPPLIES-ELEM AGENDAS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 2110.450-20	SUPPLIES-PRE-K	500.00	0.00	500.00	0.00	0.00	500.00
A 2110.450-21	READING	250.00	40.33	290.33	92.94	194.39	3.00
A 2110.451	SUPPLIES- HS ENGLISH	500.00	0.00	500.00	320.50	0.00	179.50
A 2110.451-01	SUPPLIES- HS MATH	500.00	0.00	500.00	0.00	416.82	83.18
A 2110.451-02	SUPPLIES- HS SOCIAL STUDIES	300.00	0.00	300.00	6.82	204.24	88.94
A 2110.451-03	SUPPLIES- HS SCIENCE	2,500.00	0.00	2,500.00	784.21	1,415.93	299.86
A 2110.451-04	SUPPLIES - HS ART	500.00	357.99	857.99	0.00	857.99	0.00
A 2110.451-05	SUPPLIES - H.S. TECHNOLOGY	4,150.00	1,152.28	5,302.28	318.63	4,950.00	33.65
A 2110.451-06	SUPPLIES - H.S. BUSINESS	250.00	0.00	250.00	0.00	0.00	250.00
A 2110.451-06-S	STEM SUPPLIES	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
A 2110.451-08	SUPPLIES - HS MUSIC	0.00	284.85	284.85	0.00	284.85	0.00
A 2110.451-09	SUPPLIES- HS LANGUAGE	250.00	0.00	250.00	0.00	0.00	250.00
A 2110.451-10	SUPPLIES - HS PHYS ED.	650.00	0.00	650.00	150.57	153.22	346.21
A 2110.451-16	SUPPLIES-H.S. HEALTH	300.00	182.98	482.98	41.27	432.21	9.50
A 2110.471	Tuition - Paid to Other Districts	16,000.00	0.00	16,000.00	0.00	0.00	16,000.00
A 2110.480-1	TEXTBOOKS-DISTRICT WIDE	19,500.00	0.00	19,500.00	127.45	13,562.74	5,809.81
A 2110.490	BOCES/REGULAR SCHOOL	195,330.00	0.00	195,330.00	0.00	0.00	195,330.00
2110	TEACHING-REGULAR SCHOOL	*	-350.00	2,187,691.00	6,793.64	53,154.14	2,127,743.22
21		**	-350.00	2,187,691.00	6,793.64	53,154.14	2,127,743.22
A 2250.150	SPEC ED-SALARIES	480,350.00	0.00	480,350.00	0.00	0.00	480,350.00
A 2250.160	SPEC ED-SALARIES	190,160.00	0.00	190,160.00	0.00	0.00	190,160.00

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A 2250.400	SPECIAL ED - CONTRACTUAL	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
A 2250.400-05	SPEC ED-TUITION	340,000.00	0.00	340,000.00	0.00	0.00	340,000.00
A 2250.450	SPEC ED-SUPPLIES ELEMENTARY	0.00	350.00	350.00	103.22	108.15	138.63
A 2250.450-05	SPEC ED-CSE SUPPLIES	3,000.00	0.00	3,000.00	597.00	693.71	1,709.29
A 2250.490	BOCES-SPECIAL EDUCATION	567,489.00	0.00	567,489.00	0.00	0.00	567,489.00
2250	PROGRAMS-STUDENTS W/ DISABIL	1,586,999.00	350.00	1,587,349.00	700.22	801.86	1,585,846.92
A 2280.490	BOCES-OC ED	259,275.00	0.00	259,275.00	0.00	0.00	259,275.00
2280	OCCUPATIONAL EDUCATION	259,275.00	0.00	259,275.00	0.00	0.00	259,275.00
22		1,846,274.00	350.00	1,846,624.00	700.22	801.86	1,845,121.92
A 2610.150	LIBRARIAN-SALARY	66,951.00	0.00	66,951.00	0.00	0.00	66,951.00
A 2610.160	LIBRARY AIDES-SALARIES	19,160.00	0.00	19,160.00	0.00	0.00	19,160.00
A 2610.450	LIBRARY-SUPPLIES	250.00	0.00	250.00	0.00	0.00	250.00
A 2610.460	LIBRARY-BOOKS/PERIODICALS	9,000.00	0.00	9,000.00	844.28	6,194.26	1,961.46
A 2610.490	BOCES-MEDIA SERVICES	52,905.00	0.00	52,905.00	0.00	0.00	52,905.00
2610	SCHOOL LIBRARY & AUDIOVISUAL	148,266.00	0.00	148,266.00	844.28	6,194.26	141,227.46
A 2630.150-01	COMPUTER - INSTRUCTIONAL	71,640.00	0.00	71,640.00	5,523.70	0.00	66,116.30
A 2630.160-01	COMPUTER - NON-INSTRUCTIONAL	9,000.00	0.00	9,000.00	553.80	0.00	8,446.20
A 2630.220	COMPUTER HARDWARE K-12	13,000.00	0.00	13,000.00	0.00	2,493.90	10,506.10
A 2630.400	COMPUTER-CONTRACTUAL	6,400.00	0.00	6,400.00	0.00	0.00	6,400.00
A 2630.450	COMPUTER-SUPPLIES	2,900.00	0.00	2,900.00	27.99	0.00	2,872.01
A 2630.460	COMPUTER-SOFTWARE K-12	27,843.00	0.00	27,843.00	0.00	2,490.00	25,353.00
A 2630.490	BOCES - COMPUTER SERVICES	70,500.00	0.00	70,500.00	0.00	0.00	70,500.00
2630	COMPUTER ASSISTED INSTRUCTION	201,283.00	0.00	201,283.00	6,105.49	4,983.90	190,193.61
26		349,549.00	0.00	349,549.00	6,949.77	11,178.16	331,421.07
A 2810.150	GUIDANCE-SALARY	53,477.00	0.00	53,477.00	0.00	0.00	53,477.00
A 2810.150-CS	GUIDANCE SALARY CS	45,930.00	0.00	45,930.00	0.00	0.00	45,930.00
A 2810.400-01	GUIDANCE CONTRACTUAL/HS	500.00	0.00	500.00	0.00	0.00	500.00
A 2810.400-02	GUIDANCE-CONTRACTUAL/ES	500.00	0.00	500.00	0.00	0.00	500.00
A 2810.450	GUIDANCE-SUPPLIES/ES	600.00	0.00	600.00	209.64	99.43	290.93
A 2810.450-01	GUIDANCE-SUPPLIES/HS	350.00	0.00	350.00	0.00	41.09	308.91
2810	GUIDANCE-REGULAR SCHOOL	101,357.00	0.00	101,357.00	209.64	140.52	101,006.84
A 2815.160	HEALTH OFFICE-SALARIES	55,705.00	0.00	55,705.00	149.10	0.00	55,555.90
A 2815.400	HEALTH OFFICE-CONTRACTUAL	7,028.00	0.00	7,028.00	0.00	255.00	6,773.00

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A 2815.450	HEALTH OFFICE-SUPPLIES	2,550.00	0.00	2,550.00	355.27	186.06	2,008.67
2815	HEALTH SERVICES-REGULAR SCHOOL *	65,283.00	0.00	65,283.00	504.37	441.06	64,337.57
A 2816.450	SCREENING-K	215.00	0.00	215.00	0.00	0.00	215.00
2816	HEALTH SERVICES-SCREENING *	215.00	0.00	215.00	0.00	0.00	215.00
A 2820.490	BOCES - PSYCHOLOGIST	26,000.00	0.00	26,000.00	0.00	0.00	26,000.00
2820	PSYCHOLOGICAL SRVC-REG SCHOOL *	26,000.00	0.00	26,000.00	0.00	0.00	26,000.00
A 2850.150	MARCHING BAND	2,904.00	0.00	2,904.00	0.00	0.00	2,904.00
A 2850.150-01	EXTRA CHORAL	1,270.00	0.00	1,270.00	0.00	0.00	1,270.00
A 2850.150-02	COLOR GUARD	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
A 2850.150-03	HS STUDENT COUCIL	1,412.00	0.00	1,412.00	0.00	0.00	1,412.00
A 2850.150-03-1	ES STUDENT COUNCIL	680.00	0.00	680.00	0.00	0.00	680.00
A 2850.150-04	YEARBOOK	1,553.00	0.00	1,553.00	0.00	0.00	1,553.00
A 2850.150-05	DRAMA DIRECTOR	1,165.00	0.00	1,165.00	0.00	0.00	1,165.00
A 2850.150-05-1	ASST. DIRECTOR/COREOGRAPHER	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
A 2850.150-05-2	PIT AND DIRECTOR	697.00	0.00	697.00	0.00	0.00	697.00
A 2850.150-06	MUSICAL DIRECTOR	3,876.00	0.00	3,876.00	0.00	0.00	3,876.00
A 2850.150-08	SAFETY PATROL	564.00	0.00	564.00	0.00	0.00	564.00
A 2850.150-09	CHEERLEADING-V/JV	1,553.00	0.00	1,553.00	0.00	0.00	1,553.00
A 2850.150-10	HONOR SOCIETY	872.00	0.00	872.00	0.00	0.00	872.00
A 2850.150-12	SADD	564.00	0.00	564.00	0.00	0.00	564.00
A 2850.150-13	7TH GRADE	354.00	0.00	354.00	0.00	0.00	354.00
A 2850.150-14	8TH GRADE	423.00	0.00	423.00	0.00	0.00	423.00
A 2850.150-15	9TH GRADE	493.00	0.00	493.00	0.00	0.00	493.00
A 2850.150-16	10TH GRADE	1,697.00	0.00	1,697.00	0.00	0.00	1,697.00
A 2850.150-17	11TH GRADE	1,974.00	0.00	1,974.00	0.00	0.00	1,974.00
A 2850.150-18	12TH GRADE	2,254.00	0.00	2,254.00	0.00	0.00	2,254.00
A 2850.150-19	NATIONAL JHS	564.00	0.00	564.00	0.00	0.00	564.00
A 2850.150-20	MS STUDENT COUNCIL	753.00	0.00	753.00	0.00	0.00	753.00
A 2850.150-21	JAZZ BAND	1,460.00	0.00	1,460.00	0.00	0.00	1,460.00
A 2850.150-23	LANGUAGE CLUB	547.00	0.00	547.00	0.00	0.00	547.00
A 2850.150-24	MOCK TRIAL	872.00	0.00	872.00	0.00	0.00	872.00
A 2850.150-26	SKI CLUB	514.00	0.00	514.00	0.00	0.00	514.00
A 2850.150-27	GAY/STRAIGHT ALLIANCE	564.00	0.00	564.00	0.00	0.00	564.00

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2850.150-28	Women for Change	564.00	0.00	564.00	0.00	0.00	564.00
A 2850.150-29	THEATER ADVISOR	564.00	0.00	564.00	0.00	0.00	564.00
A 2850.160-00	STUDENT ACCT TREAS STIPEND	1,250.00	0.00	1,250.00	96.20	0.00	1,153.80
2850	CO-CURRICULAR ACTIV-REG SCHL	34,357.00	0.00	34,357.00	96.20	0.00	34,260.80
A 2855.150	SOCCER/VARSITY-1/2 EACH	8,292.00	0.00	8,292.00	0.00	0.00	8,292.00
A 2855.150-02	SOCCER/MODIFIED-1/2 EACH	3,982.00	0.00	3,982.00	0.00	0.00	3,982.00
A 2855.150-03	BASKETBALL/VARSITY-1/2 EACH	10,352.00	0.00	10,352.00	0.00	0.00	10,352.00
A 2855.150-04	BASKETBALL/JV-1/2 EACH	7,898.00	0.00	7,898.00	0.00	0.00	7,898.00
A 2855.150-05	BASKETBALL/MODIFIED-1/2 EACH	5,644.00	0.00	5,644.00	0.00	0.00	5,644.00
A 2855.150-07	BASEBALL/SOFTBALL-VSTY-1/2 EACH	7,826.00	0.00	7,826.00	0.00	0.00	7,826.00
A 2855.150-08	BASEBALL/SOFTBALL-MOD 1/2 EACH	3,982.00	0.00	3,982.00	0.00	0.00	3,982.00
A 2855.150-10	ATHLETIC DIRECTOR	5,326.00	0.00	5,326.00	0.00	0.00	5,326.00
A 2855.150-11	CHAPERONES	3,500.00	0.00	3,500.00	0.00	0.00	3,500.00
A 2855.150-15	MOD TRACK/ASST VARSITY	1,822.00	0.00	1,822.00	0.00	0.00	1,822.00
A 2855.150-16	VARSITY TRACK	3,799.00	0.00	3,799.00	0.00	0.00	3,799.00
A 2855.150-17	TIMERS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 2855.150-18	Cross Country	4,025.00	0.00	4,025.00	0.00	0.00	4,025.00
A 2855.200	ATHLETIC-EQUIPMENT	5,500.00	0.00	5,500.00	0.00	0.00	5,500.00
A 2855.400	OFFICIALS/CONTRACTUAL	20,250.00	0.00	20,250.00	2,000.00	0.00	18,250.00
A 2855.450	ATHLETIC-SUPPLIES	10,500.00	0.00	10,500.00	0.00	0.00	10,500.00
A 2855.490	BOCES-SPORTS COORD	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
2855	INTERSCHOL ATHLETICS-REG SCHL	107,698.00	0.00	107,698.00	2,000.00	0.00	105,698.00
28		334,910.00	0.00	334,910.00	2,810.21	581.58	331,518.21
2		4,939,258.00	0.00	4,939,258.00	27,725.31	66,162.37	4,845,370.32
A 5510.160	TRANS-SALARIES	302,690.00	0.00	302,690.00	5,702.92	0.00	296,987.08
A 5510.160-01	TRANS-OFFICE SALARIES	11,150.00	0.00	11,150.00	857.96	0.00	10,292.04
A 5510.160-22	TRANS-EXTRA RUNS	14,000.00	0.00	14,000.00	74.36	0.00	13,925.64
A 5510.160-23	TRANS-SUB RUNS	17,500.00	0.00	17,500.00	0.00	0.00	17,500.00
A 5510.160-24	TRANS-SUMMER RUNS	8,320.00	0.00	8,320.00	0.00	0.00	8,320.00
A 5510.400	TRANS-INSURANCE	13,500.00	0.00	13,500.00	0.00	0.00	13,500.00
A 5510.400-01	TRANS-CONF./WKSHOPS/DUES	1,500.00	0.00	1,500.00	80.39	0.00	1,419.61
A 5510.400-02	TRANS-MILEAGE	500.00	0.00	500.00	0.00	0.00	500.00
A 5510.400-03	TRANS-PAINT/BODY REPAIRS	4,000.00	0.00	4,000.00	0.00	1,000.00	3,000.00

Gilbertsville-Mt. Upton CSD

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 5510.400-04	TRANS-ROUTING SOFTWARE	5,500.00	0.00	5,500.00	2,560.00	2,625.00	315.00
A 5510.400-05	TRANS-FIRE EXTINGUISHERS	625.00	0.00	625.00	0.00	0.00	625.00
A 5510.400-06	TRANS-DRIVER PHYSICALS	3,500.00	0.00	3,500.00	0.00	300.00	3,200.00
A 5510.400-07	TRANS-COPIER CHARGES	1,366.00	0.00	1,366.00	0.00	0.00	1,366.00
A 5510.400-08	TRANS-PHONE (NOT REPAIRS)	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 5510.400-09	TRANS-CONTRACTUAL	3,500.00	0.00	3,500.00	0.00	0.00	3,500.00
A 5510.400-10	TRANS-FINGERPRINTING/HEP.B SHOTS	500.00	0.00	500.00	0.00	0.00	500.00
A 5510.450	TRANS-DIESEL	55,000.00	0.00	55,000.00	0.00	55,000.00	0.00
A 5510.450-01	TRANS-RIMS/TIRES	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
A 5510.450-02	TRANS-OIL & GREASE	2,400.00	0.00	2,400.00	0.00	1,000.00	1,400.00
A 5510.450-03	TRANS-OFFICE SUPPLIES	500.00	0.00	500.00	0.00	0.00	500.00
A 5510.450-04	TRANS-CLEANING SUPPLIES	500.00	0.00	500.00	0.00	0.00	500.00
A 5510.450-05	TRANS-POSTAGE	250.00	0.00	250.00	0.00	0.00	250.00
A 5510.450-06	TRANS-JACKETS	700.00	0.00	700.00	254.00	96.00	350.00
A 5510.450-07	TRANS-UNLEADED GASOLINE	30,000.00	0.00	30,000.00	0.00	30,000.00	0.00
A 5510.450-08	TRANS-PROPANE	6,000.00	0.00	6,000.00	0.00	6,000.00	0.00
A 5510.490	BOCES-TRAINING/TESTING/TOWERS	4,950.00	0.00	4,950.00	0.00	0.00	4,950.00
5510	DISTRICT TRANSPORTATION *	493,451.00	0.00	493,451.00	9,529.63	96,021.00	387,900.37
A 5530.160	MECHANIC/BUS DRIVER-SALARY	47,900.00	0.00	47,900.00	3,684.62	0.00	44,215.38
A 5530.160-01	CLEANER/BUS GARAGE-SALARY	41,060.00	0.00	41,060.00	3,030.40	0.00	38,029.60
A 5530.200	GARAGE-TRANS. EQPT. SMALL TOOLS	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 5530.200-01	MAINT EQUIP	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 5530.400	GARAGE-ELECTRIC	30,000.00	0.00	30,000.00	0.00	30,000.00	0.00
A 5530.400-01	GARAGE-INSURANCE, PROP & LIAB.	7,500.00	-1,700.00	5,800.00	175.00	0.00	5,625.00
A 5530.400-02	GARAGE-SEALANT/PAVING	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
A 5530.400-03	GARAGE-HARDWARE REPAIR	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 5530.400-04	GARAGE-GARBAGE REMOVAL/MOSA	4,000.00	0.00	4,000.00	225.00	2,475.00	1,300.00
A 5530.400-05	GARAGE-SNOW REMOVAL/ICE MELT	17,500.00	0.00	17,500.00	0.00	0.00	17,500.00
A 5530.400-06	GARAGE - UNIFORMS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 5530.400-07	GARAGE - HEAT	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
A 5530.400-09	GARAGE - HVAC	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
A 5530.400-10	GARAGE - RUGS/MOPS	1,000.00	0.00	1,000.00	38.37	961.63	0.00
A 5530.400-11	GARAGE - WATER SYSTEM MAINT.	500.00	0.00	500.00	0.00	500.00	0.00

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 5530.400-12	BUS WASH DISCHARGE	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 5530.400-13	GARAGE - PHONE REPAIRS	500.00	0.00	500.00	0.00	0.00	500.00
A 5530.400-14	GARAGE-LIFT INSPECTION	750.00	0.00	750.00	0.00	0.00	750.00
A 5530.400-16	GARAGE-GARAGE DOOR MAINT.	1,000.00	0.00	1,000.00	0.00	750.00	250.00
A 5530.450	GARAGE-PARTS	33,024.00	0.00	33,024.00	2,328.52	23,171.48	7,524.00
A 5530.450-01	GARAGE-PARTS(EXTRA)	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
A 5530.450-02	GARAGE-MAINT SUPPLIES	11,000.00	1,700.00	12,700.00	0.00	12,700.00	0.00
A 5530.450-03	GARAGE-TRANS. SUPPLIES	1,500.00	0.00	1,500.00	25.99	300.00	1,174.01
5530	GARAGE BUILDING	228,234.00	0.00	228,234.00	9,507.90	70,858.11	147,867.99
55		721,685.00	0.00	721,685.00	19,037.53	166,879.11	535,768.36
5		721,685.00	0.00	721,685.00	19,037.53	166,879.11	535,768.36
A 7140.400	SUMMER RECREATION PROGRAM	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
7140	RECREATION	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
71		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
7		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 9010.800	EMPLOYEES RETIREMENT	179,770.00	0.00	179,770.00	0.00	170,568.00	9,202.00
9010	STATE RETIREMENT	179,770.00	0.00	179,770.00	0.00	170,568.00	9,202.00
A 9020.800	TEACHERS RETIREMENT	289,882.00	0.00	289,882.00	0.00	0.00	289,882.00
9020	TEACHERS' RETIREMENT	289,882.00	0.00	289,882.00	0.00	0.00	289,882.00
A 9030.800	FICA/MEDICARE-EMPLOYER	357,527.00	0.00	357,527.00	6,718.88	0.00	350,808.12
9030	SOCIAL SECURITY	357,527.00	0.00	357,527.00	6,718.88	0.00	350,808.12
A 9040.800	WORKERS COMPENSATION	35,200.00	4,519.00	39,719.00	39,719.00	0.00	0.00
9040	WORKERS' COMPENSATION	35,200.00	4,519.00	39,719.00	39,719.00	0.00	0.00
A 9050.800	UNEMPLOYMENT BENEFITS	15,000.00	-4,519.00	10,481.00	0.00	0.00	10,481.00
9050	UNEMPLOYMENT INSURANCE	15,000.00	-4,519.00	10,481.00	0.00	0.00	10,481.00
A 9060.800	HEALTH INSURANCE	1,600,850.00	0.00	1,600,850.00	265,335.28	1,328,375.18	7,139.54
9060	HOSPITAL, MEDICAL & DENTAL INS	1,600,850.00	0.00	1,600,850.00	265,335.28	1,328,375.18	7,139.54
A 9070.800	DENTAL INSURANCE	41,429.00	0.00	41,429.00	6,022.12	34,607.08	799.80
9070	DENTAL INSURANCE	41,429.00	0.00	41,429.00	6,022.12	34,607.08	799.80
90	BONDS - SCHOOL CONSTRUCTION- PRINCIPAL	2,519,658.00	0.00	2,519,658.00	317,795.28	1,533,550.26	668,312.46
A 9731.600	BONDS - SCHOOL CONSTRUCTION- PRINCIPAL	860,000.00	0.00	860,000.00	0.00	860,000.00	0.00
A 9731.700	BONDS-SCHOOLCONSTRUCTION- INTEREST	154,800.00	0.00	154,800.00	0.00	154,800.00	0.00

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9731		1,014,800.00	0.00	1,014,800.00	0.00	1,014,800.00	0.00
A 9770.700	REVENUE ANTICIPATION NOTE (RAN)- INTEREST	5,500.00	0.00	5,500.00	0.00	0.00	5,500.00
9770	REVENUE ANTICIPATION NOTE INTEREST *	5,500.00	0.00	5,500.00	0.00	0.00	5,500.00
97		1,020,300.00	0.00	1,020,300.00	0.00	1,014,800.00	5,500.00
A 9901.01	INTERFUND TRANSFER TO SLF	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
9901	TRANSFER TO SPECIAL AID	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
A 9950.1	TRANSFER-CAPITAL OUTLAY	100,000.00	0.00	100,000.00	0.00	0.00	100,000.00
9950	TRANSFER TO CAPITAL FUND	100,000.00	0.00	100,000.00	0.00	0.00	100,000.00
99		150,000.00	0.00	150,000.00	0.00	0.00	150,000.00
9		3,689,958.00	0.00	3,689,958.00	317,795.28	2,548,350.26	823,812.46
Fund A Totals:		11,050,000.00	26,768.25	11,076,768.25	414,335.82	2,944,775.01	7,717,657.42
C 2860.160	SALARIES	127,500.00	0.00	127,500.00	5,121.24	0.00	122,378.76
C 2860.200	EQUIPMENT	10,000.00	0.00	10,000.00	0.00	3,500.00	6,500.00
C 2860.409	CONTRACTUAL	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
C 2860.410	FOOD PURCHASES	110,000.00	0.00	110,000.00	0.00	103,750.00	6,250.00
C 2860.410-1	SURPLUS FOOD	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00
C 2860.450	SUPPLIES	10,000.00	0.00	10,000.00	0.00	8,250.00	1,750.00
C 2860.490	BOCES MAINT AGREEMENT	4,250.00	0.00	4,250.00	0.00	0.00	4,250.00
2860		280,750.00	0.00	280,750.00	5,121.24	115,500.00	160,128.76
28		280,750.00	0.00	280,750.00	5,121.24	115,500.00	160,128.76
2		280,750.00	0.00	280,750.00	5,121.24	115,500.00	160,128.76
C 9030.800	SOCIAL SECURITY	10,000.00	0.00	10,000.00	391.76	0.00	9,608.24
9030		10,000.00	0.00	10,000.00	391.76	0.00	9,608.24
C 9060.800	HEALTH & DENTAL INSURANCE	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00
9060		40,000.00	0.00	40,000.00	0.00	0.00	40,000.00
90		50,000.00	0.00	50,000.00	391.76	0.00	49,608.24
9		50,000.00	0.00	50,000.00	391.76	0.00	49,608.24
Fund CTotals:		330,750.00	0.00	330,750.00	5,513.00	115,500.00	209,737.00
F 2111.150-ES-SER	2020-24 - Instructional Salaries - ESSER	125,340.77	0.00	125,340.77	6,003.08	0.00	119,337.69
F 2111.160-ES-SER	2020-24 - Non-Instructional Salaries - ESSER	13,616.40	0.00	13,616.40	0.00	0.00	13,616.40
F 2111.200-ES-SER	2020-24 - Equipment - ESSER	62,163.51	0.00	62,163.51	0.00	0.00	62,163.51

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>F 2111.400-ES-SER</u>	2020-24 - Purchased Services - ESSER	68,972.00	0.00	68,972.00	0.00	0.00	68,972.00
<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 *	304,825.93	0.00	304,825.93	6,003.08	0.00	298,822.85
<u>F 2112.160-LL</u>	2020-24 - Non-Instructional Salaries - LLoss	96,664.37	0.00	96,664.37	0.00	0.00	96,664.37
<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 *	110,466.70	0.00	110,466.70	0.00	0.00	110,466.70
<u>F 2113.160-AS</u>	2020-24 - Non-Instructional - After School	10,458.82	0.00	10,458.82	0.00	0.00	10,458.82
<u>F 2113.450-AS</u>	2020-24 - Supplies & Materials - After School	4,368.07	0.00	4,368.07	0.00	0.00	4,368.07
<u>F 2114.150-SE</u>	2020-24 - Instructional Salaries - Sum Enr *	29,676.29	0.00	29,676.29	0.00	0.00	29,676.29
<u>F 2114.160-SE</u>	2020-24 - Non-Instructional Salaries - Sum Enr	12,019.92	0.00	12,019.92	0.00	0.00	12,019.92
<u>F 2114.450-SE</u>	2020-24 - Supplies and Materials - Sum Enr	34,657.28	0.00	34,657.28	0.00	0.00	34,657.28
<u>F 2123.150</u>	2022-23 Title I - Instructional Salaries *	60,916.68	0.00	60,916.68	5,279.42	915.93	8,044.13
<u>F 2123.160</u>	2022-23 Title I - Non-Instructional Salaries	0.00	3,750.00	3,750.00	0.00	0.00	3,750.00
<u>F 2123.400</u>	2022-23 Title I - Purchased Services	1,685.25	0.00	1,685.25	0.00	0.00	1,685.25
<u>F 2123.450</u>	2022-23 Title I - Supplies and Materials	5,400.00	-3,750.00	1,650.00	0.00	0.00	1,650.00
<u>F 2510.150-24</u>	2023-24 UPK - Instructional	200.05	0.00	200.05	0.00	0.00	200.05
<u>F 2510.160-24</u>	2023-24 UPK - Non-Instructional	7,285.30	0.00	7,285.30	0.00	0.00	7,285.30
<u>F 2510.450-24</u>	2023-24 UPK - Supplies & Materials	513,170.90	0.00	513,170.90	11,282.50	915.93	500,972.47
<u>F 2510.800-24</u>	2023-24 UPK - Benefits	89,358.00	0.00	89,358.00	0.00	0.00	89,358.00
<u>F 3224.150</u>	2023-24 IDEA 611 -Instructional Salaries	37,000.00	0.00	37,000.00	0.00	0.00	37,000.00
<u>F 3224.160</u>	2023-24 IDEA 611-Non-Instructional Salaries	19,670.00	0.00	19,670.00	1,071.04	4,775.22	13,823.74
<u>F 3224.450</u>	2023-24 IDEA 611 - Supplies & Materials	55,912.00	0.00	55,912.00	0.00	0.00	55,912.00
<u>F 3224</u>		201,940.00	0.00	201,940.00	1,071.04	4,775.22	196,093.74
<u>F 3224</u>		201,940.00	0.00	201,940.00	1,071.04	4,775.22	196,093.74
<u>F 3224</u>		715,110.90	0.00	715,110.90	12,353.54	5,691.15	697,066.21
<u>F 3224</u>		68,017.00	0.00	68,017.00	0.00	0.00	68,017.00
<u>F 3224</u>		41,527.00	0.00	41,527.00	3,076.80	0.00	38,450.20
<u>F 3224</u>		1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>F 3224</u>		111,044.00	0.00	111,044.00	3,076.80	0.00	107,967.20
<u>F 3224</u>		111,044.00	0.00	111,044.00	3,076.80	0.00	107,967.20

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F 3324.450	2023-24 IDEA 619 - Supplies & Materials	452.00	0.00	452.00	0.00	0.00	452.00
3324	*	452.00	0.00	452.00	0.00	0.00	452.00
33	**	452.00	0.00	452.00	0.00	0.00	452.00
3	***	111,496.00	0.00	111,496.00	3,076.80	0.00	108,419.20
F 8423.160	2022-23 REAP - Non-Instructional	9,578.74	0.00	9,578.74	0.00	0.00	9,578.74
8423	*	9,578.74	0.00	9,578.74	0.00	0.00	9,578.74
84	**	9,578.74	0.00	9,578.74	0.00	0.00	9,578.74
8	***	9,578.74	0.00	9,578.74	0.00	0.00	9,578.74
Fund FTotals:		836,185.64	0.00	836,185.64	15,430.34	5,691.15	815,064.15
H 2123.201	\$5.2M Capital Proj - Construction Manager	0.00	190,000.00	190,000.00	6,546.30	183,454.00	-0.30
H 2123.240	\$5.2M Capital Project - Architect, Legal, Engineering	0.00	533,000.00	533,000.00	53,509.14	331,001.00	148,489.86
H 2123.293	\$5.2M Capital Proj - HVAC	0.00	766,000.00	766,000.00	0.00	0.00	766,000.00
H 2123.293-1	\$5.2M Capital Proj - Electrical	0.00	11,000.00	11,000.00	0.00	0.00	11,000.00
H 2123.293-2	\$5.2M Capital Proj - Plumbing	0.00	237,000.00	237,000.00	0.00	0.00	237,000.00
H 2123.293-4	\$5.2M Capital Proj - General Construction	0.00	3,463,000.00	3,463,000.00	0.00	0.00	3,463,000.00
2123	*	0.00	5,200,000.00	5,200,000.00	60,055.44	514,455.00	4,625,489.56
21	**	0.00	5,200,000.00	5,200,000.00	60,055.44	514,455.00	4,625,489.56
2	***	0.00	5,200,000.00	5,200,000.00	60,055.44	514,455.00	4,625,489.56
H 5510.200	BUS PAYMENTS	0.00	325,167.92	325,167.92	0.00	325,167.92	0.00
5510	*	0.00	325,167.92	325,167.92	0.00	325,167.92	0.00
55	**	0.00	325,167.92	325,167.92	0.00	325,167.92	0.00
5	***	0.00	325,167.92	325,167.92	0.00	325,167.92	0.00
Fund HTotals:		0.00	5,525,167.92	5,525,167.92	60,055.44	839,622.92	4,625,489.56

Grand Totals:	12,216,935.64	5,551,936.17	17,768,871.81	495,334.60	3,905,589.08	13,367,948.13
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Gilbertsville-Mt. Upton CSD

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



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	0.00	2,370,000.00
A 1085	STAR TAX REIMBURSEMENT	330,200.00	0.00	330,200.00	0.00	330,200.00
A 1090	INTEREST AND PENALTY ON TAXES	13,500.00	0.00	13,500.00	0.00	13,500.00
A 2401	INTEREST AND EARNINGS	22,500.00	0.00	22,500.00	2,294.92	20,205.08
A 2401.PR	INTEREST PAYROLL ACCOUNT	3.00	0.00	3.00	0.00	3.00
A 2402	INTEREST EARNINGS-CAPITAL RESERVE	14,497.00	0.00	14,497.00	7,013.15	7,483.85
A 2403	INTEREST EARNINGS-LIABILITY RESERVE	3,000.00	0.00	3,000.00	920.66	2,079.34
A 2404	INTEREST EARNINGS-EBALR RESERVE	7,000.00	0.00	7,000.00	2,841.23	4,158.77
A 2405	INTEREST EARNINGS-ERS RESERVES	7,000.00	0.00	7,000.00	3,158.42	3,841.58
A 2406	INTEREST EARNINGS-UNEMPLOYMENT RES	1,000.00	0.00	1,000.00	960.16	39.84
A 2666	SALE OF TRANS EQUIP-BUSES	12,500.00	0.00	12,500.00	0.00	12,500.00
A 2701	BOCES REFUND PRIOR YRS EXP	55,000.00	0.00	55,000.00	0.00	55,000.00
A 2770	OTHER UNCLASSIFIED REVENUES	78,500.00	0.00	78,500.00	2,595.25	75,904.75
A 3101	BASIC AID GENERAL	4,718,576.00	0.00	4,718,576.00	0.00	4,718,576.00
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	0.00	627,741.00
A 3102	LOTTERY AID	471,551.00	0.00	471,551.00	0.00	471,551.00
A 3102..1	LOTTERY GRANT AID	203,360.00	0.00	203,360.00	0.00	203,360.00
A 3103	BOCES AID	620,500.00	0.00	620,500.00	0.00	620,500.00
A 3260	TEXTBOOK AID	20,590.00	0.00	20,590.00	0.00	20,590.00
A 3262	SOFTWARE AID	4,869.00	0.00	4,869.00	0.00	4,869.00
A 3262.B	HARDWARE AID	5,506.00	0.00	5,506.00	0.00	5,506.00
A 3263	LIBRARY AV AID	2,031.00	0.00	2,031.00	0.00	2,031.00
A 4601	MEDICAID	17,500.00	0.00	17,500.00	0.00	17,500.00
A Totals:		10,715,000.00	0.00	10,715,000.00	19,783.79	10,695,216.21
C 1440	SALE OF REIMBURSABLE MEALS	5,000.00	0.00	5,000.00	0.00	5,000.00
C 1445	OTHER CAFETERIA SALES	5,000.00	0.00	5,000.00	0.00	5,000.00
C 2401	INTEREST AND EARNINGS	50.00	0.00	50.00	11.81	38.19
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	0.00	3,500.00
C 2772	Catering - Internal	7,500.00	0.00	7,500.00	0.00	7,500.00
C 3190	STATE REIMB.-BREAKFAST	3,500.00	0.00	3,500.00	0.00	3,500.00

Gilbertsville-Mt. Upton CSD

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



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C.3190..01</u>	STATE REIMB.-LUNCH	3,500.00	0.00	3,500.00	0.00	3,500.00
<u>C.3190..1</u>	BOCES AID	500.00	0.00	500.00	0.00	500.00
<u>C.4190</u>	FEDERAL REIMB.-BREAKFAST	79,500.00	0.00	79,500.00	0.00	79,500.00
<u>C.4190..01</u>	FEDERAL REIMB.-LUNCH	130,165.00	0.00	130,165.00	0.00	130,165.00
<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
	C Totals:	330,750.00	0.00	330,750.00	11.81	330,738.19
<u>F.2401</u>	INTEREST	0.00	0.00	0.00	12.03	-12.03
<u>F.2510.24</u>	2023-24 UPK	201,940.00	0.00	201,940.00	0.00	201,940.00
<u>F.4121.23</u>	2022-23 - Title I	7,285.30	0.00	7,285.30	0.00	7,285.30
<u>F.4242.24</u>	2023-24 IDEA, SECTION 611	111,044.00	0.00	111,044.00	22,208.00	88,836.00
<u>F.4243.24</u>	2023-24 IDEA, SECTION 619	452.00	0.00	452.00	0.00	452.00
<u>F.6123</u>	2022-23 REAP	9,578.74	0.00	9,578.74	0.00	9,578.74
	F Totals:	330,300.04	0.00	330,300.04	22,220.03	308,080.01
<u>H.2401</u>	INTEREST EARNED	0.00	0.00	0.00	5,557.37	-5,557.37
	H Totals:	0.00	0.00	0.00	5,557.37	-5,557.37
<u>V.2401</u>	INTEREST EARNED	0.00	0.00	0.00	978.25	-978.25
	V Totals:	0.00	0.00	0.00	978.25	-978.25
	Grand Totals:	11,376,050.04	0.00	11,376,050.04	48,551.25	11,327,498.79

Gilbertsville-Mount Upton Central School District

Upon motion made by _____ and seconded by _____, the following resolution was adopted:
 Whereas the Board of Education of Gilbertsville-Mount Upton Central School District authorizes that a sum of \$2,700,200 for school taxes be raised in Real Property Taxes.
THEREFORE, BE IT RESOLVED, That the Board of Education fix the equalized tax rates by town and confirm the extension of the taxes as they appear on the following described tax rolls:

2023-2024 Gilbertsville-Mount Upton School District
 School Tax Levy \$ 2,700,200

August 16, 2023

Muni Code	Town	Total Accounts	School Taxable		Assessed		Equalization Rate	Full Value	Percent of Tax Levy	Tax Levy Dollars	2023-24 Tax Rate
			Assessed Value	Tax Levy	Value	Apportionment					
362201	Butternuts	1,427	129,017,402	144,303,291	78.40	184,060,320	65.108180%	1,758,051.08	13.626465		
364201	Morris	82	6,591,903	6,796,058	80.90	8,400,566	2.971556%	80,237.96	12.172200		
366201	Unadilla	170	8,928,610	9,039,445	47.00	19,232,862	6.803295%	183,702.57	20.574599		
Otsego County Total		1,679	144,537,915	160,138,794		211,693,748	74.883031%	2,021,991.61			
084200	Norwich	1	14,000	14,000	36.00	38,889	0.013756%	371.45	26.531928		
083200	Guilford	813	53,990,310	58,902,268	83.00	70,966,588	25.103213%	677,836.95	12.554789		
Chenango County Total		814	54,004,310	58,916,268		71,005,477	25.116969%	678,208			
Grand Total		2,493	198,542,225	219,055,062		282,699,225	100.00%	2,700,200			

AND IT HEREBY DIRECTED THAT the Tax Warrant of the Board duly signed shall be affixed to the above described tax rolls authorizing the collection of said taxes to begin September 1, 2023 and end November 6, 2023 giving the warrant an effective period of 67 days at the expiration of which time the Tax Collector shall make an accounting in writing to the Board of Education:

AND IT IS FURTHER DIRECTED that the delinquent tax penalties shall be fixed as follows:
 September 1, 2023 - September 30, 2023 - No Penalty added
 October 2, 2023 - October 31, 2023 - 2% Penalty added
 November 1, 2023 - November 6, 2023 - 3% Penalty added

The resolution was adopted on the 16th Day of August, 2023 at 6:00 p.m. with _____ members voting YES and _____ voting NO.

SIGNATURES OF MEMBERS, BOARD OF EDUCATION

DATE: July 26, 2023
TO: GMU Board of Education
FROM: Dort Iannello *DI*
SUBJECT: Enrollment in WEX State of New York Fuel Card Program

I would like to recommend BOE approval for enrolling in the WEX State of New York Fuel Card Program. This program is on the NYS Contract and is widely accepted at multiple locations. There is no cost to the District and would provide back-up for fuel needs when taking long trips. This would eliminate the need for cash advances for these trips.

We would request two (2) cards; one for diesel and unleaded gasoline. The cards would be locked up in the Transportation Supervisor's Office when not in use.

Please let me know if you have any questions.

Thank you.

Gilbertsville-Mount Upton Board of Education
Regular Meeting
Wednesday, August 16, 2023

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:

JUUL Agreement (encl P1)

RESOLVED that, upon the recommendation of the Superintendent of Schools, the Agreement dated July 10, 2023, to extend the probationary period of Heather Wilcox, serving in the administrative area of Principal, is hereby approved, and the principal's probationary period is hereby extended to and including September 1, 2024, (unless extended in accordance with the law); and

BE IT FURTHER RESOLVED that the probationary period expiration date is tentative and conditional only. In order to be granted tenure Mrs. Wilcox must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective to the extent required by the applicable provisions of the Education Law, the Rules of the Board of Regents and the Regulations of the Commissioner of Education, and if Mrs. Wilcox receives an ineffective composite or overall rating in the final year of the probationary period Mrs. Wilcox shall not be eligible for tenure at that time.

Substitute Bus Driver (encl P2)

To appoint Bruce Giuda as a substitute Bus Driver for the 2023-2024 school year.

Bus Monitor/Aide (encl P3)

To appoint Amy Costello as a bus monitor/aide, effective September 1, 2023.

Cafeteria Substitutes (encl P4)

To appoint the following cafeteria substitutes for the 2023-2024 school year:
Kathryn Hawkins and Donnie Clapp

Aide (encl P5)

To appoint Devon Harris as an Aide, effective September 1, 2023.

Aide (encl P6)

To appoint Kaitlyn Fuller as an Aide, effective September 1, 2023.

Aide (encl P7)

To appoint Mackenzie Cherry as an Aide, effective September 1, 2023.

Substitute (encl P8)

To appoint Chelsea Nober as a PK-12 **non-certified** substitute and substitute aide, effective September 1, 2023.

Gilbertsville-Mount Upton Board of Education

Regular Meeting

Wednesday, August 16, 2023

Technology Helper (encl P9)

To appoint Bryan Voorhees as a helper in the Technology department for the 2023-2024 school year, effective July 1, 2023 through June 30, 2024, at a pay rate of minimum wage.

Summer Enrichment Staff (encl P10)

To appoint Jamie Fuller as Summer Enrichment Staff at the rate of \$27.91/hr., effective July 1, 2023 through August 31, 2023:

Pre-K & Kindergarten Bridging Staff (encl P11)

To appoint Devin Harris g to the Pre-K & Kindergarten Bridging Staff at the rate of \$27.91/hour for the 2023-2024 school year:

RESOLVED that, upon the recommendation of the Superintendent of Schools, the Agreement dated July 10, 2023 to extend the probationary period of Heather Wilcox, serving in the administrative area of Principal, is hereby approved, and the principal's probationary period is hereby extended to and including September 1, 2024, (unless extended in accordance with the law); and

BE IT FURTHER RESOLVED that the probationary period expiration date is tentative and conditional only. In order to be granted tenure Ms. Wilcox must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective to the extent required by the applicable provisions of the Education Law, the Rules of the Board of Regents and the Regulations of the Commissioner of Education, and if Mrs. Wilcox receives an ineffective composite or overall rating in the final year of the probationary period Mrs. Wilcox shall not be eligible for tenure at that time.

_____, 2023

MOTION MADE BY _____.

SECONDED BY _____.

Yes _____ No _____ Abstain _____ Absent _____



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

Gilbertsville-Mount Upton Central School District

Annette D. Hammond, Superintendent

I understand and agree to the above terms.

Dated: _____, 2023

Heather Wilcox

GILBERTSVILLE-MT. UPTON CENTRAL SCHOOL
TRANSPORTATION DEPARTMENT
HAROLD IVES, TRANSPORTATION SUPERVISOR
(607) 783-2275

TO: Mrs. Hammond

FROM Harold Ives

SUBJECT Bus Driver Appointment

DATE August 8, 2023

I am recommending Bruce Giuda for the position of substitute Bus Driver. This would be for the 2023-2024 school year.

If you should have any questions, you can reach me at Ext. 115.

Thank-You!

GILBERTSVILLE-MT. UPTON CENTRAL SCHOOL
TRANSPORTATION DEPARTMENT
HAROLD IVES, TRANSPORTATION SUPERVISOR
(607) 783-2275

TO: Mrs. Hammond

FROM Harold Ives

SUBJECT Bus Driver Appointment

DATE` September 28, 2021

I am recommending Amy Costello for the position of Full Time Bus Monitor/Aide. Amy is currently working as an Aide in the classroom at Gilbertsville-Mt Upton Central School. She would be filling the need for a monitor on runs that the driver needs assistance with students needs.

If you should have any questions, you can reach me at Ext. 115.

Thank-You!



"It's the Quality of Journey that counts"

Gilbertsville-Mount Upton Central School District

Susan Sebeck, School Food Service Manager

To: Annette Hammond
Re: Substitutes 2023-2024 School Year
From: Susan Sebeck, Cafeteria Manager
Date: 8/7/2023

I would like to recommend the following people to the substitute list for the Cafeteria.

Donald Clapp

Kathryn Hawkins

If you need any further information, please let me know.

Respectfully,

Susan Sebeck



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

Gilbertsville-Mount Upton Central School District

Main Office

Annette D. Hammond
Superintendent

Jarrin Hayen
District Clerk/
Administrative Assistant
to the Superintendent

Heather Wilcox
Principal/
CSE Chairperson

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

August 8, 2023

To: Annette Hammond, Superintendent
CC: Board of Education
From: Kevin Walsh
Re: Teacher Aide recommendation

I am recommending that Mrs. Devin Harris be appointed as a teacher aide beginning on September 1, 2023. Devin served as a substitute teacher and later as an interim teacher aide at the pre-Kindergarten level here at GMU during the 2022-2023 school year.

Devin's experience with GMU and the school community provides her with an understanding of the student population and its needs. Working at various levels and with different staff has provided valuable learning opportunities for Devin that will help in supporting classroom teachers in meeting the needs of the students, including academically, socially, and behaviorally.

Devin has involved herself in customer service at many points in her career and is committed to establishing a good rapport with students, staff, parents, and community members. She is eager to become a permanent fixture at GMU and a dependable asset to her classroom.

I am confident that Mrs. Devin Harris has the dedication, compassion, enthusiasm, and potential needed to become a successful teacher aide here at GMU. Please let me know if you have any questions.

Sincerely,

Kevin Walsh
Assistant Principal



"It's the Quality of Journey that counts"

Gilbertsville-Mount Upton Central School District

Main Office

Annette D. Hammond
Superintendent

Heather Wilcox
Principal/
CSE Chairperson

Kevin Walsh
Assistant 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

August 7, 2023

To: Annette Hammond, Superintendent
Cc: Board of Education
From: Heather Wilcox, Principal
Re: Aide Position

I am highly recommending that Kaitlyn Fuller be appointed as a teacher aide for Gilbertsville-Mount Upton beginning September 1, 2023. Kaitlyn is a community member and has been subbing for GMU since she graduated. Her journey of working with children consists of childcare for young children, and substituting primarily at the elementary level. Her experience in early childhood and knowledge of the district makes her a perfect candidate for our classroom aide vacancy. Thank you for your consideration of Kaitlyn as an aide. Please let me know if you have any questions.

Sincerely,

Heather Wilcox



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

Gilbertsville-Mount Upton Central School District

Main Office

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Superintendent

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Administrative Assistant
to the Superintendent

Heather Wilcox
Principal/
CSE Chairperson

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

August 8, 2023

To: Annette Hammond, Superintendent
CC: Board of Education
From: Kevin Walsh
Re: Teacher aide recommendation

I recommend that Ms. Mackenzie Cherry be appointed as a teacher aide beginning on September 1, 2023. Mackenzie successfully completed her work study program as a 4th grade classroom aide at GMU during the 2022-2023 school year. She is also currently employed as a teacher aide for DCMO BOCES as part of a seasonal position for the remainder of the summer.

A recent GMU alum, Mackenzie's experience working with the students, staff and greater community here provides her with a strong understanding of our students' academic, behavioral, and social-emotional needs, making her an asset to the school. She is passionate about helping all students in the GMU community.

Mackenzie embraces the role of a teacher aide in positively supporting the classroom teacher in maximizing students' potential. She values flexibility in the employment of various appropriate strategies to best support each individual learner.

I am confident that Ms. Mackenzie Cherry has the dedication, compassion, enthusiasm, and potential needed to become a successful teacher aide here at GMU. Please let me know if you have any questions.

Sincerely,

Kevin Walsh
Assistant Principal



"It's the Quality of Journey that counts"

Gilbertsville-Mount Upton Central School District

Main Office

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Superintendent

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Principal/
CSE Chairperson

Kevin Walsh
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Front Desk Clerk

Issy Clapp
Student Support Services
Administrative Assistant

Lisa Ruland
School Counselor

Lauren Roberts
School Counselor

August 7, 2023

To: Annette Hammond, Superintendent

CC: Board of Education

From: Heather Wilcox

Re: Substitutes

I am recommending that the following candidates be approved as substitutes for our district with an effective date of **9/1/23**.

PK-12 Non-certified Teacher & PK-12 Aide Substitute

Chelsea Nober

Please let me know if you have any questions.

Sincerely,



"It's the Quality of Journey that counts"

Gilbertsville-Mount Upton Central School District

Eric Voorhees, Technology Director/CIO/DPO

MEMORANDUM

From: Eric D. Voorhees
To: Annette Hammond, Superintendent
CC: Jarrin Hayen, Administrative Assistant to the Superintendent
Date: August 2, 2023
RE: Recommendation for technology assistance

Annette:

This memo constitutes my formal recommendation of Bryan Voorhees to assist the technology department for the 2023-2024 school year.

Bryan has worked for the district in this capacity for several summers since 2017 and during the school year beginning in 2022-23. I propose the following terms for his employment:

- During the summer, up to 5 days/35 hours per week.
- During the school year (September – June), the position is on an as needed basis at the current minimum wage for 1-2 days per week, with extra dates for NYS testing support and special projects carried out by the technology department.

As per Dorothy Iannello's guidance, I have set \$4,500 in the 2023-24 technology department budget for the summer and school year.

My start date for him is July 1, 2023.

Thank you for your consideration.

Respectfully submitted,

Eric D. Voorhees



"It's the Quality of Journey that counts"

Gilbertsville-Mount Upton Central School District

Main Office

Annette D. Hammond
Superintendent

Heather Wilcox
Principal/
CSE Chairperson

Kevin Walsh
Assistant 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

August 7, 2023

To: Annette Hammond, Superintendent
CC: Board of Education
From: Heather Wilcox
Re: Summer Positions Recommendations

Please consider accepting the following recommendations for summer staff for Summer Enrichment program.

Sincerely,

Heather Wilcox
Principal

Summer Enrichment Staff (tutoring rate of pay \$27.91/hr)
Summer Journey: July 24-27, 2023
Field Trips: July 28, July 31, August 3, August 11, August 15

Jamie Fuller



"It's the Quality of Journey that counts"

Gilbertsville-Mount Upton Central School District

Main Office

Annette D. Hammond
Superintendent

Heather Wilcox
Principal/
CSE Chairperson

Kevin Walsh
Assistant Principal

Kristy Carey
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Deb Ostrander
Front Desk Clerk

Issy Clapp
Student Support Services
Administrative Assistant

Lisa Ruland
School Counselor

Lauren Roberts
School Counselor

August 7, 2023

To: Annette Hammond, Superintendent
CC: Board of Education
From: Heather Wilcox
Re: Summer Positions Recommendations

Please consider accepting the following recommendations for summer staff for Bridging program.

Sincerely,

Heather Wilcox
Principal

Pre-K & Kindergarten Bridging Staff (bridging rate of \$27.91/hr)
August 7-10, 2023

Devin Harris

**Gilbertsville-Mount Upton Board of Education
Regular Meeting
Wednesday, August 16, 2023**

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:

Amend Athletic Trainer Agreement (encl N1)

To approve the amended agreement to extend the existing agreement for another school year between Bassett Medical Center and the Gilbertsville-Mount Upton Central School for Athletic Trainer services commencing 21 August 2023 and ending 28 June 2024. The district will be billed on an annual basis, at a rate of \$450 per year.

Professional Learning Plan 2023-2024 (encl N2)

To approve Professional Learning Plan for 2023-2024 school year.

Agreement between Unadilla Valley Central School and Gilbertsville-Mount Upton Central School (encl N3)

To approve the 119-o agreement between Unadilla Valley Central School and Gilbertsville-Mount Upton Central School for a shared Health Teacher.

District-Wide Safety Plan (encl N4)

To approve the 2023-2024 District-Wide Safety Plan.

District Goals (encl N5)

To approve the 2023-2024 District Goals.

Sports Merger (encl N6)

To approve the following sports merger for the 2023-2024 school year:

Varsity Golf-GMU & Unadilla Valley.

**AMENDMENT TO THE AGREEMENT BETWEEN
THE MARY IMOGENE BASSETT HOSPITAL DBA BASSETT MEDICAL
CENTER
AND
GILBERTSVILLE-MT. UPTON CENTRAL SCHOOL**

This Amendment (“Amendment”) to that certain Agreement (“Agreement”) dated as of the last date in the signature blocks below, between **Gilbertsville-Mt. Upton Central School (“School”)**, 693 State Highway 51, Gilbertsville, New York, 13776 and **The Mary Imogene Bassett Hospital d/b/a Bassett Medical Center (“Bassett”)**, One Atwell Road, Cooperstown, NY 13326 is effective August 21, 2023. School and Bassett may be referred to herein as a “Party” or collectively as the “Parties.”

WHEREAS, the Parties wish to extend the existing Agreement for another school year term with certain modifications as memorialized herein.

NOW, THEREFORE, the Parties hereto agree as follows:

1. **Term.** The term of the Agreement shall be for one school year period, commencing August 21, 2023 and ending June 28, 2024. The Agreement shall terminate immediately if either party fails to maintain in good standing its licensure, certification or accreditation. Should such an event occur, the affected Party shall immediately notify the other Party.

2. **Fees.** Bassett shall invoice School for services provided hereunder an annual rate of \$450.
3. All other terms of the Agreement shall remain in full force and effect. In the event of a conflict between the Agreement and this Amendment, the terms of the Amendment shall apply.

Signature lines are on the next page.

The undersigned individuals represent that they are fully authorized to execute the foregoing Amendment on behalf of their respective parties.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date indicated.

GILBERTSVILLE-MT. UPTON CENTRAL SCHOOL

By: _____

Annette Hammond
Superintendent of Schools

Date: _____

Tax ID Number: 156002179

**THE MARY IMOGENE BASSETT HOSPITAL DBA
BASSETT MEDICALCENTER**

DocuSigned by:
By: Kimberly Graves
9874D59AE62004F6...

Name: Kimberly Graves

Title: Service Line Director Orthopaedics & Sports Medicine
7/11/2023

Date: 6/30/23

Gilbertsville-Mount Upton Central School



Professional Learning Plan 2023-2024

Gilbertsville-Mount Upton Central School

**2023-2024 School Year
Professional Learning Plan**

BEDS Code: 470202040000

Superintendent: Annette D. Hammond

**District Office: 693 State Highway 51
Gilbertsville, NY13776**

Telephone: (607) 783-2207

Fax: (607) 783-2254

Email: ahammond@gmucsd.org

Principal: Heather Wilcox

Assistant Principal: Kevin Walsh

Gilbertsville-Mount Upton Central School Mission:

At Gilbertsville-Mount Upton Central School, we support everyone's journey to become the best version of themselves by:

- *Fostering an equitable, inclusive, and student-focused environment*
- *Providing opportunities for academic and community engagement*
- *Empowering individuals to embrace their potential*

Gilbertsville-Mount Upton Central School Board of Education Core Beliefs:

- A Growth Mindset
- Critical Thinking Skills
- Essential Skills for Career Readiness
- Social/Emotional/Behavioral Wellness
- Meaningful and Healthy Relationships
- A Safe School Environment

The Gilbertsville-Mount Upton administration, faculty and staff will demonstrate these core beliefs through the implementation of this professional learning plan for the 2023-2024 school year.

Professional Learning Planning Team:

Member	Role
Annette D. Hammond	Superintendent/Director of Special Education
Heather Wilcox	Principal
Kevin Walsh	Assistant Principal
Ashley Hughes	Teacher
Rebecca McMullen	Teacher
Lisa Ruland	Counselor
Mark Seigers	Teacher

Member	Role
Lauren Roberts	Counselor
Darin Trass	Teacher
Lauren Weidman	Teacher
Kaitlyn Woods	Teacher
Danielle Rhone	Teacher
Sarah Green	Parent
Devon Hartwell	Student

This document reflects concentration on goals that are extensions of the work accomplished in 2022-2023 and the School Comprehensive Education Plan (SCEP) and District Comprehensive Improvement Plan (DCIP) for 2024-2025 which was approved by the Board of Education.

Summary of 2022-2023

Superintendent's conference days and half-day dismissals were utilized to meet the professional learning needs of faculty and staff. Additional professional learning is offered during scheduled school days and teacher preparation times. Professional learning is differentiated by grade level, content area, and areas of need. The scope of work this year is based on our District Mission and Vision which were approved by the Board of Education.

LETRS – Language Essentials for Teachers of Reading and Spelling
Literacy Consultant
BetterLesson – Individualized Coaching
Math Consultant – Math content support/training

2023-2024 Goals

- Focus on Academic Instruction and Learning.
- Focus on Social, Emotional, and Behavioral Health.
- Focus on Diverse Opportunities/Exposure
- Focus on Efficient and Effective Systems.

Professional Learning Resources/Approved Providers:

NYSED Regulations indicate that any entity providing professional learning opportunities must be an approved sponsor under the new CTLE requirements in order for professional certificate holders to count these opportunities toward their required hours.

The Gilbertsville-Mount Upton Central School District utilizes the following professional learning providers on a regular basis (see Appendix A for a full list of approved vendors):

- DCMO and ONC BOCES Instructional Support Services, Professional Learning, School Library Systems, and Distance Learning programs
- Questar III BOCES
- SESIS/RSE TASC Specialist
- South Central Regional Information Center
- Catskill Regional Teacher Center
- NYSED
- NYSUT, SAANYS, NYSCOSS

Expected Participation

Teachers are expected to participate in ongoing professional learning focused on this plans' goals and objectives. The District may require specific training based upon Annual Professional Performance Review (APPR) results. Teachers will also be given choices of activities to improve their teaching and learning to meet the learning needs of their students. In order for educators to grow professionally and be models of lifelong learning, substantial staff learning is essential. Our

students depend on it. It is understood that all teachers with professional certificates must complete the required number of hours (100 hours) every five years. A wide range of activities should be made available, including:

- Use of Technology (laptops, Chromebooks, I-Pads, Smart phones) and 21st Century literacy and skills
- Webinars
- Distance Learning/Video Conferences
- On-line courses
- Mentoring, shadowing and coaching
- Teacher collaboration
- Conference and Workshops
- Book reviews and article studies of academic works
- Portfolio presentations
- College coursework

Mentoring

Commissioner's Regulation 100.2 (dd) for 2000-2001 requires local school districts and BOCES to develop mentoring plans to ensure high quality mentoring for new teachers.

Effective December 31, 2019 (not retroactive), Educators acting as a mentor to a new classroom teacher as part of a school districts or BOCES' mentoring program may, at the discretion of the school district or BOCES, credit up to 30 hours of such time towards their CTLE requirement in each five-year registration period. Educators acting as a mentor to a teacher candidate may, at the discretion of the school district or BOCES, credit up to 25 hours of such time towards their CTLE requirement in each five-year registration period.

The District and the Gilbertsville-Mount Upton Teachers Association (GMUTA) have collectively agreed (see Appendix B for full plan) upon a mentoring plan premised on:

- Promoting the personal and professional well-being of new teachers
- Sharing information, skills, and knowledge about the NYS learning standards
- Developing classroom management skills and techniques
- Assisting in the understanding of the APPR
- Assisting with scheduling, and organization
- Providing resources (human & material)
- Modeling and/or facilitating modeling by other teachers' instruction for the new teacher
- Observing instruction
- Assisting in instructional planning
- Peer coaching
- Team teaching when appropriate
- Orienting new teachers to the school culture and operating procedures
- Facilitating interaction with colleagues
- Assisting new teachers with self-evaluation
- Increasing the retention of new teachers

District Responsibilities

The District will maintain records of all professional learning provided to faculty and staff. Individual reporting of hours will be maintained by each teacher as required by new CTLE Regulations and for a period of 8 years.

The District will ensure that professionally certified ESOL teachers will participate in a minimum of 50% of the required CTLE hours focused on best practices and content instruction for English Language Learners; and the District will provide all other professionally certified teachers with professional certificates with a minimum of 15% of the required CTLE hours with the same focus unless waiver is submitted.

The District will provide workshops/trainings for school violence prevention and intervention training as necessary and may utilize the interpersonal violence prevention education package provided by the State Education Department.

Steps to Attain Approval of Professional Learning Activities by the District for Certification Maintenance

The following pages contain professional learning guidelines and activities that may be used for maintaining your professional or certified teaching assistant certification. Regard the list as ideas you may consider implementing and not as pre-approved activities.

All activities, conferences, meetings, coursework, presentations, etc. must be pre-approved by your supervising principal prior to attendance. After gaining approval from your supervising principal, your requested activity will be reviewed and approved or refused for use as professional learning hours towards certificate maintenance.

Please note that the computation of hours recorded while attending meetings and conferences must be linked to agendas or schedules. For example, travel, lunch and down-time are not acceptable clock hours. Time spent in meetings and workshops are acceptable clock hours. For this reason, it is the employee's responsibility to maintain copies of all agendas and conference schedules for documentation purposes. The steps to maintain professional learning hours are as follows:

- Choose activity to be counted towards maintaining CTLE clock hours
- Have activity approved by direct BOCES Supervisor
- Engage in activity
- Maintain personal records of activities on form provided in this packet
- At the end of each 5-year period, log in to the TEACH system to attest to completing requirements

Continuing Teacher Leader Education for Certification Holders

Professional learning opportunities are important in assisting teaching professionals integrate new knowledge and state-of-the-art techniques and technologies into their practice, to make new and innovative contributions to the school community, and to positively affect student outcomes. Recognizing this, NYSED's updated certification structure, effective with the 2016-2017 school

year, requires that teachers with Professional certificates complete ongoing professional learning. (100 hours).

Certificate Holder Requirements

I. Professional Certificate Holders

- Must complete 100 hours of CTLE every five years
- The professional learning period begins on July 1 following the effective date of certification

Certificate Holder Record Keeping Responsibilities

I. Professional Certificate Holders

- Must keep a record of professional learning completed during your professional learning period, including that provided by the District
- Required documentation includes:
 - Program/event title
 - Accrual of program/event hours
 - Provider name
 - Attendance verification/Certificate of Attendance
 - Date and location of the program/event
- Records must be kept up to date, retained for eight years, and be available to NYSED in the event of an audit

APPENDIX A

Additional Providers of Professional Learning

ASCD/NYASCD (Association for Supervision and Curriculum Development)
NYSCATE (New York State Association for Computers and Technologies in Education)
NYLA (New York Library Association)
NYSCAA (NYS School Counselors Association)
SUNY Oneonta
Broom-Tioga BOCES
Delaware-Chenango-Madison-Otsego BOCES
Otego Northern Catskills BOCES
Orange-Ulster BOCES
Ferrara Fiorenza PC Law Firm
BetterLesson
Language Essentials for Teachers of Reading and Spelling (LETRS)
Teachers College Reading and Writing Project
Write-On Consultants
SUNY Cortland
SUNY Potsdam
SUNY Binghamton
Teachers College (Columbia University)
NYSEC (New York State English Council)
NYSASBO (NYS Association of School Business Officials)
NYSSBA (NYS School Boards Association)
CASSC (Catskill Area School Study Council)
American Association of School Librarians
NCTE (National Council of Teachers English)
NCTM (National Council of Teachers of Math)
NYSCSS (NYS Council of Social Studies)
Representatives from NYS BOCES
RSE-TASC Staff
Model Schools
Catskill Area Teaching Center
PAX Good Behavior Program

Gilbertsville - Mt Upton School District
693 State Highway 51
Gilbertsville, NY 13776
Phone: (607)-783-2207
Email: jhayen@gmucsd.org

This certifies that Jarrin Hayen
(DOB:n/a, SSN:n/a) has

successfully completed the following course/activity:

TEST FOR CERTIFICATE

This started on 9/27/2022 and was completed on 9/27/2022

2 Hours - Professional Learning

I certify that the individual listed completed the
CTLEK cited pursuant to Subpart 80.6 of the
Regulations of the Commissioner of Education



Annette Hammond
Superintendent

MEMORANDUM OF AGREEMENT

This agreement shall be effective as of September 1, 2023 and shall sunset on June 30, 2024, by and between the Unadilla Valley Central School District; and the Gilbertsville-Mount Upton Central School District for the shared services of a health teacher pursuant to General Municipal Law Section 119-o governing joint municipal agreements.

Whereas, the Unadilla Valley Central School District “Unadilla Valley” is in need of a health teacher’s services; and

Whereas, the Gilbertsville-Mount Upton Central School District “Gilbertsville-Mount Upton” is also in need of a health teacher’s services, but can meet the needs of the Unadilla Valley district, as well; and

Whereas, Unadilla Valley and Gilbertsville-Mount Upton desire to share the services of a health teacher and this teacher is willing to have her services shared pursuant to the terms and conditions of this Agreement and the Gilbertsville-Mount Upton Teacher’s Association (GMUTA) collective bargaining agreement:

Now, therefore, the parties agree as follows:

- 1) Gilbertsville-Mount Upton shall utilize this teacher in the position of health teacher and shall be deemed the actual employer at a level of 0.50 FTE in terms of educational services provided to Gilbertsville-Mount Upton.
- 2) Unadilla Valley shall utilize this teacher in the position of health teacher at a level of 0.50 FTE.
- 3) This teacher will maintain employment with Gilbertsville-Mount Upton pursuant to the terms of this Agreement at a 1.0 FTE level, with utilization divided between the districts party to this Agreement as defined above.
- 4) This teacher shall not be included in the bargaining unit represented by the Unadilla Valley Teachers Association (UVTA) but shall be included in the bargaining unit represented by the GMUTA and shall receive 1.0 FTE salary and benefits applicable to her pursuant to the GMUTA contract as if she were working at Gilbertsville-Mount Upton as a typical full-time teacher.
- 5) Unadilla Valley shall be billed quarterly by Gilbertsville-Mount Upton 50% of the costs associated with employing this teacher including the costs of retirement and benefits.
- 6) This teacher shall remain an employee of Gilbertsville-Mount Upton for all purposes, including but not limited to salary, benefits, mandatory, withholding, TRS contributions, lay-off, discipline, seniority and tenure. All parties acknowledge and agree that she is not entitled to accrue any seniority or tenure at Unadilla Valley, and all parties waive and release any such claims. Gilbertsville-Mount Upton shall appropriately insure for this

teacher's service in the same manner that it insures its other employees including, but not limited to, workers compensation, general liability including contractual coverage, and disability coverage.

- 7) Gilbertsville-Mount Upton shall be responsible for evaluating this teacher's performance in accordance with the District's APPR evaluation procedures established with GMUTA. However, Gilbertsville-Mount Upton will seek, and obtain, input on said performance from, the Unadilla Valley Administration.
- 8) Disciplinary charges, if any, shall be brought by Gilbertsville-Mount Upton, and any related procedures under the GMUTA contract or law to which this teacher may be entitled based on said charges. Nothing in this paragraph shall be deemed a guarantee of employment.
- 9) This Agreement shall be for a term of one academic year (September 1, 2023 to June 30, 2024) subject to earlier termination in accordance with the terms herein or pursuant to, and in accordance with, New York State Law and the GMUTA contract.
- 10) Each School District shall indemnify, defend and hold harmless the other School District from and against any and all claims and liabilities arising from the negligent or intentional acts or omissions of this teacher to the extent that any such claims or liabilities arise from this teacher acts omissions on behalf of, or while rendering services to the indemnifying part. Each School District will appropriately insure for such liability.
- 11) This Agreement may be terminated during its term by:
 - a. Mutual agreement of the Districts upon such terms and conditions agreed upon in writing.
 - b. Upon sixty days written notice by either District to the other parties.
 - c. Upon this teacher's termination from employment.
 - d. Upon this teacher's resignation in accordance with NYS law.
- 12) Should the percentages change due to the needs of either district, this teacher shall retain her employment with Gilbertsville-Mount Upton during the term of this Agreement, and shall render services to Gilbertsville-Mount Upton and be compensated in accordance with the collective bargaining agreement with the teachers unit (GMUTA) for the employing District (Gilbertsville-Mount Upton).
- 13) The division of this teacher's time, during this Agreement, is based on the currently perceived needs of the two Districts and it is recognized that such needs may change over time. While it is the intent of Gilbertsville-Mount Upton to provide full-time employment to this teacher, therefore, nothing in this Agreement is, or shall be deemed a guarantee of employment or any particular percent amount of employment by Gilbertsville-Mount Upton.
- 14) Every provision of this Agreement is intended to be severable. If any provision is held to be invalid or unenforceable by the Commissioner of Education or by a court of competent

jurisdiction, such provision shall be deemed modified or rescinded to the extent necessary to comply with law and all other provisions shall continue in full force and effect.

- 15) In the event any term of condition of this Agreement should be breached by any party and the breach is thereafter waived by and other party, such waiver shall be limited to the breach so waived and to the party so waiving and shall not be deemed to waive any other breach either prior or subsequent to the breach so waived. Waivers, to be effective, must be in writing.
- 16) This Agreement contains the sole and entire Agreement between the parties relating to the services provided hereunder and shall supersede any and all other Agreements between the parties. Any other statement or representations made by either party are void and have no force or effect. The Agreement shall be governed by the laws of the State of New York. Any actions brought to enforce this agreement shall be venued in Otsego County, New York.
- 17) This Agreement may not be assigned, transferred, conveyed, sublet or otherwise disposed of without previous consent of the parties in writing. To the extent assignment is granted in accordance with the terms of this paragraph, this Agreement shall be binding on the parties, their successors, heirs and assigns.
- 18) Unless otherwise specified, all notices given under this Agreement shall be given in writing delivered as follows:
 - a. **To the Teacher:** Personally or by certified mail, return receipt requested, addressed to her residence address on file with the Districts. She shall provide the same residential address to both Districts.
 - b. **To the Districts:** To the Superintendent of Schools of the respective Districts, personally or by certified mail, return receipt request, addressed to the District Office, with a copy to the District Clerk's office, hand delivered or by certified mail, return receipt requested.
 - c. **When Effective:** Notice given by mail shall be deemed given three (3) days after mailing (not counting the day mailed) regardless of the date of actual receipt.

Gilbertsville-Mount Upton Superintendent

Date

Unadilla Valley Superintendent

Date

SCHOOL DISTRICT CLERK'S CERTIFICATION

This is to certify that this agreement was approved and the execution thereof on behalf of the Board of Education of the Gilbertsville-Mount Upton Central School District was authorized by vote of the Board at a public meeting duly held on _____, 2023, and has been made a part of the minutes of that meeting.

District Clerk

CLERK'S CERTIFICATION

This is to certify that this agreement was approved and the execution thereof on behalf of the Board of Education of the Unadilla Valley Central School District was authorized by vote of the Board at a public meeting duly held on _____, 2023, and has been made a part of the minutes of that meeting.

District Clerk

**Gilbertsville-Mount Upton
Central School**

District-Wide School Safety Plan

2023-2024



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GMU District Emergency Plan 2023-2024 General Information



Gilbertsville-Mount Upton Central School District

693 State Highway 51

Gilbertsville, NY 13776

Phone: 607-783-2207

Fax: 607-783-2254

Website: www.gmucsd.org

Follow @GMUCentral on Facebook and Twitter

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

INTRODUCTION

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

FOREWORD

This DWS Plan has been developed by the Gilbertsville-Mount Upton School Emergency Response Team, the Gilbertsville-Mount Upton District Superintendent, School Principal and the DCMO BOCES Health & Safety Coordinator.

AUTHORITY

The Board of Education of the Gilbertsville-Mount Upton Central School District recognizes that natural disasters such as earthquakes, floods, tornadoes and winter storms, man-made disasters such as fires, chemical accidents, toxic spills, and civil disorders such as bomb threats and hostage situations are potential threats to the school and the community.

The Gilbertsville-Mount Upton CSD, District-wide Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the GMU District Board of Education, the Superintendent appointed a District Wide Safety Team and charged it with the development and maintenance of the District Wide Safety Plan.

The plan shall include but not limited to:

1. Identification of sites of potential emergencies.
2. Identification of appropriate responses to emergencies.
3. A description of arrangements for obtaining assistance from emergency services organizations and local government agencies.
4. A description of procedures to coordinate the use of school district resources and manpower during emergencies.
5. Identification of district resources which may be available for use during an emergency.
6. A description of plans for:
 - a. school cancellation
 - b. early dismissal
 - c. sheltering

A test of the emergency plans for sheltering and early dismissal will be held at least once per year.

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

Gilbertsville-Mount Upton CSD has appointed a District-Wide Safety Team including the following persons:

Superintendent	Annette Hammond
Board Member	Jeremy Pain
School Administrators	Heather Wilcox Kevin Walsh Dorothy Iannello – District Treasurer
Parents	Caroline Wilson
Student Representative	Jr. Class President
Director of Facilities	Alan Digsby
Teachers	Matthew Johnson
Transportation Supervisor	Harold Ives
Food Service	Susan Sebeck
Fire/Emergency Department	Dave Robinson (Chief)
Liaison	DCMO BOCES Health & Safety Office
Otsego County Sheriff's Department	Otsego County Sheriff's Department
Chenango County Sheriff's Department	Chenango County Sheriff's Department
State Police Liaison	State Police: Sidney & Oneonta

Gilbertsville-Mount Upton CSD has also created an Emergency Response Team which includes the following persons:

Incident Commander	Annette Hammond
Deputy Incident Commander	Heather Wilcox
Safety Officer	Harold Ives
Public Information Officer	Annette Hammond
Operation	Alan Digsby
Planning/Intelligence	Heather Wilcox
Scribe	Jarrin Hayen
School Agency Liaison	Harold Ives
Logistics	Kevin Walsh
Administration/Finance	Dorothy Iannello/Brianne Simonds
Local Law Enforcement Liaison	State Troopers, Troop C, 911

The Gilbertsville-Mount Upton Central School District (GMU) supports the SAVE Legislation and intends to facilitate the planning process. The Superintendent of Schools encourages, advocates, and facilitates ongoing district-wide cooperation and support of Project SAVE.

The District Wide Safety Plan was adopted August 2023.

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

LEGAL BASIS FOR PLAN

This plan is developed in accordance with the Regulations of the Commissioner of Education, Section 155.17 and in recognition of the legal responsibilities for actions during emergencies set forth in Article 2-B of the New York State Executive Law, appended. Education law requires the adoption of a District-Wide Safety Plan and a Building Level Safety Plan.

STATEMENT OF PURPOSE

The DWS Plan is intended to set forth the information required by Gilbertsville-Mount Upton Central School District staff involved in a school or regional emergency due to the occurrence of a natural or man-made disaster and emergencies.

KEY COMPONENTS OF THE REGULATION

This plan shall be reviewed and maintained by the District-Wide School Safety Team and reviewed on an annual basis on or before July 1 of each year.

Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days before its adoption. The district-wide and building-level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

While linked to the District-Wide School Safety Plan, the Building Level Emergency Response Plan shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

Full copies of the District-Wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building Level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption.

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

The plan must include:

1. Vital Educational Agency Information (pg. 11)
2. Risk Reduction/Prevention and Intervention Components and Strategies (pg. 12)
3. Training, Drills and Exercises (pg. 15)
4. Implementation of School Security (pg. 16)
5. Early Detection of Potentially Violent Behaviors (pg. 18)
6. Hazard Identification (pg. 18)
7. Response - Notification and Activation (pg. 19)
(Internal and External Communications)
8. Response Protocols (pg. 20)
9. Responses to Acts of Violence: Implied or Direct Threats
Acts of Violence (pg. 22)
10. Arrangements for Obtaining Emergency Assistance
from Local Government (pg. 32)
11. Procedures for Obtaining Advice and Assistance
from Local Government Officials (pg. 32)
12. District Resources Use and Coordination (pg. 32)
13. Recovery - District Support for Buildings (pg. 33)
14. Disaster Mental Health Services (pg. 33)
15. Communicable Disease - Pandemic Plan (pg. 34)
16. Remote Instruction (pg. 50)

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

ASSUMPTIONS

While it is likely that outside assistance would be available in most serious emergency situations affecting the Gilbertsville-Mount Upton Central School District, it is necessary for the district to plan for and be able to carry out immediate responses during the first stage of an emergency, and to be prepared to effectively coordinate resources with the larger community in the event of a more widespread emergency.

In keeping with the nationwide, state and county strategy of developing an integrated incident management system, this plan is concerned with all types of emergency situations that may develop it also accounts for activities before, during, and after emergency operations.

CONCEPTS OF OPERATIONS

This plan is based on the concept that emergency activities for Gilbertsville-Mt. Upton Central School District personnel will generally parallel their normal day-to-day functions. It is generally true, however, that a disaster is a situation in which the usual way of doing things no longer suffices. It is necessary to maintain organizational continuity and assign familiar tasks to personnel. However, it may also be necessary to draw on people's special skills and ask them to assist in the areas of greatest need.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

In an emergency, it is vital that a command structure be adhered to. The chain of command for school emergencies is as follows:

District Superintendent
Building and Grounds Supervisor
Business Administrator
Principal

The primary Emergency Command Center is the District Office and the alternate Command Center is the Bus Garage. The person in charge will be designated is the Incident Commander.

The Incident Commander or his/her designee will remain in charge until the conclusion of the emergency or until civil or local emergency authorities take control of the situation.

The Incident Commander is responsible to:

1. Take full control upon being notified of an emergency.
2. Make immediate decisions regarding emergency response.
3. Order activation of response.
4. Notify appropriate representatives of local, regional and state emergency response agencies and local law enforcement offices.
5. Be prepared to turn over control to appropriate outside agencies as required by law.
6. Submit post-emergency reports to the District Superintendent.
7. Perform testing of the District Wide Safety Plan on an annual basis.
8. Meet with local government and emergency service officials to develop procedures for advice and assistance to situations that exceed the expertise and/or resources of the district.

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

9. Determine when and which educational agencies within the school district shall be notified of an emergency and the action to be taken.
10. Develop and annually update the DWS Plan. The plan will include procedures to be followed for in-house and outside occurrences. The plan will be reviewed by July 1st of each year.
11. Carry out any other activities deemed necessary by the District Superintendent.

School District Chief Emergency Officer

The Superintendent of Schools is the Chief Emergency Officer and through designated personnel will provide:

- Coordination of communication between school staff/law enforcement/first responders.
- Assistance in the selection of security related technology and procedures for its use.
- Coordination of safety, security, and emergency training for school staff.
- Assistance in required evacuation and lock-down drills completion as required by law.
- Assurance that all school district staff understand the District Wide School Safety Plan.
- Assurance that the District-Wide School Safety Plan and Building Level Emergency Response Plans are completed, reviewed annually and updated as needed.

**GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN
GMU Chain of Command during Emergency Response**

DISTRICT-WIDE SCHOOL SAFETY TEAM

The District-Wide School Safety Team shall consist of a representative from each of the areas listed below. Their duties will be to continuously review and develop the Disaster Preparedness Plan.

<u>Title</u>	<u>Name</u>	<u>Business Phone</u>
Superintendent	Annette Hammond	607-783-2207, ext. 140
Board Member	Jeremy Pain	607-353-2099
School Administrators/Treasurer	Dorothy Iannello	607-783-2207, ext. 144
	Heather Wilcox	607-783-2207, ext. 103
	Kevin Walsh	607-783-2207, ext. 103
	Caroline Wilson	
Parent		
Director of Facilities	Alan Digsby	607-783-2207, ext. 101
Teacher	Matthew Johnson	607-783-2207, ext. 103
Transportation Supervisor	Harold Ives	607-783-2275
Food Service	Susan Sebeck	607-783-2207, ext. 122
Fire/Emergency Dept.	Dave Robinson	607-783-2500 (Fire Dept.)
Liaisons	DCMO BOCES Health & Safety	607-335-1283
	Otsego County Sheriff's Department	607-547-4270
Chenango County Sheriff's Department		607-334-4040
State Police	Oneonta	607-432-3211
State Police	Sidney	607-561-7400

Emergency Response Team

Incident Commander	Annette Hammond > Heather Wilcox
Deputy Incident Commander	Heather Wilcox > Harold Ives
Safety Officer	Harold Ives > Alan Digsby
Public Information Officer	Annette Hammond > Heather Wilcox
Operation	Alan Digsby > Eric Voorhees < Duty Custodian
Planning/Intelligence	Heather Wilcox > Eric Voorhees > Kevin Walsh
Scribe	Jarrin Hayen > Kristy Carey
Agency Liaison	Harold Ives > Annette Hammond
Logistics	Kevin Walsh > Eric Voorhees > Susan Sebeck
Administration/Finance	Dorothy Iannello > Brianne Simonds/Jarrin Hayen
Local Law Enforcement Liaison	State Troopers, Troop C, 911

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

DESCRIPTION OF BUILDING AND OCCUPANTS

Location Factor

The Gilbertsville-Mount Upton Central School District is a PK-12 single building located in rural upstate Gilbertsville, NY, serving Otsego and Chenango Counties.

Vital Educational Agency Information

The Building Level Emergency Response Plan will contain vital information such as school population, number of staff, transportation needs, facilities information and telephone numbers of key educational officials.

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

RISK REDUCTION/PREVENTION AND INTERVENTION STRATEGIES

The Gilbertsville-Mount Upton Central School District believes that there is a need for increased emphasis on safety in our school. Our goal is to provide a drug, weapon, and violence free atmosphere where students can receive an education. The GMU Central School shall provide appropriate ongoing training programs to faculty and staff throughout the school year. The following is a list of programs/services that we offer to provide a safe haven for students:

District Wide:

New Teacher Orientation - We address instruction and classroom management.

Right to Know/Hazard Communication - Provided by DCMO BOCES in the fall.

Blood Borne Pathogens - Provided by DCMO BOCES in the fall.

Violence Prevention Update - Provided by DCMO BOCES in the fall.

Yearly S.A.V.E. School Assembly - DCMO BOCES/School Law Firm presents to PK-12 faculty. This assembly targets various issues regarding school procedures and policies involving the following: drugs, sexual harassment, assaults, and other school related matters.

DASA Training – District wide training for all staff to comply with the Dignity for All Students Act state regulations.

Sexual Harassment Training-District wide training for all staff to comply with state regulations.

Middle School/High School:

- **Planner** - An organizational tool used by all 3rd-12th graders. This will enhance the communication between parents, students, and teachers. This planner is used as an infusion of character education using guided readings in the Daily Planner.
- **Sixth Grade Orientation** - An orientation for students entering sixth grade. Middle school teachers plan a day of activities designated to introducing students to the middle school schedule, developing peer relations and group social skills, helping student's feel successful with basic survival skills such as locker combinations.
- **PK-6 Essential Skill/Soaring Eagle Awards** - Students in grades PK-6 are recognized for a character virtue and Honor/High Honor or non-essential skills each month. Some of these virtues include giving, motivation, respect, understanding, sportsmanship, and artistic creativity. Each month students from grades PK-6 are selected by their teachers and peers for portraying these qualities. These students receive a certificate and have their pictures in the GMU Newsletter.
- **HS Awards Ceremony** - Students in grades 9-12 are recognized for honor and high honor roll quarterly. These students receive recognition at a year-end ceremony and a certificate.

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

- **Annual Student Assembly** - This assembly is conducted by the Middle/High School Principal. On the first day of school the Principal meets with each class by grade level and reviews the following items that are in our Student/Parent Handbook: Code of Conduct, Sexual Harassment, Violence in Schools, Drug/Alcohol Use, Internet Use, etc...

Middle/High School Counselor Services

- **7th Grade High School Orientation** – The 7th Grade Orientation Program provides students and parents with an overview of the New York State graduation requirements, course selection and scheduling process, and clubs and activities. The program helps students with the transition from middle to high school.
- **Individual Counseling and Crisis Counseling** - Assist with referrals to outside agencies, such as Systems of Care and Bassett, to support students in a crisis.
- **7-12 Bullying Prevention Training** - Students will receive training to recognize and report any type of bullying (including cyber bullying) instances.
- **Child Study Teams** – Assists with putting a plan into place that best supports students with academic or behavioral issues.

Elementary School: Grades PK-6

- **Rockin' Raiders** for children in PK-6 is a monthly program on Friday for ½ hour. The purpose of Morning Raiders is to provide a forum for student presentations, special guest presenters, to promote character education (building social skills) and improve children's self-esteem. Morning program brings our children, teachers, and parents together as a community.
- **Agenda/Friday Folders** - An organizational tool used by all PK-6 students. This will enhance the communication between parents, students, and teachers. This agenda/folder is used as an infusion of character education using guided readings.
- **Character Education/Soaring Eagles/Essential Skills** - Students in grades PK-6 are recognized for a character virtue each month. Some of these virtues include giving, motivation, respect, understanding, sportsmanship, and artistic creativity. Each month a student from each class is selected to portray this quality. They receive a Soaring Eagles certificate and have their picture in the GMU Newsletter. This recognizes and encourages the positive growth students are making as citizens of our school.
- **PLC Meetings** - Teachers meet as a grade level once a week to discuss curriculum, student issues, co-teaching, RTI/AIS and any other issues as determined by the Principal or team.

Elementary Counselor Services

- **Personal Safety** - Educating students in the importance of taking care of themselves physically and emotionally.

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

- **Bullying** - Classroom and small group activities. Identifying bullying behaviors and what to do if you or someone else is being bullied. Also help for those who display bullying behaviors or are bullies.
- **Crisis Counseling/Referrals** - Collaboration between counselor and outside agencies to help support and encourage continued success of the student.
- **Child Study Teams** - Assists with putting a plan into place that best supports students with academic or behavioral issues.
- **PK-6 Bullying Prevention Training** - Students will receive training to recognize and report any type of bullying (including cyber bullying) instances.
- **Career Counseling** – Students will be exposed to a variety of career lessons and complete an annual career portfolio supported by the school counselor.

Reporting Mechanisms for School Violence

All students are expected to promptly report violations of the code of conduct to a teacher, school counselor, the building principal or his or her designee, or the superintendent. Any student observing a student possessing a weapon, alcohol, or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee, or the superintendent.

All district staff that are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff that are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The superintendent or building principals or his or her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

TRAINING, DRILLS AND EXERCISES

The purpose of conducting drills is to practice, identify shortcomings and adjust as needed. The Elementary and High School/Middle School Crisis Response Teams meet before and after drills to critique, etc. Parents are notified via letter regarding dates of early dismissal drills.

The Middle/High School Crisis Response Team meets as needed to work through the school's response to various situations. Each team member has one or two jobs they are required to do in the event of a crisis. The team works through several tabletop drills to observe responses to the various crisis conditions. These tabletop drills are coordinated in conjunction with local EMS and Fire Depts, County Emergency Management officials and local and state police. These drills provide an overview of team responses and improve overall coordinated efforts.

- **Yearly evacuation drills:** At least once every school year, GMU Central School District conducts tests of the Emergency Plan for sheltering and early dismissal. Transportation and communication procedures are included in the test. Parents or guardians shall be notified in writing at least one week prior to such drills. Pupils are released to their assigned buses when such buses are announced as available. Normal bus schedules are advanced fifteen minutes for the early dismissal plan.
- **Shelter in Place Drills:** Certain emergencies in the community may make it advisable for students and staff to remain in school beyond the end of the normal school day. Building floor plans can be found in the Building Level Safety Plans. In case of such an emergency, the Emergency Responder gives directions over the public address system. Teachers relocating students from their classrooms must take their class lists and accompany their students to the designated area. This drill is practiced at least once every school year.
- **Evacuation Drills** - Drills are held 12 times a year (8 by 12/31). We hold 8 evacuation (a.k.a. fire) drills, and 4 lockdown drills as required by the NYSED.
- **Lockdown:** In an event of a Civil Disturbance (any individual or group disturbance uncontrollable by the administration) which may present a threat to the students or staff or property of this school, appropriate notification will be made.

Training

- **Yearly S.A.V.E. School Assembly** - This assembly targets various issues regarding school procedures and policies involving the following: drugs, sexual harassment, assaults, and other school related matters. Presentations have included representatives from the schools law firm, sheriff or state police. At this assembly the students are also made aware that the school will be using certified firearm and drug detection canines as a deterrent to violence, firearms, and drug abuse. The dogs make unannounced visits to the school throughout the year.

Situations/scenarios are continuously covered in faculty meetings and on conference days.

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

IMPLEMENTATION OF SCHOOL SECURITY

Visitor Badge/Sign in Procedures

GMU employs the following building security measures:

1. Signs are posted indicating that parents and all visitors must report to the front desk to sign in.
2. Updated doorbell to gain secure access to vestibule entrance.
3. All visitors to the school must report to the front desk located at the front of the building upon arrival. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on the school grounds.
4. We staff and maintain a highly structured and consistent sign-in procedure.
5. All staff members are trained to challenge suspicious persons encountered in the building.
6. Building entrance security is maintained throughout the day.
7. We employ a feel safe silent security system.
8. Two-way radios are monitored by key personnel during the school day.
9. The services of search canines for drug and/or weapons are available as needed.
10. All doors are locked each day.
11. There are scheduled lock checks throughout the day.

*If an assembly, concert, awards program, etc.... is taking place, multiple tables will be set up with numerous people helping at the front desk to sign visitors in.

Dogs

The school will be using certified firearm and drug detection canines as a deterrent to violence, firearms, and drug abuse. The dogs make unannounced visits to the school and parking lot throughout the year.

Video Cameras in School and on School Buses

The Board of Education recognizes its responsibility to maintain and improve discipline and to ensure the safety and welfare of its staff and students in school and on school transportation vehicles.

After having carefully considered and balanced the rights of privacy with the district's duty to ensure discipline, health, welfare and safety of staff and students in school and on school transportation vehicles, the Board supports the use of video cameras in the school and on its school buses.

Video cameras may be used to monitor student behavior in the hallways and in the parking lots of the school and on school vehicles transporting students to and from school or extracurricular activities.

Students in violation of school and bus conduct rules shall be subject to disciplinary action.

Fingerprinting of New Employees

As a result of SAVE legislation, all employees hired after July 1, 2001, are mandated to have fingerprint supported background checks.

Teacher Supervision/Hall Monitors

We have a front desk attendance clerk and a building entrance monitor who is trained the same as all other staff members as outlined and described in the present document.

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

Teachers and aides monitor the halls before school, during the passing of classes during the school day, and at dismissal time. They direct students to their classrooms and monitor student movement throughout the building. Classroom teachers and aides also supervise the playground during recess time. In addition, support and consultations are provided by the New York State Troopers.

Hiring and Screening Process of School Security Personnel

The district does not currently employ or utilize school security officers, so there are no policies or procedures to describe here.

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS

The Gilbertsville-Mount Upton Central School District believes that there is a need for increased emphasis on safety in our school. Our goal is to provide a drug, weapon, and violence free atmosphere where students can receive an education. The following is a list of programs/services that we offer to provide a safe haven for students:

- **PK-12 PLC Meetings** - Teachers meet as a grade level every week to discuss possible student problems, i.e., behavior, grades. They recommend "prescriptions" which may include such services as counseling, remediation, attending the after-school program, or parent conference.
- **Planner** - An organizational tool used by all 3rd - 12th graders. This will enhance the communication between parents, students, and teachers. This planner is used as an infusion of character education using guided readings in the Daily Planner.
- **School Calendar and Newsletters** - A school calendar with information regarding school safety and security information is distributed via bulk mail to all addresses within the district in August of each year. The district publishes a newsletter several times a year which is also distributed to all addresses within the district and contains information about early detection of violent behaviors, bullying, and other information regarding school safety and security.

HAZARD IDENTIFICATION

The Site of Potential Emergencies

Surrounding Woods - Hazards: trees, wild animals

Science Lab D127 - Hazards: chemicals, propane

Science Lab C111 - Hazards: chemicals, propane

Playground - Hazards: slides, swings, etc.

PK-12 Building - Hazards: parking area, hills, dumpsters, fuel oil

Bus Garage - Hazards: welding, gasoline, propane

Community* - State Highway 51, winter storms, animals

* We are a small, rural Central New York Community. Our "sites of potential emergency" are limited to neighboring farms unless we include airplane/automobile accidents, terrorist attacks, or **extreme** weather emergencies.

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

RESPONSE - NOTIFICATION AND ACTIVATION (Internal and External Communications)

Upon receiving notice of an emergency in which the health and safety of students or staff is at risk, the Superintendent or the Principal shall implement the Emergency Plan.

The Incident Commander shall be responsible for contacting the appropriate community emergency service agencies if they have not already been contacted by the "Responsible Person" at the immediate emergency site.

Members of the Emergency Response Team shall report to the Command Post as appropriate.

The Incident Commander and other staff shall follow the procedures outlined in the Building Level Emergency Response Plan for the specific emergency.

Whenever an emergency encompasses a wider area than the Gilbertsville-Mount Upton Central School campus, the Emergency Responder shall establish contact with the County Emergency Management Office and shall act in cooperation with the Director of Emergency Services for the appropriate county.

In case of an emergency which involves the use of fire or police resources, Unified Command will be utilized.

The School Superintendent plays a major role in communication and news releases to parents, BOCES, S.E.D. and other emergency services. The School Superintendent will present info to the media and maintain a line of communication with staff members.

A Crisis Team facilitator who is following the events of an emergency condition to determine post emergency needs for students, staff and communications should report all updated information to the Superintendent.

Crisis Response Team

Superintendent	Annette Hammond
Crisis Team Facilitator	Annette Hammond
Principal	Heather Wilcox
Buildings and Grounds Supervisor	Alan Digsby
Transportation Supervisor	Harold Ives
School Nurse	Kelly Ingham
School Counselor	Lisa Ruland and Lauren Roberts
Teacher Liaisons	Matthew Johnson

When there is a disaster/emergency condition that takes place within the district, the BOCES district Superintendent is immediately notified and depending on the type of situation, the district would also contact other schools in the immediate area. There are no private schools in our vicinity. The State Education Department is notified of all emergency situations as required.

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

Notification of persons in parental control

The District will contact appropriate districts, parents, guardians or persons in parental relation to the student's via media release, telephone contact or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the Building Level Emergency Response Plan.

Response Protocols

GMU has identified the following general response actions for emergencies. These actions include (a) school cancellation, (b) early dismissal; (c) evacuation; and (d) sheltering. The Building Level Emergency Response Plan includes identification of specific procedures and actions for each emergency.

Emergencies include, but are not limited to:

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

General Information

An announcement will be made on the public address system to alert all building occupants of a pending emergency.

Parent Notification

Parents are notified of Early District dismissals in several ways:

1. Early District dismissal drill dates are published in the district calendar and newsletter which is mailed to all district residents.
2. Parents of students are notified by letter of an early district dismissal drill.
3. Emergency closings and school cancellations are announced on the local television and radio stations. Parents are notified throughout the year in the school newsletter to listen to local radio and television stations if they feel an emergency closing due to inclement weather may occur. Parents will also receive a phone call through our Global Connect System.

Emergency Information data sheets are sent home with students during the first week of school in order to update the emergency information the school has on file for each student. The information includes name, address, parents place of work and phone number, emergency contact person if a parent cannot be reached, and where to send student in case of an emergency closing.

Messages regarding school early dismissal, sheltering in place or evacuation of a school will be called in to the media as soon as the decision is made. The superintendent, or his/her designee, shall issue all public communications, prepare news releases, and brief the media as appropriate.

Threat Assessment

Threats of violence in school, while not a common place, have the potential to become catastrophic if not responded to in an appropriate manner. These threats can originate from within the school community (students or staff) or from outside (disgruntled taxpayers, parents, persons from “competing” districts, terrorists). Regardless of the origin of the threat, the Gilbertsville-Mount Upton Central School District is committed to respond to all threats of violence using protocol as established by the United States Secret Service in its *Safe School Initiative: Implications for the Prevention of School Attacks in the United States (2002)*. Broadly speaking, this document urges schools to develop a multi-pronged approach to threats of violence and to coordinate a patterned response to each threat.

The patterned approach varies depending upon the individual threat, but each threat is subjected to a three-pronged process that; 1) Determines whether the threat is direct or implied; 2) Determines the potential for violence of the threat; and 3) Determines the plan of action to prevent the threat of violence from becoming an act of violence.

- 1) All received threats will be initially treated as direct, meaning that initially the district will treat every threat of violence as serious until it is proven otherwise. For this reason, differentiating between implied and direct threats of violence is somewhat a moot point because further investigation will be conducted on each and every threat received. The person receiving the threat will have the option of convening the threat assessment group for any threat received or may use available information to determine the potential for violence immediately.
- 2) The threat assessment group, if activated, will utilize threat assessment forms to “quantify” the extent of the threat and categorize it into one of three categories: low, medium, or high.
- 3) Based upon the category of threat, the district will implement strategies to deal with the specifics contained in the received threat. These strategies will include the assistance of law enforcement agencies and could result in a myriad of actions, from simple non-intrusive investigations to more complex emergency actions. All actions will be deployed via the Emergency Response Structure and will be implemented with one objective in mind, namely, to safeguard the school population from danger.

RESPONSES TO ACTS OF VIOLENCE: IMPLIED OR DIRECT

Code of Conduct (Adopted by BOE on November 16, 2022)

I. Introduction

Consistent with our mission statement, the Board of Education is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver, quality educational services without disruption or interference. Responsible and respectful behavior by students, teachers, other district personnel, parents or persons in parental relations, and other visitors is essential to achieving this goal. The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity. The board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the board adopts this code of conduct ("code"). Unless otherwise indicated, this code applies to all students, school personnel, parents or persons in parental relations, and other visitors when on school property or attending a school function.

II. Definitions (For purposes of this code, the following definitions apply.)

"Bullying" and "Harassment" means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably or substantially interfering with a student's educational performance, opportunities, or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.

Bullying is a form of harassment that consists of inappropriate and often persistent behavior including threats or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put-downs and or badgering of others. Bullying occurs when someone purposely says or does mean or hurtful things to another person who has a hard time defending oneself or is in an otherwise vulnerable position.

"Cyber-bullying" refers to any harassment/bullying, on or off school property, which occurs via the internet, cell phones or other electronic devices.

"Disability" means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law §11[4] and Executive Law §292[21]).

"Disruptive student" means any student who substantially interferes with the educational process or the teacher's authority over the classroom.

"Employee" means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine-B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such persons involve direct student contact (Education Law §§11[4] and 1125[3]).

"Gender" means actual or perceived sex and shall include a person's gender identity or expression (Education Law §11[6]).

“Emotional Harm” that takes place in the context of harassment or bullying shall be defined as harm to a student’s emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student’s education. Such conduct shall include, but is not limited to, acts based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

“Hazing” is a form of harassment which involves committing an act against a student or coercing a student into committing an act that creates a risk of or causes emotional, physical, psychological harm to a person, in order for the student to be initiated or affiliated with a student or other organization, or for any other purpose. Consent or acquiescence is no defense to hazing: i.e., the implied or expressed consent of a person or persons to hazing shall not be a defense to discipline under this policy.

“Parent” means parent, guardian, or person in parental relation to a student.

“School Bus” means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law §11[1] and Vehicle and Traffic Law §142).

“School property” means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of the school, or in or on a school bus.

“School function” means any school sponsored extracurricular event or activity.

“Sexting” refers to an act of sending sexually explicit photos, images, text messages, or e-mails by using a cell phone or other electronic device.

“Sexual orientation” means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law §11[5]).

“Weapon” means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

III. Bill of Rights and Responsibility of Students

A. Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly, and civil school environment, all district students have the right to:

Take part in all district activities on an equal basis regardless of real or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex.

Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.

Access school rules and receive an explanation of those rules in an age-appropriate manner on at least an annual basis from school personnel. A challenging education, free of disruption.

B. Student Responsibilities

All district students have the responsibility to:

1. Come to school on time and ready and willing to learn.
2. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
3. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
4. Attend school every day unless they are legally excused and be in class on time and prepared to learn.
5. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
6. React to direction given by teachers, administrators, and other school personnel in a respectful, positive manner.
7. Work to develop mechanisms to control their anger.
8. Ask questions when they do not understand.
9. Seek help in solving problems that might lead to discipline.
10. Dress appropriately for school and school functions.
11. Accept responsibility for their actions.
12. Students must recognize that younger students look up to them and follow their leadership. Therefore, they should hold themselves to the highest standards of conduct.

IV. Essential Partners

It is expected that parents or persons in parental relation, Board of Education members, teachers and administrators will work together to educate the children of GMU as a collaborative responsibility.

All parents or parental relations are expected to:

1. Recognize the importance of their child(ren)'s education and to send them to school regularly, on time and ready to learn.
2. Instill in their children a supportive attitude towards the programs and rules of the school and promote positive relationships with others.
3. Maintain open communication between the home and school.
4. Report to the appropriate school-designated staff member incidents of bullying, cyber-bullying, harassment, and/or intimidation that directly impact the school environment.

All district and school personnel are expected to:

1. Create and maintain a climate of mutual respect and dignity which will strengthen a student's self-concept and promote confidence to learn.
2. Promote a safe, orderly, and stimulating school environment, supporting active teaching and learning.
3. Maintain open communications between the school and home.
4. Demonstrate tolerance, respect and dignity towards others and self regardless of real or perceived race, weight, national origin, ethnic groups, religion, religious practices, mental or physical abilities, sexual orientation, gender identity, or sex.
5. Participate in training to ensure in creating a school environment that is free of bullying, harassment, and intimidation.
6. Address bullying and harassment incidents that occur within the school to help ensure the creation of a positive learning environment for all students.
7. Report occurrences of bullying, cyber-bullying, or harassment to the appropriate school staff members; School Counselors and DASA Coordinators, Lisa Ruland and Lauren Roberts.

All members of the Board of Education are expected to:

1. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
2. Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
3. Lead by example by conducting board meetings in a professional, respectful, courteous manner.

V. Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Our guiding principles for the student dress code are similar to those experienced and expected in the workplace; attire that furthers the health and safety of students and staff, enables the educational process, and facilitates the operations of the school. Students and their parents have the primary responsibility for acceptable student dress and appearance. Parents, teachers, and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

The following guidelines will address student appearance within the school and at any school related function:

- A student's appearance shall be safe, appropriate, and not disrupt or interfere with the educational process.
- Breasts, genitals, and buttocks must be covered with opaque (non-see-through) fabric.
 - To be more specific, clothing that reveals too much cleavage is unacceptable.
- Ensure that underwear is covered with outer clothing.
- Exclude "weapon jewelry", spikes, chains that hang from belts or pockets, or other such things worn on the body that could injure oneself or others.
- Footwear must be worn at all times. Some footwear (such as sandals or flip-flops) can be a safety hazard in some courses which may have specific requirements for footwear.
- Headwear is allowed to be worn throughout the school building but may be required to remove at teacher discretion. At no time are hoods allowed to be worn.
- Items that depict profanity, vulgarity, obscenity, and libel or negatively refer to others on account of race, color, religion, creed, national origin, gender, sexual orientation, disability, or other protected rights are not allowed.
- Appearance or dress should not promote and/or endorse the use of alcohol, tobacco or illegal drugs, the use of controlled substances, is of a sexual nature, depicts violence, is racist or harassing based on cultural or ethnic differences and/or endorse illegal or violent activities.

Exceptions

- Exceptions to the coverage requirement of the dress code policy may be given to athletes that are participating in athletic events. This will be at the discretion of the athletic department and school administration.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and if necessary, will replace it with an acceptable item. Any student who refuses to do so shall be subject to disciplinary action. Parents will be informed of and will be asked to review the policy for any students with repeat infractions.

Anything not covered in the dress code is at the discretion of a school administrator.

OPT-OUT PROVISION:

School administration must be contacted regarding exemption from the dress code when religious, cultural, or medical reasons exist. The opt-out provision shall be utilized prior to the occurrence of a dress code violation. If a request for an opt-out is denied, the applicant may appeal the denial to the Superintendent within five school days. If the Superintendent denies the application, the applicant may appeal the denial to the Board of Education within five days of the Superintendent's written denial. The decision of the Board will be final.

VI. Prohibited Student and Employee Conduct

The Board of Education recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students and employees who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

The Board of Education is committed to providing an educational and working environment that promotes respect, dignity, and equality. The Board recognizes that harassment, hazing, bullying, and cyber-bullying are detrimental to student learning and achievement. It interferes with the mission of the district to educate our students and disrupts the operation of our schools. Such behavior affects not only the students who are its targets but also those individuals who participate and witness such acts.

To this end, the Board condemns and strictly prohibits all forms of harassment, hazing, bullying and cyber-bullying on school grounds, school buses, and at all school-sponsored activities, programs, and events including those that take place at a location outside the district that materially and substantially disrupt the educational process of the school environment or impinge on the rights of others.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

- A. Engage in conduct that is disorderly or disruptive. Some examples of disorderly/disruptive conduct:
 - 1. Using language or gestures that are profane, lewd, vulgar, or abusive.
 - 2. Engaging in any willful act which disrupts the normal operation of the school community.
 - 3. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate web sites; or any other violation of the district's acceptable use policy.
 - 4. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
 - 5. Engage in cyber-bullying behaviors.

- B. Engage in conduct that is insubordinate. Some examples of insubordinate conduct are:
 - 1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
 - 2. Lateness for missing or leaving school without permission.
 - 3. Wearing inappropriate/offensive clothing in school

- C. Engage in conduct that is violent. Some examples of violent conduct are:
 - 1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon themselves, a student, teacher, administrator, other school employee or any other person lawfully on school property or attempting to do so.
 - 2. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
 - 3. Displaying what appears to be a weapon.
 - 4. Threatening to use any weapon.
 - 5. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
 - 6. Intentionally damaging or destroying school district property.

- D. Engage in any conduct that endangers the safety, morals, health or welfare of self or others. Some examples of

such conduct are:

1. Lying to school personnel.
2. Using vulgar or abusive language, cursing, or swearing.
3. Stealing the property of other students, school personnel or any other person on school property or attending a school function.
4. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harms the reputation of the person or the identifiable group by demeaning them.
5. Discrimination: Students are not allowed to discriminate against, harass, or bully other students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex on school property or at a school function.
6. Harassment, which includes a sufficiently severe action, or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as, ridiculing or demeaning.
7. Bullying of other students.
8. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
9. Sexting or cyber bullying.
10. Selling, using, or possessing obscene material.
11. The use, possession, sale or gift of tobacco products, any drug or controlled substance, including marijuana or any instruments for the use of such drugs, controlled substance, or marijuana such as a pipe (including e-cigarettes and other inhalation devices), syringe or other paraphernalia, while on school property or at a school function or school sponsored function or on a bus going to or from a school function or school sponsored function is strictly prohibited. Excepted is any drug taken in accordance with a current prescription signed by a physician that is to be taken by the particular student at the time in question and administered through the Health Office.
12. Off-campus misconduct that endangers the health and safety of students and/or staff within the school or can reasonably be forecast to substantially disrupt the educational process. Examples of such misconduct include, but are not limited to:
 - Cyber-bullying (i.e., inflicting willful and repeated harm through the use of electronic text).
 - Threatening or harassing students or school personnel over the phone or other electronic medium.

VII. Reporting Violations

All students are expected to promptly report violations of the code of conduct to a teacher, Student Support Services Office, the building principal or his or her designee especially when observing a student possessing a weapon, alcohol, or illegal substance on school property or at a school function.

Bullying, discrimination of protected classes, hazing, sexting, cyberbullying, harassment, and/or intimidation violations must be reported to any school personnel member. They will also be reported to the Dignity Act Coordinator so that incidents can be addressed and recorded for the monitoring of school-wide trends. Students and staff may report violations to the following individuals: School Counselors and DASA Coordinators Lisa Ruland and Lauren Roberts.

Retaliation against any individual who, in good faith, reports or assists in the investigation of harassment, bullying and/or discrimination is strictly prohibited.

At least one employee in every school shall be designated as a Dignity Act Coordinator and instructed in the provisions of this subdivision and thoroughly trained in methods to respond to human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex.

1. The designation of each Dignity Act Coordinator shall be approved by the Gilbertsville-Mount Upton Central School District Board of Education.

2. The name(s) and contact information for the Dignity Act Coordinator(s) shall be shared with all school personnel, students, and persons in parental relation, which shall include, but is not limited to, providing the name, designated school and contact information of each Dignity Act Coordinator by:
 - a. Listing such information in the code of conduct and updates posted on the website of the Gilbertsville-Mount Upton Central School District.
 - b. Including such information in the plain language summary of the code of conduct provided to all persons in parental relation to students before the beginning of each school year, pursuant to 8 NYCRR 100.2(I)(2)(iii)(b)(3).
 - c. Include such information in at least one district or school mailing per school year to parents and persons of parental relation and, if such information changes, in at least one subsequent district or school mailing as soon as practicable thereafter.
 - d. Posting such information in highly visible areas of school buildings; and
 - e. Making such information available at the district and school-level administrative offices.
3. In the event a Dignity Act Coordinator vacates his or her position, another school employee shall be immediately designated for an interim appointment as Coordinator, pending approval of a successor Coordinator by the applicable governing body as set forth in subparagraph (i) of this paragraph within 30 days of the date the position was vacated. In the event a Coordinator is unable to perform the duties of his or her position for an extended period of time, another school employee shall be immediately designated for an interim appointment as Coordinator, pending return of the previous Coordinator to his or her duties as Coordinator.

The building principal or his or her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed or faxed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

VII. Disciplinary Penalties

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to additional discipline.

Discipline and Remedial Consequences

Students who are found to have violated the district's code of conduct may be subject to the following discipline, either alone or in combination.

1. Oral warning
2. Written warning
3. Written notification to parent including parent conference.
4. Detention

5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from social or extracurricular activities
8. Suspension of other privileges
9. In-school suspension
10. Removal from classroom by teacher
11. Short-term (five days or less) suspension from school education
12. Long-term (more than five days) suspension from school
13. Reporting to the law enforcement for incidents including but not limited to incidents of harassment, bullying and/discrimination, which may constitute a crime may occur.
14. Permanent suspension from school

Remedial Consequences

The district emphasizes the creation and maintenance of a positive learning environment for all students. Measured, balanced, and age-appropriate responses to the discrimination and harassment of students by students and/or employees on school property, including school functions, with remedies and procedures focusing on intervention and education is needed to maintain the desired learning climate. Remedial responses which may be utilized include:

1. Peer support groups; corrective instruction or other relevant learning or service experience.
2. Supportive intervention.
3. Behavioral assessment or evaluation.
4. Behavioral management plans, with benchmarks that are closely monitored.
5. Student counseling and parent conferences.

Beyond these individual-focused remedial responses, school-wide or environmental remediation can be an important tool to prevent discrimination and harassment. Environmental remediation strategies may include:

1. Supervisory systems which empower school staff with prevention and intervention tools to address incidents of bullying and harassment.
2. School and community surveys or other strategies for determining the conditions contributing to the relevant behavior.
3. Adoption of research-based, systemic harassment prevention programs.
4. Modification of schedules.
5. Adjustment in hallway traffic and other student routes of travel.
6. Targeted use of monitors.
7. Staff professional development.
8. Parent conferences.
9. Involvement of parent-teacher organizations; and
10. Peer support groups.

Minimum Periods of Suspension

Any student found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the following:

1. The student's age.
2. The student's grade in school
3. The student's prior disciplinary record
4. The superintendent's belief that other forms of discipline may be more effective.
5. Input from parents, teachers and/or others

6. Other extenuating circumstances.

Students who commit violent acts other than bringing a weapon to school shall be subject to suspension from school for one to five days. The superintendent has the authority to modify the minimum suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

Any student who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for one to five days. The superintendent has the authority to modify the minimum suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

IX. Discipline of Students with Disabilities

To address disruptive or problem behavior, the board recognizes that students with disabilities have certain legal protections whenever school authorities intend to impose discipline upon them. The board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with applicable laws and regulations.

X. Student Searches

The Board authorizes the superintendent, building principals and district security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence the student violated the law or the district code of conduct.

Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks, computer files and e-mail, and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

XI. Visitors to the Schools

The Board encourages parents and others to visit the district's schools and classrooms to observe the work of students, teachers, and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must enter through the main entrance and sign in at the front desk upon arrival. Visitors will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. Visitors will sign out at the front desk at the time of their departure.
3. Visitors attending school functions that are open to the public, such as musical performances or other large public gatherings, are not required to register.
4. Visitors who wish to observe a classroom while school is in session are required to arrange such visits in advance with the building principal so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

XII. Public Conduct on School Property

For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers, and district personnel. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose for which they are on school property.

Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of real or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute, exchange or be under the influence of alcoholic beverages or controlled substances on school property or at a school function including synthetic cannabinoid products such as but not limited to incense herbal mixture potpourri as well as a device designed for inhalation purposes (i.e. e-cigarette).
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.

Penalties

Persons who violate this code shall be subject to the following penalties:

Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.

If necessary, local law enforcement authorities will be contacted to assist in removing the person.

ARRANGEMENTS FOR OBTAINING EMERGENCY ASSISTANCE FROM LOCAL GOVERNMENT/PROCEDURES FOR OBTAINING ADVICE AND ASSISTANCE FROM LOCAL GOVERNMENT OFFICIALS

Depending on the situation and severity of the crisis, we have the following agencies available for emergency assistance and are called according to need. We have had several meetings with the agencies listed below to review our Emergency Management Plans and some have participated in tabletop exercises and key contacts are part of our Communication Tree.

Gilbertsville Fire/Ambulance Department
Otsego County Public Health
Chenango County Public Health
New York State Department of Environmental Conservation
Chenango County Hazardous Materials Team
Otsego County Emergency Office
New York State Police
Local Police
Sheriff's Department
DCMO BOCES Superintendent
State Education Department in Albany
DCMO BOCES Health & Safety Services

When there is a disaster/emergency condition that takes place within the district, the BOCES District Superintendent is immediately notified and depending on the type of situation, would contact other schools in the immediate area. There are no private schools in our vicinity. The State Education Department is notified of all emergency situations as required.

District Resources Use and Coordination

Building-Level Emergency Response Plans will address the identification, availability, and use of resources. This will include procedures for coordination of these resources including manpower and Chain-Of-Command.

RECOVERY/DISASTER MENTAL HEALTH SERVICES

After an emergency which has resulted in injury or death to students or staff, or which has been otherwise traumatic, all Gilbertsville-Mount Upton Central School District counselors, as well as counselors from neighboring schools, who have appropriate training in post trauma debriefing and any community volunteers with appropriate credentials and training will be assigned to debrief all staff members and students who have been directly involved with or impacted by the emergency.

The setting up of the debriefing sessions shall be the responsibility of the Emergency Management Coordinator.

For critical situations that require the utilization of community mental health resources, the Emergency Management Coordinator will be responsible for contacting the appropriate mental health agency.

Chenango County Mental Health: 607-337-1600

Otsego County Mental Health: 607-433-2343

The Emergency Response Team shall meet as soon as feasible after an emergency to assess the emergency response and the effectiveness of the plan. The plan shall be modified as necessary based on the evaluation.

The Emergency Responder shall file a post emergency report with his/her District Superintendent within five days after the event.

Communicable Disease - Pandemic Plan

Our District-Wide School Safety Plan is based on addressing the currently accepted phases of emergency management (Prevention/Mitigation; Protection; Response; Recovery). This concept is more simplistically defined as a way of looking at a potential emergency before, during and after the event. This Pandemic Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building-Level Emergency Response Plans. It is a flexible Plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be tested (exercised) routinely as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this Plan and implementation at the building level through the Building-Level Emergency Response Team. **Effective April 1, 2021**, the Legislature amended Labor Law §27-c, Labor Law §27-1 and added a new provision to Education Law §2801-a. Labor Law §27-c now requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801-a, requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. **Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a.** The Plan addresses the required components in the sections as noted below:

Prevention/Mitigation

- (1) A list and description of positions and titles considered essential with justification for that determination.
- (2) The specific protocols that will be followed to enable non-essential employees and contractors to telecommute.
- (3) A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace and public transportation overcrowding.

Protection/Preparedness

- (4) Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with 2 pieces of each PPE device needed for each work shift for at least six months. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

Response

- (5) Protocols to prevent spread in the workplace in the event an employee or contractor is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual's work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation or quarantine.
- (6) Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers in order to facilitate the provision of any benefits that may be available to them on that basis.
- (7) Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

Prevention/Mitigation:

- We will work closely with the Otsego County Department of Health to determine the need for activation of our Plan. Administrators, principals, and school nurses will comply with the following procedures for reporting communicable diseases, including Coronavirus, Influenza, etc., and communicating with the Health Department by:
 - Reporting suspected and confirmed cases of the identified disease to: Otsego County Department of Health.
 - Utilizing Public Health Consultation and Immediate Reporting:
 1. Utilizing an established Hotline: 888-364-3065

2. Fax: 607-547-4385 (Otsego County Department of Health)
3. Utilizing Weekend/After-hours Consultation and Reporting

- The Otsego County Department of Health will monitor County-wide cases of communicable disease and inform school districts as to appropriate actions.
- The **Safety Coordinator** will help coordinate our Pandemic planning and response effort. This person will work closely with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The school district Medical Director and nurses will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification) the district technology director will also be an important Team member. Other non-traditional individuals may also be required to be part of the Team.
- The District-Wide School Safety Team will review and assess any obstacles to implementation of the Plan.
- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at <http://www.cdc.gov/flu/school/>.
- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, social media, postings and direct mailings for this purpose.
- The District shall adhere to all CDC, DOH and OSHA/PESH guidelines/requirements and depending on the disease or hazard, the District will conduct a hazard risk assessment to determine what controls, including PPE, needs to be in place.

(1) Essential Positions/Titles

In the event of a government ordered shutdown, similar to our response to the Coronavirus in the spring of 2020, we are now required to consider how we would prepare for future shutdowns that may occur. As part of our planning we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. **See Essential Employee Worksheet, page 76 for staff considered to be essential employees for purposes of this Pandemic Plan.**

(2) Protocols Allowing Non-Essential Employees to Telecommute

Ensure Digital Equity for Employees

- **Mobile Device Assessments:**
 - Survey agency departmental staff to determine who will need devices at home to maintain operational functions as well as instructional services
 - Conduct a cost analysis of technology device needs
- **Internet Access Assessments:**
 - Survey agency departmental staff to determine the availability of viable existing at-home Internet service
 - Conduct a cost analysis of Internet access needs
- **Providing Mobile Devices and Internet Access:**
 - To the extent practicable, decide upon, develop procurement processes for, order, configure, and distribute, if and when available, appropriate mobile devices to those determined to be in need.
 - To the extent possible, all staff are provided Gilbertsville-Mount Upton Central School District laptops to ensure internet access.
 - To the extent practicable and technically possible, decide upon, develop procurement processes for, and when available, provide appropriate Internet bandwidth to those determined to be in

need. WIFI hotspots and residential commercial Internet options will be evaluated for anticipated effectiveness in particular situations.

Technology & Connectivity for Students - Mandatory Requirements:

- To the extent possible, have knowledge of the level of access to devices and high-speed broadband all students and teachers have in their places of residence;
- To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access; and
- Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.

Mobile Devices Delivery:

Technology offers schools and districts increased options for continuing learning during extended closures. Technology can be leveraged in different ways to meet local needs, including but not limited to:

- Communication (e-mail, phone, online conferencing, social media)
- Teacher/student and student/student interaction (office hours, check-ins, peer collaboration)
- Instruction (video/audio recordings of instruction, instructional materials, synchronous distance learning, asynchronous online courses)
- Learning Materials and Content (digital content, online learning activities)
- Additional Technology Devices Assessments:
 - Identify students' technology needs to include adaptive technologies
 - Use of Asset Management procedures to track the deployment and location of issued mobile computing devices
 - If a shutdown happens abruptly, plan a pick-up time and location, and arrange to deliver devices to those who cannot pick them up.
- Providing Multiple Ways for Students to Learn
 - Support instructional programs as needed in preparation of non-digital, alternative ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models in circumstances in which students do not yet have sufficient access to devices and/or high-speed internet. For additional information, see "[Instructional Packets](#)" heading on [the Remote Instruction Schedule](#) page.

(3) Staggering Work Shifts of Essential Employees – Reducing Overcrowding

Depending on the exact nature of the communicable disease and its impact, Gilbertsville-Mount Upton Central School District is prepared to enact numerous strategies to reduce traffic congestion and maintain social distancing requirements in order to minimize building occupancy. The following will be considered:

- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by State or Local guidance.
- Forming employee work shift cohorts to limit potential contacts.
- Limit employee travel within the building.
- Limit restroom usage to specific work areas.
- Stagger arrival and dismissal times.
- Alternate work-days or work weeks.
- Implement a four-day work week.
- Limit or eliminate visitors to the building.

The district will utilize these base strategies and expand upon them as necessary in order to address any public health emergency. **Actual information can be found on the Essential Employee Worksheets, page 76.**

Protection (Preparedness):

We have collaborated with our partners to assure complementary efforts. We have invited representatives from the Otsego County Department of Health, New York State Police, Sheriff's Department, Office of Emergency Management, Fire Department, Department of Mental Health and others to attend our District-wide School Safety Team meetings. This will allow us to send consistent messages to the school community on pandemic related issues.

The District-Wide Command Center will be at Gilbertsville-Mount Upton Central School, with the alternate at Morris Central School, and will be activated at the direction of the School District Incident Commander. We have established our District-wide Incident Command Structure as follows:

Primary Incident Commander	Annette D. Hammond	607-783-2207, ext. 140
Alternate Incident Commander	Heather Wilcox	607-783-2207, ext. 103
Primary Safety Officer	Harold Ives	607-783-2207, ext. 115
Alternate Safety Officer	Alan Digsby	607-783-2207, ext. 101
Primary Liaison Officer	Harold Ives	607-783-2207, ext. 115
Alternate Liaison Officer	Annette D. Hammond	607-783-2207, ext. 140
Primary Public Information Officer	Annette D. Hammond	607-783-2207, ext. 140
Alternate Public Information Officer	Heather Wilcox	607-783-2207, ext. 103
Primary Logistics Officer	Kevin Walsh	607-783-2207, ext. 107
Alternate Logistics Officer	Eric Voorhees	607-783-2207, ext. 126
Alternate Logistics Officer	Susan Sebeck	607-783-2207, ext. 122
Primary Operations Officer	Alan Digsby	607-783-2207, ext. 101
Alternate Operations Officer	Eric Voorhees	607-783-2207, ext. 126
Alternate Operations Officer	Duty Custodian	
Primary Planning/Intelligence Officer	Heather Wilcox	607-783-2207, ext. 103
Alternate Planning/Intelligence Officer	Eric Voorhees	607-783-2207, ext. 126
Alternate Planning/Intelligence Officer	Kevin Walsh	607-783-2207, ext. 107
Scribe	Jarrin Hayen	607-783-2207, ext. 140
Alternate Scribe	Kristy Carey	607-783-2207, ext. 103
Primary Finance Officer	Dorothy Iannello	607-783-2207, ext. 144
Alternate Finance Officer	Brianne Simonds	607-783-2207, ext. 119

Building-level Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems. Our central administrators and school building principals have completed the IS 100 (Introduction to Incident Command) and IS 700 (National Incident Management System) training courses which are available on-line through the FEMA website.

- The school district will designate a pandemic safety coordinator (administrator), whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new

normal” levels. The coordinator shall be the main contact upon the identification of positive cases of the disease in the students and staff and are responsible for subsequent communication. Coordinators shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the public health emergency and plans implemented by the school.

<i>School/Program</i>	<i>COVID-19 Safety Coordinator/Administrator</i>	<i>Contact #Info</i>
<i>GMU CSD</i>	<i>Annette Hammond</i>	ahammond@gmucsd.org

- Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community. Communication methods may include; websites; social media; automatic notification (“robocall”) systems; school postings; general mailings; e-mails; special presentations; phones and cell phones, texting; and the public media. A school district Public Information Officer (PIO) Annette D. Hammond has been designated to coordinate this effort and act as the central point for all communication. The PIO will also retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with our Technology Director to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available. Those that will be utilized are radio, phone, VOIP, Zoom, email, and tele-conference. We test our communication systems on an ongoing basis, not to exceed one-month intervals.
- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:
 - Overall Operations – we have defined the following decision-making authorities for the district: Annette D. Hammond, Heather Wilcox, Alan Digsby, Harold Ives and Dorothy Iannello. Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary communication will be through our normal phone system followed by hand-held radios, cell phones, e-mail, Zooms, automated phone notification system.
 - The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities. We have defined the following job titles for having back-up responsibility in the purchasing and payroll areas: Cindy Ketchum, Temporary Deputy Treasurer. This individual has been trained as back-ups for essential business office functions on a yearly basis. We have also established the ability to maintain these essential functions off-site from remote locations as follows:
 - All staff members have been given a laptop for use at home.
 - Limited staff on-site as needed for scanning, with a shift schedule.
 - Ability to securely access the online financial management systems of the district. Off-site function is tested on an ongoing basis, and issues are reported to the Technology Director and the provider of the online financial management system (as of February 2021, DCMO BOCES).
 - Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities or back-up designee will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The Director of Facilities has provided building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc.) along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems, and will update them as necessary. If necessary, we will pool maintenance staff to form a mobile central team to help assist in essential building function and cleaning of critical areas such as bathrooms. Teachers may be asked to assist in this effort. If necessary, we may provide spray bottle sanitizers for each classroom teacher for doorknob and desktop disinfection only. Desktops will be misted with the provided disinfectant and left to dry. Training for teachers on this process was provided during Superintendent Conference Days at the beginning of each school year. At

no time will products not approved by the school district be utilized.

- Human Resources will be essential in monitoring absenteeism and managing the workforce. Changes to district policies and procedures concerning management of the workforce to affect a crisis response may become necessary, and will be implemented by Human Resources. Cross-training is continually provided to staff to ensure essential functions will continue. Human Resources will help develop the Plan, in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal work-day such as alternate or reduced work hours, working from home, etc.
- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented to be used in combination as necessary include:
 - Hard copy, self-directed lessons
 - Zoom or other online meeting systems
 - Use of mobile media and devices for lessons (CDs, USB Flash Drives, Laptop Computers, I Pads, or Chrome-books)
 - On-line instruction; textbooks and other recourses
 - Communication modalities for assignment postings and follow-up: telephone; Postal Service; cell phone, cell phone mail, text messages; e-mail; automated notification systems; website postings

We have obtained input from curriculum staff in development of these strategies and continually test these methods.

(4) Obtaining and Storing Personal Protective Equipment (PPE)

PPE & Face Covering Availability:

- The school district will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people can carry communicable disease but do not exhibit symptoms).
- Cloth face coverings are not surgical masks, respirators, or personal protective equipment.
- Information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- Masks are most essential in times when physical distancing is difficult.
- Procurement, other than some very basic preliminary purchases will be done on a consolidated basis to ensure that the district is getting the most for its PPE dollars.
- Teach and reinforce use of face coverings among all staff.
- We have encouraged all staff to utilize their own personal face coverings but have secured and will provide PPE for any employee requesting such protection. Specialized PPE (N95s, face shields, gowns, gloves, etc.) may be required for specific work tasks and will be provided as deemed necessary. Those individuals that are required to wear N-95 respirators will be fit-tested and medically screened prior to use to assure they are physically able to do so. We will work with the Health and Safety office to provide this capability. Parents will also be encouraged to provide face coverings for students however, face coverings will be provided for any student that cannot provide their own.

PPE Supply Management

- The Maintenance Department are working with programs to determine the overall PPE needs of the district. Centralized purchasing will be used when possible.

Group	Quantity per 100 per Group	12 Week Supply 100% Attendance	12 Week Supply 50% Attendance	12 Week Supply 25% Attendance
Students	25 Masks per Week	300	150	75
Teachers/Staff	25	300	150	75
Nurse/Health Staff	25	300	150	75

**Note: N-95 respirators are recommended only if staff will be in contact with a suspected positive case of the disease and/or aerosol-generating procedure. Those employees required to wear N-95 respirators will need to be fit tested and medically evaluated in order to determine if the employees are capable of wearing an N-95 respirator without impacting health.*

Response:

The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the Otsego County Department of Health and other experts. Each Building-Level Emergency Response Team will be informed that the Plan has been activated.

- The entire Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan’s activation and review responsibilities and communication procedures.
- The PIO will work closely with the Technology Director to re-test all communication systems to assure proper function. The District-wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.
- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the PIO will utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.
- The Business Official will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The Business Official will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- The Facility Director will meet with staff and monitor ability to maintain essential function. The Facility Director will review essential building function procedures with the Principal and command chain. Sanitizing procedures will be reviewed with teachers. The Facility Director will work closely with the Business Official and Health and Safety to implement different phases of the Plan as necessary.
- The Human Resources office will meet with staff to review essential functions and responsibilities of back-up personnel. The Human Resources office will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.
- Based on recommendations from Local and State Authorities, schools may be closed. Our Plan for continuity of instruction will be implemented as previously described.
- **If the decision is made to close the school building the school district will notify the NYS Education Department and the BOCES District Superintendent.**

(5) Preventing Spread, Contact Tracing and Disinfection

Confirmed Infection Case Requirements & Protocols

Instructional programs must be prepared for outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission. CDC has provided the following decision tree to help schools determine which set of mitigation strategies may be most appropriate for their current situation:

CDC and NYSDOH Recommendations:

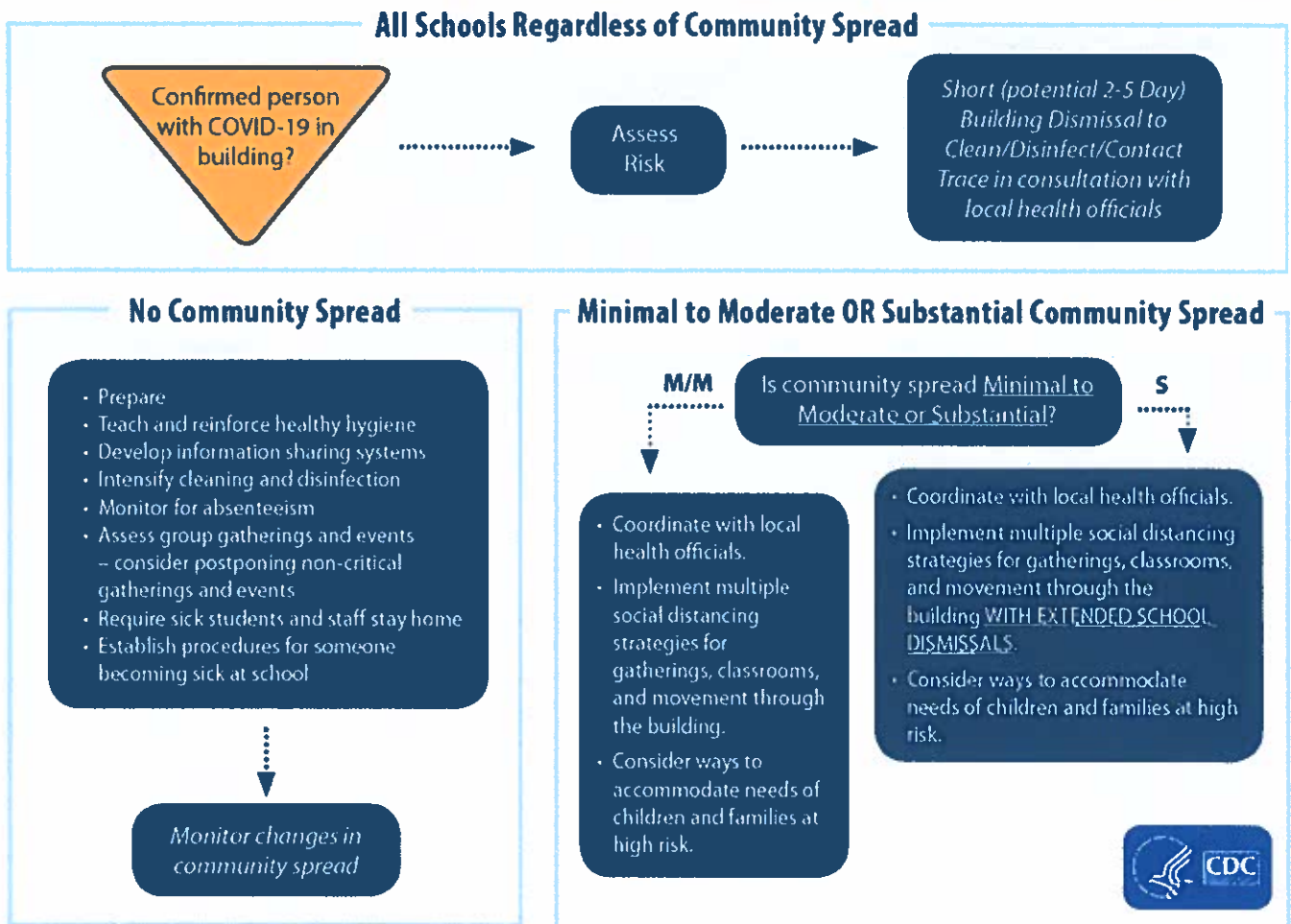
- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has

- occurred;
- Opening outside doors and windows to increase air circulation in the area.
 - Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
 - Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
 - Once the area has been appropriately cleaned and disinfected it can be reopened for use.
 - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
 - Refer to DOH's **Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure** for information on "close and proximate" contacts.
 - If more than seven days have passed since the person who is suspected or confirmed to have the communicable disease visited or used the facility, additional cleaning or disinfection is not necessary, but routine cleaning and disinfection should continue.

How should schools prepare for, and respond to, COVID-19?

Schools should be prepared for COVID-19 outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission, for example a case associated with recent travel to an area with sustained COVID-19 transmission. The following decision tree can be used to help schools determine which set of mitigation strategies may be most appropriate for their current situation.

School Decision Tree



Return to School After Illness:

Schools must follow CDC guidance and NYS Department of Health requirements for allowing a student or staff member to return to school after exhibiting symptoms of the communicable disease. The district will utilize the resources provided by NYS DOH in a toolkit or other assistance {e.g. Flowcharts for Decision Making}. (See pages 72-75).

Staff Absenteeism

- Instructional staff will call into Issy Clapp when they are absent due to illness. Substitutes will be provided as necessary and as requested.
- The instructional departments will develop a plan to monitor absenteeism of staff, cross-train staff, and create a roster of trained back-up staff.

- The instructional departments will monitor absenteeism of students and staff, cross train staff, and create a roster of trained back-up staff.

Employee Assistance Program (EAP)

- The Human Resources Department will continue to disseminate information to employees about EAP resources. EAP is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. EAPs address a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders.

Medical Accommodations

- The Human Resources Department will continue to handle medical and ADA accommodations. Requests for accommodations related to the communicable disease should be sent to ahammond@gmucsd.org.

New York State Contact Tracing Program

If a student or staff member tests positive for the communicable disease, the New York State Contact Tracing Program will be implemented. As such, it is important for everyone to understand how contact tracing works. The information below is provided by the New York State Contact Tracing Program:

New York State has partnered with Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health and Vital Strategies to create the NYS Contact Tracing Program, designed to help slow the spread of the COVID-19 communicable disease and begin to safely return to normal operations.

Contact Tracers work with people who have tested positive for COVID-19 to identify people they have had contact with and let them know they may have been exposed to the disease.

If you get a call from “NYS Contact Tracing” (518-387-9993), PLEASE answer the phone. Answering the phone will keep your loved ones and community safe.

A contact tracer will:

- NEVER ask for your Social Security number
- NEVER ask for any private financial information
- NEVER ask for credit card information
- NEVER send you a link without proper authentication procedures

If you test positive, a Contact Tracer will connect you with the support and resources you may need through quarantine, such as help getting groceries or household supplies, child-care, medical care or supplies. The Tracer will work with you to identify and reach out via phone and text to anyone you’ve been in contact with while you were infectious to trace and contain the spread of the virus.

People who have come in close contact with someone who is positive are asked to stay home and limit their contact with others. By staying home during this time, IF you become sick yourself, you have not infected many others along the way. This is how we stop the spread!

Testing, medical and quarantine support for yourself and your loved ones will be arranged. We will not release your name to anyone. Your information is strictly confidential and will be treated as a private medical record. This nation-leading program will place emphasis on areas with the highest rates of infection and on regions ready to open. The program will operate through the next flu season. It will be implemented in coordination with New Jersey and Connecticut.

Your caller ID will say “NYS Contact Tracing” (518-387-9993).

Please answer the phone so we can keep NY moving forward and stop the spread of the communicable disease.

Facilities: Cleaning and Sanitizing

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Visibly soiled surfaces and objects must be cleaned first. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface. Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

Routine cleaning of school settings includes:

- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles
- Dust- and wet-mopping or auto-scrubbing floors
- Vacuuming of entryways and high traffic areas
- Removing trash
- Cleaning restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

Classroom/Therapy Rooms:

Gilbertsville-Mount Upton Central School District will provide related service providers with additional cleaning supplies to ensure continuous disinfecting of classrooms and therapy rooms that service students with complex disabilities where multiple tools are used for communication, mobility, and instruction.

Common Areas:

Smaller common areas, like kitchenettes and copy room areas should have staggered use. If users cannot maintain six feet of distance, they shall wear a mask. Signage has been posted in common areas to remind staff of health and safety etiquette.

Disinfecting:

Disinfecting kills germs on surfaces or objects by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

- Cleaning and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health will be adhered to.
- Custodial logs will be maintained that include the date, time and scope of cleaning and disinfection. Cleaning and disinfection frequency will be identified for each facility type and responsibilities will be assigned.
- Hand hygiene stations will be provided and maintained, including hand washing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where hand washing is not feasible.
- Regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables will be conducted.

- Regular cleaning and disinfection of restrooms will be performed.
- Cleaning and disinfection of exposed areas will be performed in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.
- Although cleaning and disinfection is primarily a custodial responsibility, appropriate cleaning and disinfection supplies will be provided to faculty and staff as approved by Administration.
- Additional paper towel dispensers may be installed in other designated spaces.

Upon request, Facilities Services will provide CDC approved disinfecting solutions for additional on the spot disinfecting. This should be done daily or between use as much as possible. Examples of frequently touched areas in schools may include:

- Bus seats and handrails.
- Buttons on vending machines and elevators.
- Changing tables.
- Classroom desks and chairs.
- Door handles and push plates.
- Handles on equipment (e.g., athletic equipment).
- Handrails
- Kitchen and bathroom faucets.
- Light switches.
- Lunchroom tables and chairs.
- Related Services Spaces.
- Shared equipment.
- Shared desktops.
- Shared telephones.

Hand Sanitizing:

- Hand sanitizer dispensers are installed in approved locations.
- Hand sanitizer bottles are distributed to staff as approved by Health and Safety.
- GMU ensures that all existing and new alcohol-based hand-rub dispensers, installed in any location, are in accordance with the Fire Code of New York State (FCNYS) 2020 Section 5705.5.

Trash removal:

- Trash will be removed daily.
- Garbage cans or process for collecting trash during lunch periods in classrooms will be increased where necessary.
- No-touch trash receptacles will be utilized, where possible.

(6) Documenting Precise Hours/Work Locations of Essential Workers

It is recognized that as the work environment changes to adapt to the emergency situation and typical work schedules are modified it can become more difficult to track employees especially if they conduct work off site or in numerous locations. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease crisis. Our plan to track such individuals can be found on the Essential Employee Worksheet, page 76.

(7) Emergency Housing for Essential Employees

Emergency housing for essential employees is not considered to be generally required for school employees as opposed to healthcare workers and other critical care workers. However, we have canvassed local hotels/motels so we may be prepared for an unanticipated need and should be able to access the following if necessary:

1. Red Roof Inn, Norwich NY (607-334-2200)
2. Super 8, Norwich, NY (607-296-0524)

3. Fred's Inn, Norwich, NY (607-334-9282)
4. Super 8, Sidney, NY (607-583-8576)
5. On-site Nurses Office

If deemed necessary, Gilbertsville-Mount Upton Central School District will work closely with Office of Emergency Management to determine housing options.

Recovery:

- Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition from the existing learning methods to our normal process. We will use all described communication methods to keep the school community aware of the transition process.
- We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.
- Each Building-Level Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
- The District-Wide School Safety Team and Building-Level Emergency Response Teams will meet to debrief and determine lessons learned. Information from the PIO, Business Office, Human Resources, Facility Director, and Curriculum Supervisor will be vital to this effort. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect this.
- Curriculum activities that may address the crisis will be developed and implemented.

SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST



Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district's staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist LEAs in developing and/or improving plans to prepare for and respond to an influenza pandemic.

Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education (Practical Information on Crisis Planning: A Guide For Schools and Communities <http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>).

Further information on pandemic influenza can be found at www.pandemicflu.gov.

1. Planning and Coordination:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the district's pandemic influenza response plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify for all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As part of the district's crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food service director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with local and/or state health departments and other community partners to establish organizational structures, such as the Incident Command System, to manage the execution of the district's pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. Ensure compatibility between the district's established ICS and the local/state health department's and state education department's ICS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with your local and/or state health department and state education agencies to coordinate with the pandemic plans. Assure that pandemic planning is coordinated with the community's pandemic plan as well as the state department of education's plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test the linkages between the district's Incident Command System and the local/state health department and state education department's Incident Command System.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contribute to the local health department's operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA's healthcare and mental health staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incorporate into the pandemic influenza plan the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participate in exercises of the community's pandemic plan.

Work with the local health department to address provision of psychosocial support services for the staff students and their families during and after a pandemic.

1. Planning and Coordination (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider developing in concert with the local health department a surveillance system that would alert the local health department to a substantial increase in absenteeism among students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implement an exercise/drill to test your pandemic plan and revise it periodically.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.

2. Continuity of Student Learning and Core Operations:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.

3. Infection Control Policies and Procedures:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sufficient and accessible infection prevention supplies, such as soap, alcohol-based/waterless hand hygiene products (containing at least 60% alcohol), tissues, and receptacles for their disposal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies for transporting ill students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended in health care settings (Refer to www.hhs.gov/pandemicflu/plan).

4. Communications Planning:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within their communities.

4. Communications Planning (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g. guidance for the at-home care of ill students and family members).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.



New York State Department of Health Pre-K to Gr 12 COVID-19 Toolkit

Click on the link below for important information

https://coronavirus.health.ny.gov/system/files/documents/2021/02/nysdoh_prekgr12_toolkit_update-020121.pdf

Essential Employee Worksheet

In the event of a government ordered shutdown similar, to what we experienced in the spring due to Coronavirus, we are now required to have a Plan for future shutdowns that may occur. As part of that Plan we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. Please provide the information requested below for your department utilizing the following guide:

1. **Title** – a list of positions/titles considered essential (could not work remotely) in the event of a state-ordered reduction of in-person workforce.
2. **Description** – brief description of job function.
3. **Justification** - brief description of critical responsibilities that could not be provided remotely.
4. **Work Shift** – brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.
5. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

Essential Employee Determination				
Title	Description	Justification	Work Shift	Protocol
Superintendent	Administrator/ IC	Assistance to Dept. Heads	Flexible as Needed	Daily Log
Principal	Asst. Administrator/IC	Backup to Superintendent	Flexible as Needed/Assigned	Daily Log
Director of Facilities	Supervision of physical plant and mechanics	Must be on-site to conduct work	Determined by Workload and Weather	Daily Log
Custodians	Maintain plant and mechanics and clean	Buildings need to be maintained and cleaned regularly	As needed and assigned by DOF	Time sheet
Head Bus Driver	Supervision of transportation personnel	Can work as an emergency driver/assist Mechanic	Flexible depending on Transportation needs.	Daily Log
Mechanic	Maintenance of buses/vehicles	Can work as an emergency driver and makes sure buses/vehicles run properly	Determined by HBD as vehicles are used.	Daily Log
Bus Drivers	Deliver food/homework	In the event of a closure, would need to deliver homework/food to students	As scheduled by HBD depending on needs.	Time sheet
Food Service Manager	Supervision of food service operations	In the event of a closure, would need to feed/prepare meals for students	Flexible by needs	Daily Log
Food Service Workers	Prepare Meals	In the event of a closure, would need to feed students	Staggered/ Scheduled by Food Service Mgr.	Work in different areas of cafeteria/ Time Sheets.
Information Systems Director	Supervises IT operations/Repairs to equipment	Access networking hardware (assure working due to remote learning)	Flexible- as needed to be on site for hands on equipment	Daily Log
Business Official	Non-instructional operations	Payroll, pay bills	Flexible- Remote except to handle materials	Daily Log
Deputy Treasurer	Run payroll	Payroll, pay bills	Flexible-Backup to Business Official	Daily Log
Main Office Secretary	Assist the Principal	Assist on Site as/when needed.	Flexible/on call.	Daily Log
Superintendent's Secretary/District Clerk	Assist the Superintendent	Assist Superintendent as needed on site.	Flexible/ on call.	Daily Log.
Teachers/Aides	Prepare/Collate Homework as Needed	Prep and copy required homework packets.	Remote except for phys. needs in building	Daily Log

Emergency Remote Instruction Plan

Introduction

The District's Emergency Remote Instruction (ERI) Plan is being included in the district wide school safety plan (DWSSP) as required by Commissioner's Regulation §155.17. Beginning with the 2023-24 school year, all public-school districts, and boards of cooperative educational services (BOCES) must develop a plan that addresses six different regulatory components related to how they will provide remote instruction under emergency conditions.

These ERI Plans will serve to ensure that there is a common understanding about remote instruction amongst districts or BOCES staff, teachers, families, and students.

ERI Plans must include the methods by which districts and BOCES will ensure the availability of devices and internet access, provision of special education and related services for students with disabilities, and the expectations for time spent in different remote modalities, should an emergency require the district or BOCES to transition to remote instruction.

ERI Plans must be informed by the district's Student Digital Resources data collection which is completed annually. Gilbertsville-Mount Upton Central School District will attach our ERI Plan yearly to our DWSSP as an appendix.

Content Outline-Six Regulatory Components:

- Policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction.
- Policies and procedures to ensure students receiving remote instruction under emergency conditions will access internet connectivity.
- Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an exception that asynchronous instruction is supplementary to synchronous instruction.
- A description of how instruction will occur for those students for whom remote instructions by digital technology is not available or appropriate.
- A description of how special education and related services will be provided to students with disabilities and preschool students with disabilities, as applicable, in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education.
- For school districts that receive foundation aid, the estimated number of instructional hours the school district intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions pursuant to section 175.5 of this Chapter.

Procedures to ensure computing devices will be made available to students:

Our district is currently 1:1 for all K-12 students, all students have individual Chromebooks. If a student did not bring home their device, the district would schedule time(s) for the distribution of devices. For families that were unable to pick-up the device, we would schedule a time for device drop off. Paper copies would be provided to students that were not able to use a computing device.

The district would schedule times for devices to be serviced or replaced on an ongoing (at minimum weekly) basis, at the district. The district would pick-up and drop off a replacement device for families that were unable to get to the district.

The above would be communicated with families using existing internal and external communication channels to notify students, and families/caregivers about remote and hybrid school schedules with as much advance notice as possible. The district's existing communication channels include the district's website, social media (Facebook) and robo calls (School Messenger & Parent Square). The district will hold online forums to communicate the district's plan and will then mail home schedules.

In addition, the district will make every effort to ensure that communication to parents/legal guardians is in their preferred language and mode of communication. School Messenger and Parent Square calls are sent in languages other than English. The district continues to be in communication with families via email, video conferencing, written communication, and phone calls. Communication occurs in the family's preferred language and mode of communication. Every effort has been made to ensure that communication is accessible to all individuals in accordance with the Web Content Accessibility Guidelines (WCAG) 2.0 Level A/AA.

This plan is consistent with the information provided by families in the Student Digital Resource data collection.

Procedures to ensure students will access internet connectivity:

For students that do not have reliable access to the internet, the district has a limited number of hot spots available. These devices do require cell phone reception which is not available throughout the district. For students that do not have reliable internet access/cell service, the district will provide paper copies and/or jump drives to students during remote learning. The district will provide greater access to reliable internet including providing space on property for students to access the school's Wi-Fi. We would also work with our community partners (i.e., libraries in the village in Gilbertsville and churches in Gilbertsville & Mount Upton) to provide Wi-Fi access.

This plan is consistent with the information provided by families in the Student Digital Resource data collection.

Expectations for school staff as to the proportion of time spent in synchronous and asynchronous Instruction:

Our district is currently 1:1 for all K-12 instructional staff. Specifically, all instructional staff have a Chromebook and laptop. If an instruction staff member did not bring home their device, the district would schedule time(s) for the distribution of devices. The district has a limited number of hotspots for instructional staff that do not have Wi-Fi in their residence.

Instruction will not only focus on "core" subject areas to the exclusion of elective courses. Student schedules will remain the same to ensure that staff and students do not encounter conflicts wherein synchronous lessons for different subjects are offered simultaneously.

Remote learning opportunities for secondary students will include a greater emphasis on synchronous instruction, with teachers finding ways to provide live instruction and lessons to students. While recording of live lessons is still essential for students unable to attend at a scheduled time, teachers will ensure that their students are directly engaged with them and their class peers in experiential learning on a regular basis.

The amount of synchronous and asynchronous instruction varies by grade level and duration of remote instruction.

Short term (snow days, emergency closings):

High School: For the remainder of the year when GMU needs to shift to a remote instruction day instead of using an emergency closing day, high school students will be expected to:

- Remote Instruction will be delivered via Google Classroom or student packets. These assignments will be brief but focused on the curriculum of each class. Teachers will take attendance virtually during homeroom from 7:50a.m. to 8:10a.m. through a Google Survey. If students do not log in during this time, teachers will send the parent/guardian a parent square message for attendance purposes.
- Teachers will conduct two virtual office hours for forty-five minutes each.

Students should contact their teachers for any questions or concerns.

Middle School:

- Remote Instruction will be delivered via Google Classroom or student packets. These assignments will be brief but focused on the curriculum of each class. Teachers will take attendance virtually during homeroom from 7:50a.m. to 8:10a.m. through a Google Survey. If students do not log in during this time, teachers will send the parent/guardian a parent square message for attendance purposes.
- Teachers will conduct two virtual office hours for forty-five minutes each.

Students should contact their teachers for any questions or concerns.

Elementary School:

- Remote Instruction will be delivered via Google Classroom or student packets. These assignments will be brief but focused on the curriculum of each class. Teachers will take attendance virtually during homeroom from 7:50a.m. to 8:10a.m. through a Google Survey. Pre-K-2nd grade teachers will send the parent or guardian a link to the attendance survey. If students do not log in during this time, teachers will send the parent/guardian a parent square message for attendance purposes.
- Teachers will conduct two virtual office hours for thirty to forty-five minutes each.

Students should contact their teachers for any questions or concerns.

Long Term (extended closure):

Elementary School:

- Remote Instruction will be delivered via Google Classroom or student packets. These assignments will be brief but focused on the curriculum of each class. Teachers will take attendance virtually during homeroom from 7:50a.m. to 8:10a.m. through a Google Survey. Pre-K-2nd grade teachers will send the parent or guardian a link to the attendance survey. If students do not log in during this time, teachers will send the parent/guardian a parent square message for attendance purposes.
- Teachers will conduct two virtual office hours for thirty to forty-five minutes each.

Students should contact their teachers for any questions or concerns.

Middle School/High School:

- Remote Instruction will be delivered via Google Classroom or student packets. These assignments will be brief but focused on the curriculum of each class. Teachers will take attendance virtually during homeroom from 7:50a.m. to 8:10a.m. through a Google Survey. If students do not log in during this time, teachers will send the parent/guardian a parent square message for attendance purposes.
- Teachers will conduct two virtual office hours for forty-five minutes each.

Students should contact their teachers for any questions or concerns.

3. Internet is available to students who do not have access. Options include: community churches and library offering free Wi-Fi, and school parking lots. If Internet access is not available through the options listed, recorded instructional sessions will be provided through USB drive exchanges.

4. Students must use their school email accounts to communicate with any GMU staff.

5. Students will demonstrate digital etiquette & citizenship according to the GMU Code of Conduct.

To support the needs of individual students including ELL/ML students, all students will follow their daily schedule therefore ensuring regular access to scheduled ESL services. Teachers would work collaboratively to ensure that instructional resources were available to students.

Annually, all instructional staff are provided training to review, revise and update remote learning plans. The district uses staff development days to ensure that all staff are aware of the expectations and have plans for remote teaching.

Description of how instruction will occur for those students for whom remote instructions by digital technology is not available or appropriate:

We have been able to provide all students with access to digital technology. We would work with the student and the family to provide the best support and resources to access remote learning. If a student could not access digital learning they would still have daily live contact time with their teacher and classmates. We would work with the family on what resources and support could be provided to supplement this learning.

For students that do not have adequate access to the internet, the district has a limited number of hot spots available. These devices do require cell phone reception which is not available throughout the district. For students that do not have adequate internet access/cell service, the district will provide paper copies and/or jump drives to students during remote learning.

Description of how special education and related services will be provided to students with disabilities and preschool students with disabilities:

Students will be provided virtual instruction to include related services. The district plan has educational equity for all at the forefront and all IEP accommodations will be met. The district will work with families to provide them with any necessary translations of documents and communications. The district will also continue to use the services of outside organizations to provide assistance to families. The CPSE and CSE committees will continue to meet in person or virtually to address all educational needs for each student. The committees will continue to make recommendations on programs and goals based on data collected. The Gilbertsville-Mount Upton Central School District will be in compliance with all Individualized Educational Plans.

The district will follow its existing engagement and communication protocols with parents regarding the provision of special education services for their child. The district will continue to be in communication with families via email, video conferencing, written communication, and phone calls. Communication occurs in the family's preferred language and mode of communication.

Estimated number of instructional hours the school district intends to claim for State aid purposes for each day spent in remote instruction:

The length of a school day during Remote Instruction will be equivalent to regular instruction. This will be a minimum of four (4) hours of instruction, not including lunch and/or recess.

2023-2024 Goals

Goal 1: Focus on Academic Instruction and Learning

Goal 2: Focus on Social, Emotional, and Behavioral Health

Goal 3: Focus on Diverse Opportunities/Exposure

Goal 4: Focus on Efficient and Effective Systems

Strategies

Goal 1: Focus on Academic Instruction and Learning

Strategies:

- Review student-learning data to inform instruction with a strong literacy and math focus
- Using curricula with fidelity
 - Coaching by a literacy consultant (gr. PK - 5) and by a math consultant (gr. K - 5)
- Use a Multi-Tiered System of Support (MTSS) for academic interventions
 - Scheduled for 30 minutes each day, rotating between literacy and math (gr. K - 6)
 - Concentrated learning lab for middle and high school on a rotating basis (Daily)
 - Academic Intervention Services scheduled for middle school students based on tri-annual iReady performance data
- Use a universal screener
 - iReady (gr. K – 8) for Reading and Math
 - Forefront Number Sense (gr. K – 6) for Math
 - AIM Criterion-Referenced Assessment (gr. PK)
- Working with outside consulting agency Better Lesson
- Use of Crossroads online-learning program through Spider Learning (gr. 6 - 8) and APEX (gr. 9 - 12) to keep alternate education students engaged
- Meet in Professional Learning Communities
 - Analyze student performance data
 - Share best practices
 - Academic, behavioral and study skills

Goal 2: Focus on Social, Emotional, and Behavioral Health

Strategies:

- Social-Emotional Learning Focus
 - School counselor teaching SEL lessons (gr. K – 6) utilizing Character Strong curriculum
- Connect students and families to community resources and services
- PAX GBG behavioral program (gr. PK - 3)
- Administration will be intentional about outlining district behavioral expectations
 - Training in and use of multi-tiered behavioral interventions
 - Using book studies to explore a variety of SEL resources and strategies
- A district-wide focus on gratitude, positivity and self-care for students and staff
 - Offer mindfulness and coping strategies through Wellness classes (gr. 7-12)

Goal 3: Focus on Diverse Opportunities/Exposure

Strategies:

- Bolster business and community partnerships
 - Maximizing concurrent enrollment courses through an articulation agreement with Tompkins Cortland Community College (TC3) for students to earn college credits while simultaneously completing high school graduation requirements
 - Work-study program
- Expose learners to:
 - Understanding of civic responsibility
 - Community-based volunteering requirement for specific classes and extracurricular programs
 - Essential Work Skills
 - Monthly skill focus
 - Printing posters with essential skills listed
 - Engage in career plans
 - STEAM for all grades
 - Every teacher collaborates with the STEAM teacher for at least one lesson per year (gr. PK – 6)
 - Financial Literacy
 - Requirement for students to take financial literacy course before graduation
 - Collaborate with Rotary to participate in the foreign exchange program
- Engagement in CFES/Brilliant Pathways
 - Peer Mentoring
 - Led through National Honor Society and Leadership program
 - Mentors will push into classrooms to work with mentees
 - College & career opportunities
 - Host a bi-annual career fair on campus
 - Connect students with college and career mentors through presentations/activities
 - College and career-based field trips

Goal 4: Focus on Efficient and Effective Systems

Strategies:

- Leverage technology to provide students with greater opportunities
 - One-to-one devices for learning
- Utilize training and strategies to support teachers as they implement the mission & vision
- Fiscally responsible spending to support programs
- Utilize FISH Philosophy for staff
- Engage stakeholders in assessing safety planning
 - Full-time School-Resource Officer
 - Staff trained in self protection programs
- Districtwide, open communication system between students, staff, administration, parents, and community
 - ParentSquare – program for communication
 - District Newsletter and Calendar
 - Social media
 - Raider Report for staff

- Programs to enhance student engagement and connect with the greater school community
 - Bridging
 - Summer Journey
 - Rockin' Raiders
 - Open House
 - Healthy Kids Extended Day childcare

SECTION IV MERGER COMMITTEE

Application for Merger of Schools for Athletic Activity

This application form must:

- (A) Be completed by each school involved in the sport described.
- (B) Be reviewed and approved by the athletic league involved.
- (C) Be submitted to the Section IV Merger Committee after A and B have been resolved.

A separate application must be submitted for each activity. Requests should be for a one-year period of time only.

School District Gilbertsville - Mount Upton Central School
 Address of School Involved 693 State Highway 51
Gilbertsville, NY 13776

Athletic Director of School Involved Greg BONCZKOWSKI

Phone Number (607) 783-2207 ext. 124

Other School(s) Involved Unadilla Valley Central School

Sport to be considered Golf

Level(s) being merged (circle) Varsity IV Modified

School Year 2023-2024

Describe conditions which prompted your school to request or support a merger--provide all appropriate rationale which will assist the league and merger committee in reaching a decision considered most beneficial to all:

To allow student-athletes at GMU with previous experience playing Golf the opportunity to continue participating in the sport. GMU does not have a Golf team so the merger would allow our student-athletes the chance to participate.

What will be the identity of the combined team? UV-GMU

Where will practices be held? Red Pine Golf Course

Where will the competition be held? Red Pine Golf Course

Attach a copy of the action item from your school Board of Education meeting minutes which includes the approval of this application.

Signed: Principal _____
Superintendent _____
Board of Education _____
Date: _____

Submit to Athletic League (This step must precede the Section action!):

League Action _____ Approved
_____ Not Approved
Date _____
League Secretary _____

Forward to: Section IV Athletic Association
276 State Hwy 7
Sidney, NY 13838
mcweenej@dcmoboces.com

by: January 30, 2023 for Football
August 29, 2023 for Fall activity
November 21, 2023 for Winter activity
March 20, 2023 for Spring activity

COMBINING OF TEAMS - The joining together of students from two or more member schools in the same district or close proximity to form a single team shall be permitted subject to the following conditions:
 The joining together of students from two or more-member schools in the same district or proximity to form a single team shall be permitted subject to the following conditions:

1. Permission must be obtained from their league and section on an annual basis.
2. Section approval must be reported to the NYSPHSAA, Inc., Executive Committee. NOTE: If a combined school team goes beyond sectional level competition their boys and girls grade 9-11 enrollment shall be combined, using the below criteria, for state level competition.

The graduated scale is used for up to 3 "team" mergers and mergers with 4 or more "teams" take 100% of their BEDS; ONLY in team sports. (July 2017)

NOTE: If two or more schools are located within the same physical building, 100% of their BEDS will be used if they are following the Combining of Teams process. (Feb. 2019)

The school(s) with the higher(est) classification number will have a percentage of the other school(s) classification number added according to the graduated scale below.

Beginning in 2019-2020 The percentages is dependent upon the association's "Sport Specific classification cut-off numbers" (July 2018)

Five Classes (100%, 100%, 100%, 40%, 30%)

Four Classes (100%, 100%, 40%, 30%)

Three Classes (100%, 40%, 30%)

Two Divisions (100%, 40%)

3. Section shall determine the deadlines for schools to merge or demerge programs.

4. If a non-public school is part of the merger; the "merged" team may be subject to the Section's Classification of Non-Public School Committee.

5. If a merger is denied by the Section, schools have the ability to resubmit a merger using 100% of all schools BEDS enrollment numbers. (July 2016)

Reporting Procedure: All violations shall be reported to the League and Section.

=====

Action of Section IV Merger Committee

The above request for merger is _____ Approved
 _____ Not Approved

for the activity of _____

for the school year _____

Classification AA A B C D

_____ Chairperson _____ Date