

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

**GILBERTSVILLE-MT. UPTON CENTRAL SCHOOL DISTRICT**

693 State Highway 51  
Gilbertsville, New York 13776  
Wednesday, August 19, 2020  
Regular Meeting, 7:30 am, D131  
**AGENDA**

**CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**COMMUNICATIONS / POSITIVE HIGHLIGHTS**

**INFORMATION FOR MEMBERS**

**PUBLIC COMMENT**

**REPORTS**

-District Goals/LINKS/ACE's Presentation-Annette Hammond, Superintendent

**BOARD DISCUSSION**

-Superintendent Evaluation (**Enclosure 2**)

-Board of Education Evaluation (**Enclosure 3**)

**EXECUTIVE SESSION**

**I. RECOMMENDED ACTIONS – ROUTINE MATTERS**

**APPROVE MINUTES**

RESOLVED, to approve the minutes from the Regular Board of Education Meeting on 07 July 2020. (**Enclosure 4**)

RESOLVED, to approve the minutes from the Special Board of Education Meeting on 30 July 2020. (**Enclosure 5**)

**APPROVE AGENDA**

RESOLVED, to approve the 19 August 2020, 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 19 August 2020, Financial Consent Agenda.

**PERSONNEL CONSENT AGENDA**

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 19 August 2020, Personnel Consent Agenda.

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

**NEW ITEMS CONSENT AGENDA**

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 19 August 2020, New Item Consent Agenda.

**EXECUTIVE SESSION**

**SECOND PUBLIC COMMENT**

**ADJOURNMENT**

# SUPERINTENDENT EVALUATION

**NYSSBA would like to thank the State of New York for its support of NYSSBA's Student Achievement Institute.**

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## **SUPERINTENDENT EVALUATION**

The New York State School Boards Association (NYSSBA) recognizes that boards of education have a legal obligation to evaluate superintendents annually. More importantly, NYSSBA realizes that it is one of the most important responsibilities of the school board. An effective performance evaluation helps drive school improvement and student achievement, develops a positive relationship between the school board and superintendent, demonstrates accomplishments of the district and sets annual priorities. The superintendent evaluation process is not a means to an end, but rather an ongoing and dynamic process. Decisions regarding both process and instrument should reflect a cooperative effort between the school board and superintendent.





## SUPERINTENDENT EVALUATION

**This evaluation model offers a three-part guide for evaluating the superintendent:**

**Part I** is based on standards and professional practices derived partly from the American Association of School Administrators and other sample evaluations. Each standard will be reviewed and rated.

**Part II** is based on local priorities of the district defined in annual superintendent objectives. Collectively, the superintendent and board define three to five objectives that focus the superintendent's efforts for the year. An assessment will be made with regard to the successful completion of these annual objectives.

**Part III** is the final performance summary sheet. It provides a final rating on the superintendent's performance standards, annual objectives, summative comments, recommendations and signatures. The final summary sheet is placed in the superintendent's personnel file.



### HOW TO USE THIS EVALUATION MODEL

The whole board should participate in the process from start to finish, and the board president or assigned board designee is responsible for expediting the evaluation process.

1. Begin with a pre-assessment meeting between the superintendent and board to review the instrument and process. The board and superintendent should agree on the evaluation timeline, instrument and process. Collectively, the board and superintendent review the standards of performance as well as identify the annual superintendent objectives based on local priorities of the district.
2. Determine if the evaluation process will occur only once, at the end of the school year as a summative (final) evaluation, or will also include a mid-year formative evaluation. If no mid-year formative evaluation is done, a scheduled progress report may be warranted.
3. It is recommended that the superintendent provide his/her own self-assessment with evidence to the board. Board members should consider the superintendent's self-assessment and supportive evidence when completing their own instruments.
4. The board president or designee collects all individual board member instruments and compiles the results and comments.
5. An executive session, with board members only, is convened to discuss the evaluation results and provide a decision regarding performance ratings, and a final comprehensive comment summary and recommendations.
6. Shortly thereafter, the board meets again in executive session with the superintendent to review and discuss the evaluation results, make any changes or adjustments to the final evaluation, discuss recommendations for improvement, and begin to define the upcoming year's priority objectives.

**Note: The superintendent's contract often contains provisions with regard to the evaluation of his/her performance. Before adopting an evaluation process, it is critical to reference the superintendent's contract to make certain they are consistent with one another.**



## PERFORMANCE STANDARDS AND RATING SCALES

### The five (5) standards of the superintendent's job:

1. **Vision, Culture & Instructional Leadership** – The superintendent leads the district by promoting the success of all students, articulating a vision of learning, developing a positive school climate and demonstrating best practices in instructional programs and staff professional development.
2. **Operations, Resource & Personnel Management** – The superintendent demonstrates the knowledge, skills and ability to effectively manage operations that promote a safe and effective environment for students and staff, ensures the fiscal health of the district, and implements sound personnel practices.
3. **Board Governance & Policy** – The superintendent works effectively with the board of education, exhibits a shared understanding of board and superintendent roles, leads and manages the district consistently with the board's policies, and demonstrates the skills to work effectively with the board.
4. **Communication & Community Relations** – The superintendent establishes effective communication with students, parents, staff and community, and has the knowledge and awareness of different cultures among all community members to effectively engage and respond to diverse interests and needs to support the success of all students.
5. **Ethical Leadership** – The superintendent promotes the success of every student and every staff member by acting with integrity, fairness and in an ethical manner.

Performance ratings will use the HEDI scale which is familiar to most New York schools.

### Rating Scale – Highly Effective, Effective, Developing, Ineffective (HEDI)

Highly Effective	Effective	Developing	Ineffective
Performance has continually exceeded the criteria	Performance consistently meets the criteria	Performance is inconsistent and partially meets the criteria	Performance does not meet the criteria and requires significant improvement
Noteworthy evidence and data demonstrates the superintendent's performance has had an exceedingly positive impact on students, staff, community relations and/or program outcomes. The board should cite specific data or evidence that supports this rating.	Noteworthy evidence and data demonstrates the superintendent's performance maintains effective results and good relations with students, staff, community members and satisfactory program outcomes. The board should cite specific data or evidence that supports this rating.	Noteworthy evidence and data demonstrates the superintendent partially met the criteria and desired results. Performance has made some gains toward relations with students, staff, and community members and has moderately impacted program results. The board should cite specific data or evidence that supports this rating.	Noteworthy evidence and data demonstrates the superintendent's performance has not met the criteria or desired results. Performance has not made any gains in program results or toward relations with students, staff, and community members. The board should cite specific data or evidence that supports this rating.

## RECOMMENDED GUIDELINES

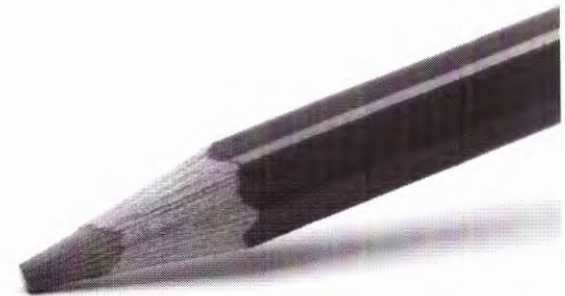
How do board members conduct the evaluation fairly and objectively?



It is the responsibility of the school board to evaluate the performance of the superintendent. No process or instrument is completely objective. There will always be some subjectivity, but every evaluation process should foster a fair analysis of the superintendent's performance.

### Consider these things when conducting the superintendent's evaluation:

- Give the review the time it deserves
- Maintain a respectful, professional process
- Focus on standards and outcomes (not personality)
- Ask the superintendent to conduct a self-assessment
- Use multiple evidence-based documents when assessing performance
- Identify strengths in performance to build upon
- Address poor results with tact and constructive criticism
- Give recommendations for corrective action where needed
- Go beyond conclusion reporting, consider a problem-solving focus
- Encourage a professional development plan
- Conclude the evaluation by outlining priority objectives for the coming year



Evaluate



## THE TIMELINE: THE SUPERINTENDENT EVALUATION IS AN ONGOING PROCESS WITH A REPEATING CYCLE

### SUGGESTED TIMELINE FOR SUPERINTENDENT EVALUATION

SUGGESTED TIMELINE	ACTION
<b>Summer</b>	1. The board develops or confirms the vision, mission, annual goals and core values of the district.
<b>Summer/Early Fall</b>	2. The board and superintendent collectively define the superintendent's annual priority objectives in measurable targets to be completed in 12 months based on district goals/long-range plans. 3. The superintendent's professional development plan is reviewed with the board to support his/her goals for the coming year.
<b>Fall</b>	4. The board and superintendent review the superintendent's contract, job description, agree upon the evaluation process (including a request for a superintendent self-evaluation), instrument, rating method and possible supporting documents/information/data to be used to measure performance. 5. The board files the procedures by September 10 <sup>th</sup> according to Commissioner's regulations, 8 NYCRR §100.2 (o)(2)(v). 6. The board president and superintendent review the evaluation process and instrument with new board members.
<b>Quarterly or Early Winter</b>	7. The superintendent makes interim progress reports to the board on district goals and superintendent annual objectives, and/or the board conducts an informal mid-year formative performance assessment.
<b>Spring</b>	8. The superintendent conducts a self-assessment and gathers supporting evidence and provides it to board members. (Certain data may not be available at the time of the evaluation, therefore, the prior year's data may be used.) 9. Individual board members complete the evaluation instrument considering the superintendent's self-evaluation and submit their completed instrument to the board president or designee to be compiled, according to district's procedures. 10. Shortly thereafter, board members meet in executive session to discuss their evaluation of the superintendent and determine the board's official evaluation rating and commentary. 11. The board's official evaluation document(s) is/are shared, clarified and discussed with the superintendent in executive session. Changes to the evaluation may be made as a result of the discussions. Professional development objectives will be included as a part of the final evaluation comment(s). 12. A copy of the evaluation final performance summary sheet is placed in the superintendent's personnel file.
<b>Summer</b>	13. Repeat cycle.

**Note:** New superintendents not hired at the beginning of the school year may need a different review cycle. See the superintendent's contract for reference.



# PART I

## RATING THE SUPERINTENDENT ON PERFORMANCE STANDARDS

### Instructions for rating the performance standards

Individual board members may rate the superintendent's professional practice as shown in the example below. Board members may place an "X" in the box that best describes the superintendent's performance in that professional practice area and then determine the overall rating for the standard area based on the HEDI rating scale. Consider the importance of the professional practice if an overall performance rating is not clearly evident.

**USE AN "X" TO MARK THE RATING OF EACH AREA**

**PART I: RATING THE DISTRICT SUPERINTENDENT ON PERFORMANCE STANDARDS**  
**STANDARD 5: ETHICAL LEADERSHIP**  
The district superintendent promotes the success of every student and every staff member by acting with integrity, fairness and in an ethical manner.

Professional Practice	Highly Effective <small>Continually exceeds the criteria</small>	Effective <small>Consistently meets the criteria</small>	Developing <small>Partially meets the criteria</small>	Ineffective <small>Does not meet the criteria</small>	Possible Data Sources & Documents:
<b>5.1</b> Demonstrates ethical and professional behavior, inspiring others to higher levels of performance	X				<input type="checkbox"/> Parent, component school district, and staff survey data <input type="checkbox"/> Teacher, school executive, and staff retention/turnover data <input type="checkbox"/> Ability to confront conflict and build consensus <input type="checkbox"/> Shared decision making <input type="checkbox"/> Outreach efforts <input type="checkbox"/> School board policies <input type="checkbox"/> Minutes and reports <input type="checkbox"/> Office of Civil Rights data on discipline <input type="checkbox"/> District superintendent's performance goals <b>Additional sources:</b>
<b>5.2</b> Maintains a caring and professional relationship with staff grounded in shared agency values		X			
<b>5.3</b> Demonstrates appreciation for, and sensitivity to, the diversity of the agency community, and respects divergent opinions			X		
<b>5.4</b> Demonstrates efforts to close the achievement gap across all demographics		X			
<b>5.5</b> Demonstrates a high level of self-awareness and improves upon professional practice		X			

Rating	Rating for this standard			
	HE	E	D	I
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:** (Identify strengths or recommendations for improvement)

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**STANDARD 1: VISION, CULTURE & INSTRUCTIONAL LEADERSHIP**

The superintendent leads the district by promoting the success of all students, articulating a vision of learning, developing a positive school climate and demonstrating best practices in instructional programs and staff professional development.

Professional Practice	Highly Effective	Effective	Developing	Ineffective	Possible Data Sources & Documents: <input type="checkbox"/> District strategic plan <input type="checkbox"/> School improvement plan <input type="checkbox"/> Professional development plans based on data (e.g., student performance, teacher working conditions survey) <input type="checkbox"/> Leadership team agenda <input type="checkbox"/> Student performance goals <input type="checkbox"/> Student performance data <input type="checkbox"/> Use of formative assessment to impact instruction <input type="checkbox"/> Number of principal and teacher improvement plans (PIP, TIP) <input type="checkbox"/> Graduation rates, % of students going to college <b>Additional sources:</b>
	Continually exceeds the criteria	Consistently meets the criteria	Partially meets the criteria	Does not meet the criteria	
<b>1.1</b> Leadership actions, staffing and resources are clearly aligned to a student achievement focused vision, and that vision is evident in the school culture					
<b>1.2</b> Demonstrates a deep understanding of quality instruction and consistently promotes effective instructional programs and high expectations for student learning outcomes					
<b>1.3</b> District goals are systemically aligned throughout the district with a focused plan for student achievement and school improvement supported by resources					
<b>1.4</b> Leads and supports the use of data informed instruction for administrators and teachers					
<b>1.5</b> Monitors and reviews the effectiveness of curriculum and instruction and their alignment with state standards					
<b>1.6</b> Ensures that all staff have district-specific professional development that directly enhances their performance and improves student learning					
<b>1.7</b> Sets self-improvement goals and applies learning from professional development					
					<b>Rating for this standard</b>
<b>Rating</b>					<b>HE</b> <input type="checkbox"/> <b>E</b> <input type="checkbox"/> <b>D</b> <input type="checkbox"/> <b>I</b> <input type="checkbox"/>
<b>Comments:</b> (Identify strengths or recommendations for improvement)					



**STANDARD 2: OPERATIONS, RESOURCE & PERSONNEL MANAGEMENT**

The superintendent demonstrates the knowledge, skills and ability to effectively manage operations that promote a safe and effective environment for students and staff, ensure the fiscal health of the district, and implement sound personnel practices.

Professional Practice	Highly Effective	Effective	Developing	Ineffective	Possible Data Sources & Documents: <input type="checkbox"/> District strategic plan <input type="checkbox"/> Number of teachers with National Board Certification and graduate/advanced level licensure <input type="checkbox"/> Teacher; school executive; and staff diversity <input type="checkbox"/> Recruitment and retention data <input type="checkbox"/> Assessment of professional development on the impact of student learning <input type="checkbox"/> Technology plan <input type="checkbox"/> 3-5 year financial plan <input type="checkbox"/> External audit <input type="checkbox"/> 3-5 year capital plan <input type="checkbox"/> End of year budget status report <input type="checkbox"/> Staff attendance rates and turnover <input type="checkbox"/> VADIR data <input type="checkbox"/> Construction projects timelines and budgets <input type="checkbox"/> District leadership development and succession plan <b>Additional sources:</b>
	Continually exceeds the criteria	Consistently meets the criteria	Partially meets the criteria	Does not meet the criteria	
<b>2.1</b> Develops and ensures the implementation of procedures and structures to support compliance with local, state and federal laws and regulations					
<b>2.2</b> Implements personnel procedures, recruitment and employee performance programs to hire and retain the best qualified teachers, administrators and personnel					
<b>2.3</b> Aligns and adjusts resources accordingly to meet district priorities and annual goals/objectives operating within budget and fiscal guidelines					
<b>2.4</b> Guides the process of fiscal planning and budget development and makes recommendations based upon the district's current fiscal position and future needs					
<b>2.5</b> Stays informed of facilities use and needs and makes facilities recommendations as needed to the board, promotes safety across the district, and ensures a facilities management plan is in place for future needs					
<b>2.6</b> Effectively works with district bargaining units and actively seeks to improve bargaining outcomes that best serve students and the district					
					<b>Rating for this standard</b>
<b>Rating</b>					<b>HE</b> <input type="checkbox"/>
					<b>E</b> <input type="checkbox"/>
					<b>D</b> <input type="checkbox"/>
					<b>I</b> <input type="checkbox"/>
<b>Comments:</b> (Identify strengths or recommendations for improvement)					

**STANDARD 3: BOARD GOVERNANCE & POLICY**

The superintendent works effectively with the board of education, exhibits a shared understanding of board and superintendent roles, leads and manages the district consistent with board policies, and demonstrates the skills to work effectively with the board.

Professional Practice	Highly Effective	Effective	Developing	Ineffective	<b>Possible Data Sources &amp; Documents:</b> <input type="checkbox"/> Timeliness of board packets <input type="checkbox"/> District strategic plan <input type="checkbox"/> School improvement plans <input type="checkbox"/> Board meeting agendas <input type="checkbox"/> External reviews and audits (e.g., budget, child nutrition, transportation) <input type="checkbox"/> Copies of district procedures and publications (e.g., student handbooks, discipline policies, safety procedures) <input type="checkbox"/> Correspondence  <b>Additional sources:</b>								
	Continually exceeds the criteria	Consistently meets the criteria	Partially meets the criteria	Does not meet the criteria									
<b>3.1</b> Offers professional advice to the board with appropriate recommendations based on thorough study and analysis													
<b>3.2</b> Keeps the board regularly informed with data, reports and information which enables them to make effective timely decisions													
<b>3.3</b> Interprets and executes the intent of board policies, and advises the board on the need for new and/or revised policies													
<b>3.4</b> Works collaboratively with the board to shape district vision, mission, and goals with measurable objectives of high expectations for student achievement													
<b>3.5</b> Makes considerable effort to have a positive working relationship with the board, treating all board members fairly and respectfully, and attempts to resolve any serious conflicts with board members													
<b>Rating</b>					<b>Rating for this standard</b> <table> <tr> <td><b>HE</b></td> <td><b>E</b></td> <td><b>D</b></td> <td><b>I</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<b>HE</b>	<b>E</b>	<b>D</b>	<b>I</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HE</b>	<b>E</b>	<b>D</b>	<b>I</b>										
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
<b>Comments:</b> (Identify strengths or recommendations for improvement)													



**STANDARD 4: COMMUNICATION & COMMUNITY RELATIONS**

The superintendent establishes effective communication with students, parents, staff and community, and has the knowledge and awareness of different cultures among all community members to effectively engage and respond to diverse interests and needs that support the success of all students.

Professional Practice	Highly Effective	Effective	Developing	Ineffective	Possible Data Sources & Documents: <input type="checkbox"/> Survey results from parents and other community leaders <input type="checkbox"/> Policy and procedure documents for internal communications <input type="checkbox"/> Visible support for district goals and priorities from community leaders, such as educational foundation activities, civic club scholarships, etc. <input type="checkbox"/> Partnership agreements and other documents to support collaborative efforts to achieve school district goals and priorities <input type="checkbox"/> Accounts of school and district accomplishments in various forms of public media <input type="checkbox"/> District website <input type="checkbox"/> Newsletters and other public engagement documents designed to strengthen connections to the community <input type="checkbox"/> Membership and participation with community organizations (e.g., PTA) <input type="checkbox"/> Community college/university partnerships, collaborative projects, and professional development initiatives <input type="checkbox"/> Attendance at community/school events <b>Additional sources:</b>
	Continually exceeds the criteria	Consistently meets the criteria	Partially meets the criteria	Does not meet the criteria	
<b>4.1</b> Communicates key information to all stakeholders in an appropriate and timely manner					
<b>4.2</b> Works collaboratively with staff and community members to secure resources and effective partnerships to support district goals and student success					
<b>4.3</b> Uses effective public information strategies to communicate and promote a positive image of the district with families, community, the media, state and local officials					
<b>4.4</b> Establishes effective communication within the district and promotes positive interpersonal relations among staff					
<b>4.5</b> Creates an atmosphere of trust and respect with staff, families and community members					
<b>4.6</b> Regularly attends events and visibly engages the school community and the community at large					
					<b>Rating for this standard</b>
<b>Rating</b>					<b>HE</b> <b>E</b> <b>D</b> <b>I</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Comments:</b> (Identify strengths or recommendations for improvement)					

**STANDARD 5: ETHICAL LEADERSHIP**

The superintendent promotes the success of every student and every staff member by acting with integrity, fairness and in an ethical manner.

Professional Practice	Highly Effective	Effective	Developing	Ineffective	<b>Possible Data Sources &amp; Documents:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Parent, community, and staff survey data</li> <li><input type="checkbox"/> Teacher, school executive, and staff retention data</li> <li><input type="checkbox"/> Ability to confront conflict and build consensus</li> <li><input type="checkbox"/> Shared decision making</li> <li><input type="checkbox"/> Outreach efforts</li> <li><input type="checkbox"/> School board policies</li> <li><input type="checkbox"/> Minutes and reports</li> <li><input type="checkbox"/> Office of Civil Rights data on discipline</li> <li><input type="checkbox"/> Superintendent's performance goals</li> </ul> <b>Additional sources:</b>			
	Continually exceeds the criteria	Consistently meets the criteria	Partially meets the criteria	Does not meet the criteria				
<b>5.1</b> Demonstrates ethical and professional behavior, inspiring others to higher levels of performance								
<b>5.2</b> Maintains a caring and professional relationship with staff, grounded in shared district values								
<b>5.3</b> Demonstrates appreciation for, and sensitivity to, the diversity of the school community, and respects divergent opinions								
<b>5.4</b> Demonstrates efforts to close the achievement gap across all demographics								
<b>5.5</b> Demonstrates a high level of self-awareness and improves upon professional practice								
					<b>Rating for this standard</b>			
<b>Rating</b>					<b>HE</b> <input type="checkbox"/>	<b>E</b> <input type="checkbox"/>	<b>D</b> <input type="checkbox"/>	<b>I</b> <input type="checkbox"/>
<b>Comments:</b> (Identify strengths or recommendations for improvement)								



## PART II

### SUPERINTENDENT ANNUAL OBJECTIVES

#### Instructions for Rating the Superintendent on Annual Objectives

Indicate progress made related to each stated objective. Include multiple sources of data as supporting evidence for the progress and/or attainment of each objective. If data sources are unknown prior to the executive session with the superintendent, wait until supporting evidence is available to complete this section.

For the board members' convenience, the district clerk can prepopulate the chart on the following page with the superintendent's annual objectives.

#### THE SMART MODEL

Identifying annual objectives with the superintendent should define student achievement objectives, priorities and issues unique to the district. Three to five key objectives that follow the SMART model (specific, measurable, achievable, relevant and time-bound). Optimally, the objectives should be aligned with the district's goals and within the scope of the superintendent's control. Benchmarks showing progress at certain intervals throughout the year should be reported and applied to each objective.

##### Specific

- Define expectations
- Avoid generalities and use verbs to start the sentence

##### Measurable

- Quality, quantity, timeliness and cost

##### Achievable

- Challenging, but attainable goals

##### Relevant

- Link the goal to higher level district goals.

##### Time-bound

- Set timelines to complete the goal with benchmarks to indicate progress

**Note:** While it is recommended that annual objectives be developed each year, it is understood that in some instances they may not be developed.

**ANNUAL SUPERINTENDENT OBJECTIVES**

*Objectives and evidence of progress need to be identified before completing this sheet.*

ANNUAL SUPERINTENDENT OBJECTIVES (Up to 5)	EVIDENCE OF PROGRESS OR COMPLETION (3-5 Evidence/Data Sources)	Highly Effective	Effective	Developing	Ineffective
		Exceeded Objective	Met Objective	Partially Met Objective	Didn't Meet Objective
1.					
2.					
3.					



**ANNUAL SUPERINTENDENT OBJECTIVES**

*Objectives and evidence of progress need to be identified before completing this sheet.*

ANNUAL SUPERINTENDENT OBJECTIVES (Up to 5)	EVIDENCE OF PROGRESS OR COMPLETION (3-5 Evidence/Data Sources)	Highly Effective	Effective	Developing	Ineffective
		Exceeded Objective	Met Objective	Partially Met Objective	Didn't Meet Objective
4.					
5.					
<b>Comments</b> 					

## SUPERINTENDENT EVALUATION SUMMARY SHEET

*For Part I and Part II*

Summary Rating Instructions:

**To be completed by the individual board member.**

Place the performance rating for each corresponding standard in the grid to the right.

### PART I - Standards:

**HE   E   D   I**

1. Vision, Culture & Instructional Leadership (pg. 8)

2. Operations, Resource & Personnel Management (pg. 9)

3. Board Governance & Policy (pg. 10)

4. Communication & Community Relations (pg. 11)

5. Ethical Leadership (pg. 12)

Summary Rating Instructions:

**To be completed by the individual board member.**

Place the performance rating for each objective in the grid to the right.

### PART II - Objectives:

**HE   E   D   I**

Annual Objective # 1 (pg. 14)

Annual Objective # 2 (pg. 14)

Annual Objective # 3 (pg. 14)

Annual Objective # 4 (pg. 15)

Annual Objective # 5 (pg. 15)

**Summary Comments**



## PART III

# SUPERINTENDENT EVALUATION

### FINAL PERFORMANCE SUMMARY SHEET

Superintendent's Name: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Evaluators (list all board members):


This summary sheet can be used to indicate the collective rating of the superintendent's performance using the HEDI scale.

#### Summary Rating Instructions:

The board president will tally each board member's ratings for the five standards and objectives and record the totals in the corresponding boxes.

PART I - Standards:					HE	E	D	I
1. Vision, Culture & Instructional Leadership								
2. Operations, Resource & Personnel Management								
3. Board Governance & Policy								
4. Communication & Community Relations								
5. Ethical Leadership								
PART II - Objectives:					HE	E	D	I
Annual Objective # 1								
Annual Objective # 2								
Annual Objective # 3								
Annual Objective # 4								
Annual Objective # 5								

**Note:** In general, individual ratings and comments from individual board members are not "final agency determinations" and are therefore not subject to disclosure under the Freedom of Information Law (FOIL). In contrast, any summative rating or comments approved by the entire board would constitute a final agency determination and are subject to disclosure under FOIL.



**PART III: SUPERINTENDENT EVALUATION FINAL PERFORMANCE SUMMARY SHEET**

Board of Education Summary Comments:

Board of Education Recommendations:

Superintendent Response:

Superintendent's Signature: \_\_\_\_\_

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

Board President's Signature: \_\_\_\_\_

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

**Note:** *Signing this evaluation indicates that the evaluation has been reviewed and results discussed with the superintendent, but does not necessarily indicate he or she agrees on all ratings or comments made. The signed Superintendent Evaluation Final Performance Summary Sheet should be placed in the superintendent's personnel file.*





New York State  
School Boards  
Association

# SCHOOL BOARD EVALUATION

**NYSSBA would like to thank the State of New York for its support of NYSSBA's Student Achievement Institute.**

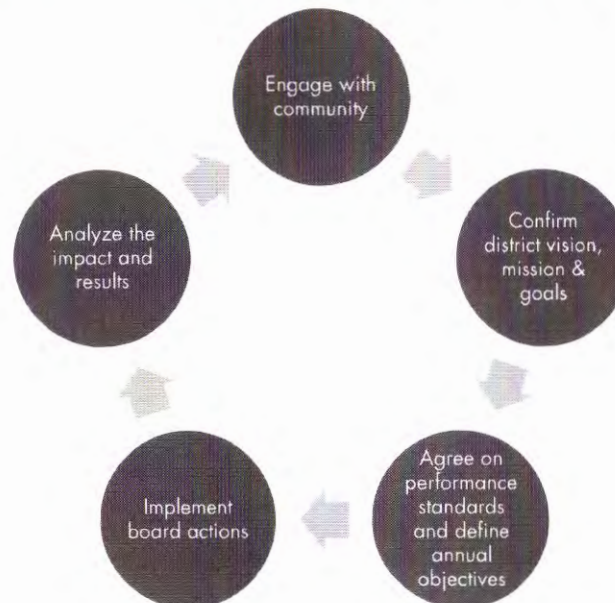
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## SCHOOL BOARD EVALUATION

### Why Should Boards Conduct a Self-Evaluation?

Even though there is no legal obligation for the board of education to evaluate itself, the New York State School Boards Association (NYSSBA) recognizes the value of an annual school board self-evaluation. Effective boards engage in a continuing process of self-assessment and use the results to identify opportunities for improvement. More importantly, NYSSBA believes it is the responsibility of the board to help drive school improvement and student achievement. The board's willingness to engage in self-assessment acts as a model for the rest of the district. It indicates that board members take their responsibilities seriously. Their interest in self-improvement sets a tone for others in the district to engage in an ongoing review of their own performance.

### THE ONGOING BOARD SELF-ASSESSMENT CYCLE





## SCHOOL BOARD EVALUATION

**This evaluation model offers a three-part guide for evaluating the school board:**

**Part I** is based on standards and professional practices derived from school board best practices and a review of sample board evaluations. Each standard in Part I will be reviewed and rated.

**Part II** is based on the specific board development priorities of the board itself. Collectively, the board should define three to five objectives that focus on the board's own development for the year. In Part II, an assessment will be made with regard to the successful completion of these annual objectives.

**Part III** is the final performance summary sheet. It provides a final rating of the board's performance standards, annual objectives, cumulative comments, and recommendations for improvement in the following year.



### HOW TO USE THIS EVALUATION MODEL

The entire board should participate in the process from start to finish, and the board president or an assigned designee is responsible for expediting the evaluation process. Evaluating the performance of the board is not the same as evaluating individual trustee performance. The purpose of the evaluation is to look at the board as a whole, although a side benefit may be that individual board members gain more insight into their roles and responsibilities.

1. Begin with a pre-assessment meeting among all board members to review and agree on the instrument, the process, and the evaluation timeline. Collectively, board members should review the standards of performance, as well as identify the annual board objectives based on the needs and priorities of the board.
2. Determine if the evaluation process will occur only once, at the end of the school year as a summative (final) evaluation, or will also include a mid-year (informal) formative evaluation.
3. It is recommended that each board member individually complete his/her own self-assessment instrument.
4. The board president or designee collects all individual board member instruments and compiles the results and comments.
5. Designate a special workshop session for teambuilding with board members and the superintendent to discuss the evaluation results and provide an overall performance rating and a final comment summary with recommendations for improvement. At the same time, the board should define priority objectives for the upcoming year.



## PERFORMANCE STANDARDS AND RATING SCALES

### The five (5) standards of the board of education:

1. **Vision, Leadership & Accountability** – The board of education commits to a vision of high student achievement and effective instruction, specifies clear goals to realize that vision, demands accountability for results, and supports continuous improvement of the district.
2. **Board Governance & Policy** – The board of education works effectively as a team and collaborates with the superintendent, exhibits a shared understanding of board and superintendent roles, maintains a set of board operating procedures, and leads/governs the district through policy.
3. **Communication & Community Relations** – The board of education effectively communicates with the superintendent and the local community, represents community interests and values, and ensures district information and decisions are communicated to the community.
4. **Fiscal Resources, Staff Recruitment & Environment** – The board of education oversees the fiscal conditions of the district, aligns resources to meet district goals, ensures appropriate policies for staff recruitment and retention, supports districtwide learning and promotes conditions for health and safety.
5. **Ethical Leadership** – The board of education promotes the success of ALL students and staff, and conducts district business in a fair, respectful and responsible manner.

**Performance ratings will use the HEDI scale which is familiar to most New York schools.**

### Rating Scale – Highly Effective, Effective, Developing, Ineffective (HEDI)

Highly Effective	Effective	Developing	Ineffective
<b>Performance exceeds the criteria</b>	<b>Performance meets the criteria</b>	<b>Performance is inconsistent and partially meets the criteria</b>	<b>Performance does not meet the criteria and requires significant improvement</b>
Noteworthy evidence and observation demonstrates the board's exemplary performance. The board has exceeded the criteria and has consistently had a positive impact on board operations and relations with the superintendent, staff and community. The board should cite specific data or evidence that supports this rating.	Noteworthy evidence and observation demonstrates the board's effective performance. The board has satisfactorily met the criteria and has shown an improvement in board operations and relations with the superintendent, staff and community. The board should cite specific data or evidence that supports this rating.	Noteworthy evidence and observation demonstrates that the board's performance has made moderate gains – or maintained the status quo – in board operations and relations with the superintendent, staff and community. The board should cite specific data or evidence that supports this rating.	Noteworthy evidence and observation demonstrates the board has not met the performance criteria and has had a negative impact on board operations and/or relations with the superintendent, staff and community. The board should cite specific data or evidence that supports this rating.



## RECOMMENDED GUIDELINES

How do board members conduct their evaluation fairly and objectively?



It is the responsibility of the school board to identify where it is performing well, and where it might improve. There will always be some subjectivity; no instrument is completely objective. The evaluation should foster a thorough and fair analysis of the board's performance and prompt discussion among board members that will lead them to becoming a stronger, more cohesive governance team.

### Consider these things when conducting the board's evaluation:

- Give the review the time it deserves
- Maintain a respectful, professional process
- Focus on standards and results
- Ask each board member to complete a self-assessment
- Use multiple sources, both evidence-based and observation
- Identify strengths in performance to build upon
- Address poor results with tact and constructive criticism
- Give recommendations for improved performance where needed
- Go beyond conclusion reporting, consider a problem-solving focus
- Encourage a professional development plan for the board and its members
- Conclude the evaluation by outlining priority board objectives for the coming year



## THE TIMELINE: THE SCHOOL BOARD EVALUATION CYCLE

### SUGGESTED TIMELINE FOR SCHOOL BOARD EVALUATION

#### SUGGESTED TIMELINE

#### ACTION

**Summer**

1. The board confirms the district's vision, mission, and core values, and develops the annual goals for the district.

**Summer/Early Fall**

2. The board collectively defines its own annual priority objectives that have measurable targets to be completed in 12 months, and are in alignment with the district goals.

3. The board's professional development plan is reviewed and supports the board professional development goals and annual priority objectives.

**Fall**

4. The board reviews and agrees upon the evaluation process, instrument, rating method and possible supporting documents/information/data to be used to measure performance.

5. The board president will review the evaluation process and instrument with new board members.

**Early Winter**

6. The board may conduct an informal mid-year formative performance assessment.

**Spring**

7. Individual board members complete the self-evaluation instrument and submit their completed instrument to the board president or designee for compilation.

8. Shortly thereafter, board members and the superintendent meet in a special teambuilding workshop session to discuss their evaluation results and determine the board's official evaluation rating and commentary. Professional development suggestions may be included as part of the final evaluation.

**Summer**

9. Repeat cycle.



## RATING THE SCHOOL BOARD ON PERFORMANCE STANDARDS

Individual board members may rate the board's professional practice as shown in the example below. Board members may place an "X" in the box that best describes the board's performance in that professional practice area and then determine the overall rating for the standard area based on the HEDI rating scale. Consider the importance of the professional practice if an overall performance rating is not clearly evident.

**USE AN "X" TO MARK THE RATING OF EACH AREA**

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**STANDARD 1: VISION, LEADERSHIP & ACCOUNTABILITY**

The board of education commits to a vision of high student achievement and effective instruction, specifies clear goals to realize that vision, demands accountability for results, and supports continuous improvement of the district.

Professional Practice	Highly Effective	Effective	Developing	Ineffective	Possible Data Sources:								
<p><b>A.</b> The board develops a shared vision and mission that reflects student achievement and community priorities, and communicates it to the community.</p> <p><b>B.</b> The board develops annual district goals in alignment with the district vision and mission and adopts an action plan developed by the superintendent to meet the annual goals. Goals are communicated to the community.</p> <p><b>C.</b> The board regularly monitors progress on district goals, effective instruction and student achievement with data-based information.</p> <p><b>D.</b> The board annually evaluates the job performance of the superintendent and monitors the progress made on annual superintendent objectives.</p> <p><b>E.</b> The board conducts a self-evaluation to monitor its own performance and participates in professional development, including board training and seminars.</p>	<b>Continually exceeds the criteria</b>	<b>Consistently meets the criteria</b>	<b>Partially meets the criteria</b>	<b>Does not meet the criteria</b>	<input type="checkbox"/> Written and visible vision statement <input type="checkbox"/> Established district goals <input type="checkbox"/> Board agendas <input type="checkbox"/> Board presentations <input type="checkbox"/> Board retreats <input type="checkbox"/> Communication materials, website, newsletters <input type="checkbox"/> Annual evaluation of the superintendent report <input type="checkbox"/> Board self-evaluation report								
					<b>Additional Sources:</b>								
					<b>Rating for this standard</b>								
					<table border="0"> <tr> <td><b>HE</b></td> <td><b>E</b></td> <td><b>D</b></td> <td><b>I</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<b>HE</b>	<b>E</b>	<b>D</b>	<b>I</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HE</b>	<b>E</b>	<b>D</b>	<b>I</b>										
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										

**Rating**

**Comments:** (Identify strengths or recommendations for improvement)



## STANDARD 2: BOARD GOVERNANCE & POLICY

The board of education works effectively as a team and collaborates with the superintendent, exhibits a shared understanding of board and superintendent roles, maintains a set of board operating procedures, and leads/governs the district through policy.

Professional Practice	Highly Effective	Effective	Developing	Ineffective	Possible Data Sources:
<p><b>A.</b> The board and superintendent participate in an annual retreat to build team relationships, review roles, responsibilities, and board operations and orient new board members.</p> <p><b>B.</b> The board has a procedure in place for reviewing established policies on a regular basis and developing new ones.</p> <p><b>C.</b> The board closely adheres to its own procedures, protocols and policies for effective board operations.</p> <p><b>D.</b> The board clearly understands its governance role and responsibilities, adheres to open meetings laws, and delegates district operation responsibilities to the superintendent.</p> <p><b>E.</b> Board members publically support the decision of the majority and speak with a unified voice.</p>	Continually exceeds the criteria	Consistently meets the criteria	Partially meets the criteria	Does not meet the criteria	<p><input type="checkbox"/> Date and agenda of annual retreat</p> <p><input type="checkbox"/> Policy review and updates</p> <p><input type="checkbox"/> Board operations manual</p> <p><input type="checkbox"/> Board meeting observation assessment</p> <p><input type="checkbox"/> Board member handbook and/or new board member orientation materials</p> <p><input type="checkbox"/> Attendance records at state-mandated training</p> <p><b>Additional Sources:</b></p>
<p><b>Rating</b></p> <p><b>Comments:</b> (Identify strengths or recommendations for improvement)</p>	<p><b>Rating for this standard</b></p> <p> <input type="checkbox"/> <b>HE</b> <input type="checkbox"/> <b>E</b> <input type="checkbox"/> <b>D</b> <input type="checkbox"/> <b>I</b> </p>				



## STANDARD 3: COMMUNICATION & COMMUNITY RELATIONS

The board of education effectively communicates with the superintendent and the local community, represents community interests and values, and ensures district information and decisions are communicated to the community.

Professional Practice	Highly Effective	Effective	Developing	Ineffective	Possible Data Sources:
<p><b>A.</b> The board develops a collaborative relationship with the superintendent, keeping cooperation and respectful discussions at the core of its deliberation.</p> <p><b>B.</b> The board establishes effective communication with parents, students, staff and community members while respecting the chain of command and lines of responsibility.</p> <p><b>C.</b> The board works with the superintendent to gain input from the community using forums, survey instruments and other vehicles following agreed-upon procedures.</p> <p><b>D.</b> The board actively generates support for the district through its vision and promoting educational opportunities for all students.</p> <p><b>E.</b> The board is an advocate for the district's interests with legislators and other elected public officials.</p>	Continually exceeds the criteria	Consistently meets the criteria	Partially meets the criteria	Does not meet the criteria	<p><input type="checkbox"/> Communication policies or procedures</p> <p><input type="checkbox"/> Schedules of or invitations to community forums</p> <p><input type="checkbox"/> Reports or presentations on programs that demonstrate community partnerships</p> <p><input type="checkbox"/> Legislative meetings, letters, or advocacy efforts</p> <p><input type="checkbox"/> Newsletters and website</p> <p><input type="checkbox"/> Survey results</p> <p><b>Additional Sources:</b></p>
<p><b>Rating</b></p> <p><b>Comments:</b> (Identify strengths or recommendations for improvement)</p>	<p><b>Rating for this standard</b></p> <p> <b>HE</b> <input type="checkbox"/> <b>E</b> <input type="checkbox"/> <b>D</b> <input type="checkbox"/> <b>I</b> <input type="checkbox"/> </p>				



**STANDARD 4: FISCAL RESOURCES, STAFF RECRUITMENT & ENVIRONMENT**

The board of education oversees the fiscal conditions of the district, aligns resources to meet district goals, ensures appropriate policies for staff recruitment and retention, supports districtwide learning and promotes conditions for health and safety.

Professional Practice	Highly Effective	Effective	Developing	Ineffective	Possible Data Sources:
<p><b>A.</b> The board adopts an annual budget that adheres to the provisions of the law and allocates resources based on the district's vision, goals, and priorities for student learning.</p> <p><b>B.</b> The board keeps the community informed about the financial needs of the district, seeks cost savings and operational efficiencies and invites community input.</p> <p><b>C.</b> The board monitors a facilities plan that meets district student and staff health and safety regulations and guidelines.</p> <p><b>D.</b> The board ensures that the audit committee functions in accordance with NYS regulatory requirements, reviews internal and external audit findings and responds accordingly.</p> <p><b>E.</b> The board supports the recruitment of highly effective teachers, administrators and staff and provides professional development and support to meet APPR requirements.</p>	Continually exceeds the criteria	Consistently meets the criteria	Partially meets the criteria	Does not meet the criteria	<p><input type="checkbox"/> Policy on budget adoption</p> <p><input type="checkbox"/> Communication materials, website, newsletters</p> <p><input type="checkbox"/> Facilities plan and schedule for updates</p> <p><input type="checkbox"/> Internal audit report</p> <p><input type="checkbox"/> External audit report</p> <p><input type="checkbox"/> Risk assessment report</p> <p><input type="checkbox"/> Policy on recruitment and hiring criteria</p> <p><input type="checkbox"/> Professional development plans</p> <p><b>Additional Sources:</b></p>
<p><b>Rating</b></p> <p><b>Comments:</b> (Identify strengths or recommendations for improvement)</p>	<p><b>Rating for this standard</b></p> <p>HE    E    D    I</p> <p><input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/></p>				

**STANDARD 5: ETHICAL LEADERSHIP**

The board of education promotes the success of ALL students and staff, and conducts district business in a fair, respectful and responsible manner.

Professional Practice	Highly Effective	Effective	Developing	Ineffective	Possible Data Sources: <input type="checkbox"/> Articulation or publication of plans and programs for students' success <input type="checkbox"/> Board members' code of ethics  Additional Sources:
	Continually exceeds the criteria	Consistently meets the criteria	Partially meets the criteria	Does not meet the criteria	
<p><b>A.</b> Board members actively promote the belief in the success of all students in the district.</p> <p><b>B.</b> Board members act as conscientious role models, and exhibit professionalism.</p> <p><b>C.</b> Board members exercise their authority only as a board of the whole and recognize that no individual board member has authority to take individual action on behalf of the board.</p> <p><b>D.</b> Board members avoid conflicts of interest and appropriately disclose if one arises.</p> <p><b>E.</b> The board has adopted and annually reaffirms its code of ethics.</p>					
<p><b>Rating</b></p>					<p><b>Rating for this standard</b></p> <p>HE    E    D    I</p> <p><input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/></p>

**Comments:** (Identify strengths or recommendations for improvement)



## PART II

### SCHOOL BOARD ANNUAL OBJECTIVES

#### Instructions for Rating the School Board on Annual Objectives

It is recommended that boards develop their own annual objectives specifically designed to enhance board performance. When evaluating the board's performance, board members should review data, and other sources of evidence to demonstrate the progress made toward and/or attainment of each objective.

Each annual board objective defines the expected outcomes, such as this sample: *"The school board will establish a subcommittee that will be charged with developing a New Member Orientation plan for new board members by May 1" of the coming year"*.

#### THE SMART MODEL

Identifying annual objectives should define priorities and issues unique to the board and to the district. Three to five key annual objectives should be developed that follow the SMART model (specific, measurable, achievable, relevant and time-bound). Optimally, the objectives are within the scope of the board's control. Benchmarks showing progress at certain intervals throughout the year may be reported and applied to each objective.

##### Specific

- Define expectations
- Avoid generalities and use verbs to start the sentence

##### Measurable

- Quality, quantity, timeliness and cost

##### Achievable

- Challenging, but attainable goals

##### Relevant

- Link the goal to higher level district goals where appropriate

##### Time-bound

- Set timelines to complete the goal with benchmarks to indicate progress

**Note:** While it is recommended that annual objectives be developed each year, it is understood that in some instances they may not be developed.

## ANNUAL SCHOOL BOARD OBJECTIVES

*Annual objectives and evidence of progress need to be identified before completing this sheet.*

For the board member's convenience, the district clerk can prepopulate this chart with the board's annual objectives.

ANNUAL SCHOOL BOARD OBJECTIVES (Up to 5)	EVIDENCE OF PROGRESS OR COMPLETION (Evidence/Data Sources)	Highly Effective	Effective	Developing	Ineffective
		Exceeded Objective	Met Objective	Partially Met Objective	Didn't Meet Objective
1.					
2.					
3.					



## ANNUAL SCHOOL BOARD OBJECTIVES

*Annual objectives and evidence of progress need to be identified before completing this sheet.*

ANNUAL SCHOOL BOARD OBJECTIVES (Up to 5)	EVIDENCE OF PROGRESS OR COMPLETION (Evidence/Data Sources)	Highly Effective	Effective	Developing	Ineffective
		Exceeded Objective	Met Objective	Partially Met Objective	Didn't Meet Objective

4

5.

**Comments**

## SCHOOL BOARD EVALUATION SUMMARY SHEET

*For Part I and Part II*

Summary Rating Instructions:

**To be completed by the individual board member.**

Place the performance rating for each corresponding standard in the grid to the right.

### PART I - Standards:

**HE   E   D   I**

1. Vision, Leadership & Accountability (pg. 8)
2. Board Governance & Policy (pg. 9)
3. Communication & Community Relations (pg. 10)
4. Fiscal Resources, Staff Recruitment & Environment (pg. 11)
5. Ethical Leadership (pg. 12)

Summary Rating Instructions:

**To be completed by the individual board member.**

Place the performance rating for each objective in the grid to the right.

### PART II - Objectives:

**HE   E   D   I**

- Annual Objective # 1 (pg. 14)
- Annual Objective # 2 (pg. 14)
- Annual Objective # 3 (pg. 14)
- Annual Objective # 4 (pg. 15)
- Annual Objective # 5 (pg. 15)

**Summary Comments**



## PART III

# SCHOOL BOARD EVALUATION

### FINAL PERFORMANCE SUMMARY SHEET

Board President's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluators (list all board members):


This summary sheet can be used to indicate the collective rating of the school board's performance using the HEDI scale.

#### Summary Rating Instructions:

The board president or designee will tally each board member's ratings for the five standards and objectives and record the totals in the corresponding boxes.

PART I - Standards:	H	E	D	I
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1. Vision, Leadership & Accountability
2. Board Governance & Policy
3. Communication & Community Relations
4. Fiscal Resources, Staff Recruitment & Environment
5. Ethical Leadership

PART II - Objectives:	H	E	D	I
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- Annual Objective # 1
- Annual Objective # 2
- Annual Objective # 3
- Annual Objective # 4
- Annual Objective # 5

Summary Comments:

Performance Improvement Suggestions:



07/07/2020

## Gilbertsville-Mount Upton Central School Board of Education

### Reorganizational & Regular Meeting

07 July 2020

Board Room D131/Zoom

Members present at the start of the meeting were Jeremy Pain, Larry Smith, Cole Covington and Brian Underwood.

Members absent were Jed Barnes, Hillary Giuda-Philpott and Sean Barrows.

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 7:30 A.M. by Acting District Clerk, Jarrin Hayen. ORDER

The Acting District Clerk called for nominations for Board President for the 2020-2021 school year. Jeremy Pain was nominated by Larry Smith for President. There were no other nominations. ELECTION, PRESIDENT

On a motion by Underwood, seconded by Smith and passed unanimously, the Acting District Clerk was requested to cast one ballot for the unanimous election of Jeremy Pain as President for the 2020-2021 school year.

Jeremy Pain was unanimously elected President

The Acting District Clerk called for nominations for Board Vice-President for the 2020-2021 school year. Larry Smith was nominated by Jeremy Pain for Vice-President. There were no other nominations. ELECTION, VICE-PRESIDENT

On a motion by Pain, seconded by Underwood and passed unanimously, the Acting District Clerk was requested to cast one ballot for the unanimous election of Larry Smith as Vice-President for the 2020-2021 school year.

Larry Smith was unanimously elected Vice-President.

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

President Pain assumed the chair.

As recommended by the Superintendent, the following appointments and designations for the 2020-2021 school APPOINTMENTS AND DESIGNATIONS

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year were unanimously approved on a motion by Covington, seconded by Underwood and passed unanimously.

Superintendent	Annette D. Hammond
District Clerk	Jarrin Hayen
District Treasurer	Dorothy Iannello
Deputy Treasurer	Cindy Ketchum
Purchasing Agent	Superintendent
Alternate Purchasing Agent	Dorothy Iannello
Asst. Purchasing Agent	Principal
K-12 Petty Cash Fund \$100	District Treasurer
School Meals Petty Cash Fund \$50	Susan Sebeck
School Attorney	Hogan, Sarzynski, Lynch, Dewind & Gregory, LLP
Compliance Officer for Title IX/I	Heather Wilcox
Sexual Harassment Complaint	Superintendent
Officer	
Homeless Liaison	Annette D. Hammond
Pesticide Application Coordinator	Alan Digsby
Funds Depository	Community Bank, JP Morgan-Chase
HIPAA Privacy Officer	Dorothy Iannello
School Tax Collector	Dorothy Iannello
Authorized Credit Card	Visa/Community Bank
Attendance Clerk	Front Desk Position
Independent Auditor	D'Arcangelo & Co.
Internal Claims Auditor	Tom Connell
Payroll Certification	Superintendent
DASA Coordinator	Clara Tanner, Lisa Ruland
BOE Regular Meeting Nights	See attached
Newspapers	(Norwich) Evening Sun & (Oneonta) Daily Star
Legislative Liaison	BOE Vice President
Bonding \$1,000,000	District Treasurer, Deputy Treasurer
Student Accounts Central Treasurer	Cindy Ketchum
*Mileage Rate	Current IRS standard rate (.575)*
Budget Transfers up to \$10,000	Superintendent
Student Suspensions	Heather Wilcox
*Tutoring Stipend	\$25.54 per hour*
*Teaching Substitutes	Certified- \$95/day* Uncertified-\$90/day* Retired from GMU- \$115/day*



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\*Fully Certified Long Term Teacher: \$150/day  
\*Non-Certified Long Term Teacher: \$125/day  
Substitute Support Staff Minimum Wage  
\*Substitute Secretary, Long-Term (Over 10 days)  
\$12.500/hour\*  
Substitute Health Aide with Certification \$90.00/day  
Substitute Registered Nurse \$17.00/hour  
Substitute Bus Driver \$25.00/run  
Substitute Cleaner Rate \$11.80/hour thru 12/31/20  
\$12.50/hour effective 1/1/21  
Summer Instructional Pay \$76.60/half day  
Election Officials' Stipend \$100.00/day  
Records Management Officer Jarrin Hayen  
Hearing Officer BOE President  
Audit Committee Board Members  
Financial Advisor Fiscal Advisors and Marketing, Inc.  
Bond Council Orrick, Herrington & Sutcliffe, LLP  
Title IX/Section 504 Heather Wilcox  
Compliance Officer  
Human Rights Officer Superintendent  
Internal Claims Auditor \$15.75/hour  
MOH Workers' Compensation Annette D. Hammond,  
Board Representatives Dorothy Iannello

Designation of DCMO BOCES to act as the Advisory  
Council for GMU Career and Technical Education 2020-  
2021.

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

**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  
authorize the Superintendent of Schools to enter into  
contracts for services on behalf of the Gilbertsville-Mt.  
Upton Central School District.

**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-Mt. 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 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.

**Annual appointments and designation of the reorganizational meeting were concluded at this point and business of the Regular Meeting was taken up.**

The Superintendent and Principal provided the following Positive Highlights:

#### POSITIVE HIGHLIGHTS

-Graduation was held outside and was a very personal, intimate and well received ceremony. We are very grateful to have had it in person.

-A letter went out to the community about school for next year. It was overwhelmingly appreciative to receive some type of information.

-We are now open to groups of 50. Prom will be on July 25<sup>th</sup> at a location to be determined.



07/07/2020

-The retirement parade was well received. It honored Bernie Delaney and Carol Angelone. The teachers has a great time and the retirees were very thankful.

No topics were raised from the floor.

PUBLIC COMMENT

District Clerk, Jarrin Hayen informed the board of the Carl D. Perkins IV Grant through DCMO BOCES.

INFORMATION FOR MEMBERS

District Clerk, Jarrin Hayen informed the board about an upcoming School Boards Institute Governance and Finance training workshop through CASSC.

Superintendent Hammond informed the board of an anticipated English position opening. She also informed them that Greg Duvall, PE teacher, resigned to take a position at Sherburne-Earlville, his home district. Both will be missed.

The board discussed the time of the August board meeting. The board was in consent for 7:30 a.m.

BOARD DISCUSSION

Minutes from the 17 June 2020 meeting were unanimously approved on a motion by Covington, seconded by Underwood. For the motion four, opposed none. Motion carried.

MINUTES

The proposed 7 July 2020 Regular Consent Agenda was unanimously adopted as amended on a motion by Smith, seconded by Covington. For the motion four, opposed none. Motion carried.

AGENDA

Board Member Underwood made the motion, seconded by Board Member Smith, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 7 July 2020 CSE/CPSE Consent Agenda. The meeting dates include June 24, 2020. For the motion four, opposed none. Motion carried.

CSE/CPSE CONSENT AGENDA

Board Member Smith made the motion, seconded by Board Member Covington, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 7 July 2020, Financial Consent Agenda. For the motion four, opposed none. Motion carried.

FINANCIAL CONSENT AGENDA

### **Financial Reports**

To accept the financial reports for June 2020.

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### **Milk Bid**

To accept the bid of the following company to supply milk products for the 2020-2021 school year: Bimbo Bakeries USA.

Board Member Underwood made the motion, seconded by Board Member Covington, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 7 July 2020, Personnel Consent Agenda as amended. For the motion four, opposed none. Motion carried.

PERSONNEL CONSENT  
AGENDA

### **Resignation**

To accept the resignation of Gregory DuVall as Elementary Physical Education teacher, effective end of day, August 31, 2020.

### **Retirement**

To accept the resignation of Joseph Zaczek as Director of Transportation, effective January 4, 2021.

### **Secondary Math 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 Upton the recommendation of the Superintendent of Schools, hereby appoints Katherine Izzo tenure to the position of Mathematics Teacher tenure area. The board hereby makes this appointment effective 01 September 2020.

### **Reading/Literacy Teacher Tenure Appointment**

RESOLVED, that the Board of Education of the Gilbertsville-Mount Upton CSD, pursuant to the Education Law and Part 30.3 of the Rules of the Board of Regents and Upton the recommendation of the Superintendent of Schools, hereby appoints Lauren Weidman tenure to the position of Reading/Literacy Teacher tenure area. The board hereby makes this appointment effective 01 September 2020.

### **Leave of Absence**

To approve a one year leave of absence for the 2020-2021 school year as 7-12 Mathematics teacher for Cierra Stafford.

### **7-12 Special Education Teacher**

To appoint Cierra Stafford as a 7-12 Special Education teacher for the 2020-2021 school year, effective September 1, 2020.



07/07/2020

### **Substitutes**

To appoint the following **certified** substitutes for the 2020-2021 school year:

Janice Johnson, Barbara Lilley, Scot Lueck, Denise Marshall and Lynne Ohl.

To appoint the following **non-certified** substitutes for the 2020-2021 school year:

Mychele Cotton, Carrie D'Amato, Meredith Hammond, Janie Hunt, Vicky Kemmerer, Tyler Lindsley, Felicia Musson, Stacey Pankiewicz, Elaina Palada, Michael Pope and Andrea Skolnick.

To appoint Phyllis Inman as substitute nurse (RN), substitute classroom teacher and substitute aide for the 2020-2021 school year.

### **Annual Positions/Advisors**

<b>Class of 2021 (Seniors)</b>	Raquel Norton
<b>Class of 2022 (Juniors)</b>	Katie Woods
<b>Class of 2023 (Sophomores)</b>	Teresa Titus
<b>Class of 2024 (Freshman)</b>	Shania Speenburgh
<b>Class of 2025 (8<sup>TH</sup> GRADE)</b>	Lisa Ruland
<b>Class of 2026 (7<sup>TH</sup> GRADE)</b>	Clara Tanner
<b>7-8 STUDENT COUNCIL</b>	Kaitlyn Woods
<b>9-12 STUDENT COUNCIL</b>	TBD
<b>NATIONAL HONOR SOCIETY</b>	Cierra Stafford
<b>YEARBOOK</b>	Mark Seigers
<b>MOCK TRIAL</b>	Raquel Norton
<b>SADD</b>	Katie Izzo & Maria Sakoulas
<b>MARCHING BAND, JAZZ BAND, PIT DIRECTOR</b>	William Gilchrest
<b>COLOR GUARD</b>	Anne Monaco

<b>DRAMA CLUB</b>	Jennifer McDowall
<b>MUSICAL DIRECTOR</b>	Winnie Sortman
<b>JUNIOR MUSICAL DIRECTOR (Grades 4-7)</b>	Anne Monaco
<b>EXTRA CHORAL</b>	Deanna Perkosky
<b>Assistant Director/Choreographer</b>	Anne Monaco
<b>SKI CLUB</b>	Maria Sakoulas
<b>LANGUAGE CLUB</b>	Maria Sakoulas
<b>LEADERSHIP CLUB (FORMER NJHS)</b>	Danielle Rhone
<b>ELEMENTARY STUDENT COUNCIL (Grades 4-6)</b>	Alicia Cummings
<b>SAFETY PARTOL</b>	Shawna DiGiorgi
<b>LITERACY INSTRUCTIONAL LEADER</b>	Lauren Weidman
<b>ATHLETIC CO- DIRECTOR</b>	Greg Bonczkowski & Cierra Stafford
<b>AUDITORIUM COORDINATOR</b>	Tyler Lindsley
<b>ROCKIN' RAIDERS CO- COORDINATOR</b>	Tyler Lindsley & Teresa Titus
<b>RTI COORDINATOR</b>	Cierra Stafford
<b>KINDERGARTEN BRIDGING STAFF</b>	Lauren Weidman, Jill O'Hara, Mary Hankey, Elisa Heggenstaller, Jaime Sherwood, Lisa Ruland, Amy Hoyt



<b>PRE-K MEET &amp; GREET STAFF</b>	Amanda Musson
<b>CSE Chair</b>	Heather Wilcox
<b>CSE CO-CHAIR</b>	Cierra Stafford
<b>CLAY RAIDERS (Trapshooting Club)</b>	Larisa Waghorn & Jim Butler
<b>ACADEMIC TEAM</b>	Danielle Rhone
<b>GRADUATION COORDINATOR</b>	Heather Wilcox
<b>TESTING COORDINATOR</b>	Heather Wilcox
<b>CFES COORDINATOR</b>	Heather Wilcox
<b>WOMEN FOR A CHANGE</b>	TBD
<b>GAY STRAIGHT ALLIANCE</b>	Ashley Hughes

**Abolishment of Position**

To approve the abolishment of a .5 Art teacher due to budgetary constraints, effective end of day June 30, 2020.

**Cafeteria Substitute**

To approve Mark Sebeck as a substitute kitchen employee, beginning July 1, 2020 for our summer meals program.

Board Member Covington made the motion, seconded by Board Member Smith, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 07 July 2020 New Items Consent Agenda. For the motion four, opposed none. Motion carried.

NEW ITEMS CONSENT  
AGENDA

**Contract for Consulting Services**

To approve the Contract for Consulting Services with Gilbertsville-Mt. Upton CSD and Tanya Schnabl for the 2020-2021 school year.

**Non-Resident Students**

To approve the following non-resident students for the 2020-2021 school year:  
Brackon Banks- grade 10, Kyle Meyers- grade 12,

07/07/2020

Nicole Meyers- grade 11, Skyler Norton- grade 12, Peyton Norton- grade 6, Megan Perrine- grade 10, Lillian Perrine- grade 7, Wilbur Barnes- grade 1, Tristan Fairbairn- grade 5, Tenley Fairbairn- grade 2, Connor Eberly- grade 10, Maya Eberly- grade 7, Eliza Trass- grade K, & Miranda Carrabba- grade 11.

**BOCES Classroom Rental Agreement**

To approve the BOCES Classroom Rental Agreement for one classroom for the 2020-2021 school year.

**Data Protection Officer**

To approve Eric Voorhees as the Data Protection Officer for the 2020-2021 school year.

**Eastern Managed Print Network Lease Agreement**

To approve the lease agreement with Eastern Managed Print Network and USbank for copiers, effective June 25, 2020.

No topics raised from the floor.

PUBLIC COMMENT

The meeting adjourned at 7:45 a.m. on a motion by Underwood, seconded by Covington, and passed unanimously.

ADJOURNMENT



# Gilbertsville-Mount Upton Central School Board of Education

## Regular Meeting

30 July 2020

Board Room D131/Zoom

Members present at the start of the meeting were President, Jeremy Pain, Vice-President, Larry Smith, Sean Barrows, Hillary Giuda-Philpott, Brian Underwood, Jed Barnes and Cole Covington.

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

The meeting was called to order at 7:30 A.M. by President ORDER  
Pain.

Superintendent Annette D. Hammond reviewed the re- REPORTS  
opening plan with the Board of Education

The proposed 30 July 2020 Regular Agenda was AGENDA  
unanimously adopted as amended on a motion by Smith,  
seconded by Barnes. For the motion six, opposed none.  
Motion carried.

No topics raised from the floor. PUBLIC COMMENT

The meeting adjourned at 8:34 a.m. on a motion by ADJOURNMENT  
Barrows, seconded by Underwood, and passed  
unanimously.

**Gilbertsville-Mt. Upton Board of Education  
Regular Meeting  
Wednesday, August 19, 2020**

**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 Report (encl F1)**

To approve the revised Monthly Treasurer's Report from June 2020.

**Financial Reports (encl F2)**

To accept the financial reports for July 2020.

**Tax Warrant (encl F3)**

To approve the proposed tax warrant for the 2020-2021 school year.

**School Meals (encl F4)**

To approve the School Meal and Snack Pricing for the 2020-2021 school year:

Breakfast Pre-K -12	\$1.55
Lunch Pre-K – 6	\$2.25
Lunch 7-12	\$2.40
Milk	\$.55
Adult Breakfast	\$2.75
Adult Lunch	\$4.50
Snacks	\$1.00



**Gilbertsville-Mount Upton Central School District**  
**Community Bank and JP Morgan Chase Bank Accounts**  
**Monthly Treasurer's Report**  
**June 1, 2020 through June 30, 2020**

Revised

Cash Activity	General Community Interest	Cafeteria Community Interest	T & A Community Interest	Payroll Community Interest	Federal Community Interest	Student Community Interest	General MMA Chase Interest	Capital Res Chase Interest	Debt Res Chase Interest	EBALR Res Chase Interest	ERS Res Chase Interest	Unemploy- ment-Chase Interest	Liability Res Chase Interest	Capi.Savings/Ckg Chase Interest
<u>Beginning Bal.</u>	\$ 15,366.71	\$ 2,018.33	\$ 30,159.43	\$ 611.34	\$ 12,218.18	\$ 65,885.87	\$ 2,640,033.32	\$ 678,069.45	\$ 218,948.30	\$ 773,364.24	\$ 276,354.07	\$ 100,615.49	\$ 366,327.27	\$ 36,094.31
<u>Cash Receipts</u>	\$ 2,692,402.42	\$ 88,053.95	\$ 833,355.05	\$ 568,826.86	\$ 87,290.23	\$ 2,055.13	\$ 448,984.01	\$ 75,005.51	\$ 1.77	\$ 6.04	\$ 20,002.02	\$ 15,000.82	\$ 2.97	\$ 0.29
<u>Other Adjust.</u>								\$ 10,000.00			\$ 25,000.00	\$ 5,000.00		
<u>TOTAL BEG BAL &amp; CR</u>	\$ 2,707,769.13	\$ 90,072.28	\$ 863,514.48	\$ 569,438.20	\$ 99,508.41	\$ 67,941.00	\$ 3,089,017.33	\$ 763,074.96	\$ 218,950.07	\$ 773,370.28	\$ 321,356.09	\$ 115,616.31	\$ 366,330.24	\$ 36,094.60
<u>Cash Disburse.</u>	\$ 2,564,237.53	\$ 35,658.26	\$ 830,649.49	\$ 568,825.92	\$ 89,335.68	\$ 8,553.60	\$ 2,560,000.00			\$ 59,500.00	\$ 59,000.00			
<u>Other Adjust.</u>							\$ 40,000.00							
<u>TOTAL CD &amp; ADJ</u>	\$ 2,564,237.53	\$ 35,658.26	\$ 830,649.49	\$ 568,825.92	\$ 89,335.68	\$ 8,553.60	\$ 2,600,000.00	\$ -	\$ -	\$ 59,500.00	\$ 59,000.00	\$ -	\$ -	\$ -
<u>Cash Balance End of Month</u>	\$ 143,531.60	\$ 54,414.02	\$ 32,864.99	\$ 612.28	\$ 10,172.73	\$ 59,387.40	\$ 489,017.33	\$ 763,074.96	\$ 218,950.07	\$ 713,870.28	\$ 262,356.09	\$ 120,616.31	\$ 366,330.24	\$ 36,094.60

Reconciliation W/Bank Records	General Community	Cafeteria Community	T & A Community	Payroll Community	Federal Community	Student Community	General MMA Chase	Capital Res Chase	Debt Res Chase	EBALR Chase	ERS Res Chase	Unemploy- ment-Chase	Liability Res Chase	Cap Savings/Ckg Chase
<u>Balance Per Bank</u>	\$ 262,370.49	\$ 62,531.25	\$ 24,367.86	\$ 7,187.70	\$ 26,636.89	\$ 59,947.40	\$ 529,017.33	\$ 753,074.96	\$ 218,950.07	\$ 713,870.28	\$ 237,356.09	\$ 115,616.31	\$ 366,330.24	\$ 36,094.60
<u>Bank Error Outstanding Checks</u>	\$ 118,838.89	\$ 8,117.23	\$ 6,367.03	\$ 6,575.42	\$ 1,600.00	\$ 560.00								
<u>Other Adjust.</u>			\$ 14,864.16		\$ 14,864.16		\$ 40,000.00	\$ 10,000.00			\$ 25,000.00	\$ 5,000.00		
<u>Available Cash Balance</u>	\$ 143,531.60	\$ 54,414.02	\$ 32,864.99	\$ 612.28	\$ 10,172.73	\$ 59,387.40	\$ 489,017.33	\$ 763,074.96	\$ 218,950.07	\$ 713,870.28	\$ 262,356.09	\$ 120,616.31	\$ 366,330.24	\$ 36,094.60

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 July 7, 2020

  
DOROTHY L. IANNELLO, DISTRICT TREASURER

JARRIN HAYEN, CLERK OF THE BOARD OF EDUCATION

# Gilbertsville-Mt. Upton CSD

Revenue Status Report From 7/1/2020 To 7/31/2020



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>A 1001</u>	REAL PROPERTY TAXES	2,138,050.00	0.00	2,138,050.00	0.00	2,138,050.00
<u>A 1085</u>	STAR TAX REIMBURSEMENT	400,000.00	0.00	400,000.00	0.00	400,000.00
<u>A 1090</u>	INTEREST AND PENALTY ON TAXES	13,500.00	0.00	13,500.00	0.00	13,500.00
<u>A 2401</u>	INTEREST AND EARNINGS	325.00	0.00	325.00	4.36	320.64
<u>A 2401.PR</u>	INTEREST PAYROLL ACCOUNT	3.00	0.00	3.00	0.00	3.00
<u>A 2402</u>	INTEREST EARNINGS-CAPITAL RESERVE	325.00	0.00	325.00	6.37	318.63
<u>A 2403</u>	INTEREST EARNINGS-LIABILITY RESERVE	100.00	0.00	100.00	3.07	96.93
<u>A 2404</u>	INTEREST EARNINGS-EBALR RESERVE	102.00	0.00	102.00	5.98	96.02
<u>A 2405</u>	INTEREST EARNINGS-ERS RESERVES	100.00	0.00	100.00	2.14	97.86
<u>A 2406</u>	INTEREST EARNINGS-UNEMPLOYMENT RES	45.00	0.00	45.00	1.00	44.00
<u>A 2413</u>	BOCES ROOM RENTAL	12,000.00	0.00	12,000.00	0.00	12,000.00
<u>A 2666</u>	SALE OF TRANS EQUIP-BUSES	12,500.00	0.00	12,500.00	0.00	12,500.00
<u>A 2701</u>	BOCES REFUND PRIOR YRS EXP	55,000.00	0.00	55,000.00	0.00	55,000.00
<u>A 2770</u>	OTHER UNCLASSIFIED REVENUES	23,500.00	0.00	23,500.00	7,434.00	16,066.00
<u>A 3101</u>	BASIC AID GENERAL	4,047,743.00	0.00	4,047,743.00	0.00	4,047,743.00
<u>A 3101.1</u>	Building Aid	1,107,320.00	0.00	1,107,320.00	0.00	1,107,320.00
<u>A 3101.A</u>	EXCESS COST AID	672,057.00	0.00	672,057.00	0.00	672,057.00
<u>A 3102</u>	LOTTERY AID	464,400.00	0.00	464,400.00	0.00	464,400.00
<u>A 3102..1</u>	LOTTERY GRANT AID	272,000.00	0.00	272,000.00	0.00	272,000.00
<u>A 3103</u>	BOCES AID	548,211.00	0.00	548,211.00	0.00	548,211.00
<u>A 3260</u>	TEXTBOOK AID	24,275.00	0.00	24,275.00	0.00	24,275.00
<u>A 3262</u>	SOFTWARE AID	5,862.00	0.00	5,862.00	0.00	5,862.00
<u>A 3263</u>	LIBRARY A/V AID	2,237.00	0.00	2,237.00	0.00	2,237.00
<u>A 4601</u>	MEDICAID	17,500.00	0.00	17,500.00	1,312.92	16,187.08
<b>A Totals:</b>		<b>9,817,155.00</b>	<b>0.00</b>	<b>9,817,155.00</b>	<b>8,769.84</b>	<b>9,808,385.16</b>
<u>C 1440</u>	SALE OF REIMBURSABLE MEALS	34,000.00	0.00	34,000.00	0.00	34,000.00
<u>C 1445</u>	OTHER CAFETERIA SALES	22,500.00	0.00	22,500.00	0.00	22,500.00
<u>C 2401</u>	INTEREST AND EARNINGS	50.00	0.00	50.00	0.46	49.54
<u>C 2701</u>	REFUND OF PRIOR YEARS EXPENDITURES	200.00	0.00	200.00	0.00	200.00
<u>C 2770</u>	MISC REVENUE FROM LOCAL SOURCES	2,500.00	0.00	2,500.00	0.00	2,500.00
<u>C 2772</u>	Catering - Internal	5,000.00	0.00	5,000.00	0.00	5,000.00
<u>C 3190</u>	STATE REIMB.-BREAKFAST	3,500.00	0.00	3,500.00	0.00	3,500.00



## Gilbertsville-Mt. Upton CSD

Revenue Status Report From 7/1/2020 To 7/31/2020



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	45,000.00	0.00	45,000.00	0.00	45,000.00
<u>C 4190.01</u>	FEDERAL REIMB.-LUNCH	95,000.00	0.00	95,000.00	0.00	95,000.00
<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	25,000.00	0.00	25,000.00	0.00	25,000.00
<b>C Totals:</b>		<b>255,335.00</b>	<b>0.00</b>	<b>255,335.00</b>	<b>0.46</b>	<b>255,334.54</b>
<u>F 2401</u>	INTEREST	0.00	0.00	0.00	0.32	-0.32
<u>F 4121.20</u>	2019-20 Title I	18,494.03	0.00	18,494.03	0.00	18,494.03
<u>F 4121.21</u>	20-21 Title I	128,766.00	0.00	128,766.00	0.00	128,766.00
<u>F 4142.21</u>	20-21 Title IIA	15,827.00	0.00	15,827.00	0.00	15,827.00
<u>F 4143.21</u>	20-21 Title IV	10,000.00	0.00	10,000.00	0.00	10,000.00
<u>F 4242.21</u>	20-21 IDEA Section 611	101,242.00	0.00	101,242.00	0.00	101,242.00
<u>F 4243.21</u>	20-21 IDEA Section 619	197.00	0.00	197.00	0.00	197.00
<u>F 6120</u>	2019-20 REAP	2,769.00	0.00	2,769.00	0.00	2,769.00
<b>F Totals:</b>		<b>277,295.03</b>	<b>0.00</b>	<b>277,295.03</b>	<b>0.32</b>	<b>277,294.71</b>
<u>H 2401</u>	INTEREST EARNED	0.00	0.00	0.00	0.30	-0.30
<b>H Totals:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.30</b>	<b>-0.30</b>
<u>V 2401</u>	INTEREST EARNED	0.00	0.00	0.00	1.83	-1.83
<b>V Totals:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.83</b>	<b>-1.83</b>
<b>Grand Totals:</b>		<b>10,349,785.03</b>	<b>0.00</b>	<b>10,349,785.03</b>	<b>8,772.75</b>	<b>10,341,012.28</b>

# Gilbertsville-Mt. Upton CSD

## Appropriation Status Detail Report By Function From 7/1/2020 To 7/31/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1010.400</u>	BOE - CONTRACTUAL	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
<u>A 1010.450</u>	BOE - SUPPLIES	250.00	0.00	250.00	0.00	54.50	195.50
<u>A 1040.400</u>	CONF/ELECTION OFFICIALS	750.00	0.00	750.00	0.00	0.00	750.00
<u>A 1040.450</u>	BOARD CLERK-SUPPLIES	150.00	0.00	150.00	0.00	0.00	150.00
<u>A 1060.400</u>	LEGAL ADVERTISING	2,500.00	0.00	2,500.00	17.78	2,482.22	0.00
<u>A 1240.150</u>	SUPERINTENDENT-SALARY	137,300.00	0.00	137,300.00	13,262.60	0.00	124,037.40
<u>A 1240.160</u>	SUPERINTENDENT SECRETARY	40,000.00	0.00	40,000.00	3,846.15	0.00	36,153.85
<u>A 1240.400</u>	DO - CONTRACTUAL	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 1240.450</u>	DO - SUPPLIES	1,000.00	0.00	1,000.00	288.60	203.55	507.85
<u>A 1310.160</u>	BO - NON INSTRUCTIONAL	91,058.00	0.00	91,058.00	9,872.98	0.00	81,185.02
<u>A 1310.400</u>	BO - CONTRACTUAL	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 1310.450</u>	SUPPLIES	0.00	82.95	82.95	62.95	18.70	1.30
<u>A 1310.490</u>	BOCES-PAYROLL SERVICE	80,702.00	0.00	80,702.00	0.00	0.00	80,702.00
<u>A 1320.400</u>	AUDITOR SERVICES	17,500.00	0.00	17,500.00	8,500.00	8,500.00	500.00
<u>A 1325.160</u>	INTERNAL CLAIMS AUD	1,000.00	0.00	1,000.00	52.50	0.00	947.50
<u>A 1325.400</u>	TREAS - CONTRACTUAL	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 1325.450</u>	TREAS - SUPPLIES	480.00	-62.95	417.05	0.00	0.00	417.05
<u>A 1330.160</u>	TAX COLLECTOR-SALARY	3,000.00	0.00	3,000.00	240.38	0.00	2,759.62
<u>A 1330.400</u>	TAX COLLECTOR-NOTICES	3,200.00	0.00	3,200.00	0.00	0.00	3,200.00
<u>A 1345.490</u>	BOCES - COOP BID	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
<u>A 1420.400</u>	LEGAL SERVICES	15,000.00	0.00	15,000.00	0.00	10,000.00	5,000.00
<u>A 1430.400</u>	ADVERTISING-PERSONNEL	2,500.00	0.00	2,500.00	0.00	2,500.00	0.00
<u>A 1430.400-01</u>	PERSONNEL-FINGER PRINTING	520.00	0.00	520.00	0.00	0.00	520.00
<u>A 1430.490</u>	BOCES-REC/WC/EPA	31,810.00	0.00	31,810.00	0.00	0.00	31,810.00
<u>A 1460.400</u>	RECORDS MANAGEMENT	546.00	0.00	546.00	0.00	0.00	546.00
<u>A 1460.490</u>	BOCES-RECORD MANAGEMENT	11,350.00	0.00	11,350.00	0.00	0.00	11,350.00
<u>A 1480.490</u>	BOCES - SAFETY	49,500.00	0.00	49,500.00	0.00	0.00	49,500.00
<u>A 1620.160</u>	BLDG MAINT MECHANIC-SALARY	71,445.00	0.00	71,445.00	6,737.35	0.00	64,707.65
<u>A 1620.200</u>	MAINT-EQUIPMENT	10,000.00	525.00	10,525.00	525.00	0.00	10,000.00
<u>A 1620.400</u>	MAINT-CONTRACTUAL	24,500.00	6,000.00	30,500.00	250.00	6,410.00	23,840.00
<u>A 1620.400-05</u>	MAINT-RUGS/MOPS	2,200.00	0.00	2,200.00	0.00	0.00	2,200.00
<u>A 1620.421</u>	MAINT-FUEL OIL	73,705.00	-65.41	73,639.59	0.00	0.00	73,639.59
<u>A 1620.422</u>	MAINT-PROPANE	200.00	0.00	200.00	0.00	0.00	200.00



# Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2020 To 7/31/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1620.425</u>	MAINT-ELECTRIC	75,000.00	0.00	75,000.00	0.00	50,000.00	25,000.00
<u>A 1620.427</u>	MAINT-CLAY/MATERIAL/CRACK	750.00	0.00	750.00	0.00	0.00	750.00
<u>A 1620.428</u>	MAINT-PARTS EQP'T.	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 1620.431</u>	MAINT-TELEPHONE	4,500.00	65.41	4,565.41	868.15	3,697.26	0.00
<u>A 1620.450</u>	MAINT-SUPPLIES	26,000.00	813.60	26,813.60	705.12	1,800.00	24,308.48
<u>A 1620.450-01</u>	MAINT-SUPPLIES/STAFF/ADVISOR PURCHASES	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 1620.470</u>	MAINT-COPIER	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 1620.471</u>	MAINT-SEPTIC	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00
<u>A 1620.471-01</u>	MAINT-EXTERMINATOR	1,500.00	0.00	1,500.00	0.00	1,000.00	500.00
<u>A 1620.472</u>	MAINT-FIRE EXTING	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 1620.474</u>	MAINT-GARBAGE	4,950.00	0.00	4,950.00	160.00	1,940.00	2,850.00
<u>A 1620.474-01</u>	MAINT-HAZARD WASTE DISP	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 1620.475</u>	MAINT-PORT A FACILITIES	1,800.00	0.00	1,800.00	0.00	1,800.00	0.00
<u>A 1621.160</u>	MAINT-SALARIES	142,560.00	0.00	142,560.00	13,371.67	0.00	129,188.33
<u>A 1621.160-21</u>	MAINT-SUMMER HELP	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00
<u>A 1621.160-22</u>	MAINT-OVERTIME	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 1621.160-LO-NG</u>	NON-INSTRUCTIONAL-LONGEVITY	1,600.00	0.00	1,600.00	0.00	0.00	1,600.00
<u>A 1621.400-01</u>	MAINT-HVAC	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 1621.400-02</u>	MAINT-TEL.REPAIRS	2,600.00	0.00	2,600.00	0.00	0.00	2,600.00
<u>A 1621.400-03</u>	MAINT-BOILER/MAINTENANCE	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
<u>A 1621.400-04</u>	MAINT-WATER SYSTEM	3,000.00	0.00	3,000.00	58.43	1,441.57	1,500.00
<u>A 1621.400-06</u>	MAINT-HARDWARE REPAIRS	1,150.00	0.00	1,150.00	0.00	0.00	1,150.00
<u>A 1621.400-07</u>	MAINT-MECH./ELECTRICAL REPAIR	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
<u>A 1621.400-08</u>	MAINT-ROOF SCAN/GYM FLOOR	6,500.00	0.00	6,500.00	0.00	0.00	6,500.00
<u>A 1621.400-09</u>	MAINT-ROOF MAINT.	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 1621.400-10</u>	MAINT-CLOCK MAINT.& REPAIR	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 1621.423</u>	MAINT-BUILDING COND SURVEY-PROJECT INCIDENTALS	12,500.00	0.00	12,500.00	0.00	0.00	12,500.00
<u>A 1621.429</u>	MAINT-TURF MAINT.	4,350.00	0.00	4,350.00	0.00	2,500.00	1,850.00
<u>A 1621.450</u>	MAINT-FIELD PAINTS	2,300.00	0.00	2,300.00	0.00	0.00	2,300.00
<u>A 1621.450-01</u>	MAINT-BASEBALL INFIELD DIRT	1,600.00	0.00	1,600.00	0.00	0.00	1,600.00
<u>A 1621.450-02</u>	MAINT-TOP DRESSING	3,500.00	9,750.00	13,250.00	0.00	9,750.00	3,500.00
<u>A 1670.450</u>	POSTAGE/PAPER/PC	24,155.00	0.00	24,155.00	2,500.00	3,500.00	18,155.00

# Gilbertsville-Mt. Upton CSD

## Appropriation Status Detail Report By Function From 7/1/2020 To 7/31/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1670.490</u>	BOCES-PRINTING/Q-COPY	50,145.00	0.00	50,145.00	0.00	0.00	50,145.00
<u>A 1680.490</u>	BOCES-Central Data Processing	60,895.00	0.00	60,895.00	0.00	0.00	60,895.00
<u>A 1910.400</u>	INSURANCE-DISTRICT LIABILITY	50,745.00	0.00	50,745.00	39,086.00	0.00	11,659.00
<u>A 1964.400</u>	REFUND-PROPERTY TAXES	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 1981.490</u>	BOCES-ADM CHARGES/CAPITAL EXP	210,500.00	0.00	210,500.00	0.00	0.00	210,500.00
<u>A 2010.150</u>	CURRICULUM DEVELOPMENT- STIPENDS	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 2020.150-01</u>	PRINCIPAL-SALARY PRE-K-12	90,000.00	0.00	90,000.00	8,155.40	0.00	81,844.60
<u>A 2020.160</u>	SECRETARIES-HS/ELEM-SALARY	27,500.00	0.00	27,500.00	2,445.38	0.00	25,054.62
<u>A 2020.160-01</u>	SUB CALLING	1,591.00	0.00	1,591.00	0.00	0.00	1,591.00
<u>A 2020.160-LO-NG</u>	NON-INSTRUCTIONAL-LONGEVITY	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 2020.400</u>	MAIN OFFICE CONTRACTUAL	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 2020.450</u>	MAIN OFFICE SUPPLIES	1,500.00	0.00	1,500.00	0.00	42.34	1,457.66
<u>A 2020.450-00-1</u>	MAIN OFFICE BRIDGING SUPPLIES	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2020.451-02</u>	MAIN OFFICE GRADUATION SUPPLIES	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 2020.490</u>	BOCES-STAFF DEVELOPMENT	28,250.00	0.00	28,250.00	0.00	0.00	28,250.00
<u>A 2110.120</u>	SALARIES/K-6	766,600.00	0.00	766,600.00	0.00	0.00	766,600.00
<u>A 2110.120-01</u>	SALARIES-BRIDGING	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 2110.120-02</u>	SALARIES- SUMMER PROGRAM	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
<u>A 2110.130</u>	SALARIES/7-12	642,500.00	0.00	642,500.00	0.00	0.00	642,500.00
<u>A 2110.130-12</u>	SALARIES-TUTORING	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 2110.130-CS</u>	SALARIES-STEAM SALARY	44,828.00	0.00	44,828.00	0.00	0.00	44,828.00
<u>A 2110.140</u>	SALARIES-SUB TEACHERS	39,250.00	0.00	39,250.00	0.00	0.00	39,250.00
<u>A 2110.160</u>	SALARIES-AIDES	132,350.00	0.00	132,350.00	0.00	0.00	132,350.00
<u>A 2110.160-01</u>	SALARIES-SUB CLERICAL	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
<u>A 2110.160-LO-NG</u>	NON-INSTRUCTIONAL-LONGEVITY	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 2110.200</u>	EQUIPMENT-PREK-12 BUILDING	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
<u>A 2110.200-06-S</u>	STEM Equipment	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 2110.200-10</u>	EQUIPMENT-HS PE	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 2110.220-08</u>	EQUIPMENT-MUSIC	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 2110.400-10</u>	CONTRACTUAL - ELEM MUSIC	5,950.00	1,259.00	7,209.00	0.00	4,199.00	3,010.00
<u>A 2110.400-11</u>	CONTRACTUAL - PREK-12 BLDG.	16,307.00	0.00	16,307.00	641.80	1,331.00	14,334.20
<u>A 2110.401-06-S</u>	STEM - CONTRACTUAL	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 2110.401-07</u>	CONTRACTUAL - HOME & CAREERS	500.00	0.00	500.00	0.00	0.00	500.00



# Gilbertsville-Mt. Upton CSD

## Appropriation Status Detail Report By Function From 7/1/2020 To 7/31/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2110.401-08</u>	CONTRACTUAL - HS MUSIC/BAND	5,358.00	24.72	5,382.72	791.50	2,165.82	2,425.40
<u>A 2110.401-09</u>	CONTRACTUAL - HS TECHNOLOGY	1,500.00	0.00	1,500.00	0.00	1,450.00	50.00
<u>A 2110.401-12</u>	CONTRACTUAL - HS SCIENCE	691.00	0.00	691.00	0.00	0.00	691.00
<u>A 2110.450</u>	SUPPLIES-K	745.00	121.94	866.94	121.94	30.53	714.47
<u>A 2110.450-01</u>	SUPPLIES-1ST GRADE	700.00	0.00	700.00	0.00	37.98	662.02
<u>A 2110.450-02</u>	SUPPLIES-2ND GRADE	650.00	75.00	725.00	134.97	585.32	4.71
<u>A 2110.450-03</u>	SUPPLIES-3RD GRADE	750.00	0.00	750.00	0.00	495.57	254.43
<u>A 2110.450-04</u>	SUPPLIES-4TH GRADE	660.00	0.00	660.00	0.00	0.00	660.00
<u>A 2110.450-05</u>	SUPPLIES-5TH GRADE	350.00	0.00	350.00	0.00	262.17	87.83
<u>A 2110.450-06</u>	SUPPLIES-6TH GRADE	500.00	175.00	675.00	0.00	670.51	4.49
<u>A 2110.450-08</u>	SUPPLIES-ELEM ART	1,150.00	75.00	1,225.00	208.03	998.76	18.21
<u>A 2110.450-09</u>	SUPPLIES-ELEM PE	650.00	0.00	650.00	0.00	65.22	584.78
<u>A 2110.450-1</u>	SUPPLIES-PREK-12 BLD	1,500.00	-670.00	830.00	0.00	136.98	693.02
<u>A 2110.450-10</u>	SUPPLIES-ELEM MUSIC	1,560.00	0.00	1,560.00	0.00	12.81	1,547.19
<u>A 2110.450-14</u>	SUPPLIES-ELEM COMPUTER LAB	100.00	0.00	100.00	0.00	0.00	100.00
<u>A 2110.450-19</u>	SUPPLIES-ELEM AGENDAS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 2110.450-20</u>	SUPPLIES-PRE-K	550.00	-464.20	85.80	0.00	0.00	85.80
<u>A 2110.450-21</u>	READING	200.00	0.00	200.00	0.00	106.68	93.32
<u>A 2110.451</u>	SUPPLIES- HS ENGLISH	300.00	0.00	300.00	0.00	226.84	73.16
<u>A 2110.451-01</u>	SUPPLIES- HS MATH	350.00	0.00	350.00	0.00	267.53	82.47
<u>A 2110.451-02</u>	SUPPLIES- HS SOCIAL STUDIES	100.00	539.20	639.20	0.00	615.14	24.06
<u>A 2110.451-03</u>	SUPPLIES- HS SCIENCE	2,500.00	250.00	2,750.00	0.00	2,749.44	0.56
<u>A 2110.451-04</u>	SUPPLIES - HS ART	650.00	0.00	650.00	0.00	42.40	607.60
<u>A 2110.451-05</u>	SUPPLIES - H.S. TECHNOLOGY	2,000.00	0.00	2,000.00	0.00	1,283.11	716.89
<u>A 2110.451-06</u>	SUPPLIES - H.S. BUSINESS	275.00	0.00	275.00	0.00	0.00	275.00
<u>A 2110.451-06-S</u>	STEM SUPPLIES	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 2110.451-08</u>	SUPPLIES - HS MUSIC	7,645.00	0.00	7,645.00	85.90	107.08	7,452.02
<u>A 2110.451-09</u>	SUPPLIES- HS LANGUAGE	100.00	0.00	100.00	0.00	22.42	77.58
<u>A 2110.451-10</u>	SUPPLIES - HS PHYS ED.	1,250.00	0.00	1,250.00	0.00	465.01	784.99
<u>A 2110.451-16</u>	SUPPLIES-H.S. HEALTH	100.00	0.00	100.00	0.00	0.00	100.00
<u>A 2110.471</u>	Tuition - Paid to Other Districts	16,000.00	0.00	16,000.00	0.00	0.00	16,000.00
<u>A 2110.480-1</u>	TEXTBOOKS-DISTRICTWIDE	19,500.00	0.00	19,500.00	0.00	2,812.93	16,687.07
<u>A 2110.480-1.-CS</u>	TEXTBOOKS FONTAS & PINNELL	0.00	5,404.65	5,404.65	1,233.70	3,941.10	229.85

# Gilbertsville-Mt. Upton CSD

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2110.490</u>	BOCES/REGULAR SCHOOL	210,048.00	0.00	210,048.00	0.00	0.00	210,048.00
<u>A 2250.150</u>	SPEC ED-SALARIES	395,270.00	0.00	395,270.00	0.00	0.00	395,270.00
<u>A 2250.160</u>	SPEC ED-SALARIES	169,350.00	0.00	169,350.00	0.00	0.00	169,350.00
<u>A 2250.400</u>	SPECIAL ED - CONTRACTUAL	6,000.00	0.00	6,000.00	0.00	900.00	5,100.00
<u>A 2250.400-05</u>	SPEC ED-TUITION	340,000.00	0.00	340,000.00	0.00	0.00	340,000.00
<u>A 2250.450</u>	SPEC ED-SUPPLIES ELEMENTARY	0.00	450.00	450.00	84.13	1,300.64	-934.77
<u>A 2250.450-05</u>	SPEC ED-CSE SUPPLIES	2,060.00	0.00	2,060.00	117.45	1,417.98	524.57
<u>A 2250.490</u>	BOCES-SPECIAL EDUCATION	567,489.00	0.00	567,489.00	0.00	0.00	567,489.00
<u>A 2280.490</u>	BOCES-OC ED	232,992.00	0.00	232,992.00	0.00	0.00	232,992.00
<u>A 2330.490</u>	BOCES - SUMMER SCHOOL	14,925.00	0.00	14,925.00	0.00	0.00	14,925.00
<u>A 2610.150</u>	LIBRARIAN-SALARY	60,965.00	0.00	60,965.00	0.00	0.00	60,965.00
<u>A 2610.160</u>	LIBRARY AIDES-SALARIES	15,600.00	0.00	15,600.00	0.00	0.00	15,600.00
<u>A 2610.450</u>	LIBRARY-SUPPLIES	500.00	0.00	500.00	0.00	45.23	454.77
<u>A 2610.460</u>	LIBRARY-BOOKS/PERIODICALS	9,230.00	0.00	9,230.00	0.00	0.00	9,230.00
<u>A 2610.490</u>	BOCES-MEDIA SERVICES	40,500.00	0.00	40,500.00	0.00	0.00	40,500.00
<u>A 2630.150-01</u>	COMPUTER-HS/STIPEND	64,455.00	0.00	64,455.00	6,197.60	0.00	58,257.40
<u>A 2630.220</u>	COMPUTER HARDWARE K-12	9,000.00	0.00	9,000.00	0.00	0.00	9,000.00
<u>A 2630.400</u>	COMPUTER-CONTRACTUAL	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
<u>A 2630.450</u>	COMPUTER-SUPPLIES	2,200.00	0.00	2,200.00	0.00	0.00	2,200.00
<u>A 2630.460</u>	COMPUTER-SOFTWARE K-12	11,612.00	0.00	11,612.00	0.00	2,450.00	9,162.00
<u>A 2630.490</u>	BOCES - COMPUTER SERVICES	60,000.00	0.00	60,000.00	0.00	0.00	60,000.00
<u>A 2810.150</u>	GUIDANCE-SALARY	41,468.00	0.00	41,468.00	0.00	0.00	41,468.00
<u>A 2810.150-CS</u>	GUIDANCE SALARY CS	40,930.00	0.00	40,930.00	0.00	0.00	40,930.00
<u>A 2810.400-01</u>	GUIDANCE CONTRACTUAL/HS	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 2810.400-02</u>	GUIDANCE-CONTRACTUAL/ES	350.00	0.00	350.00	0.00	0.00	350.00
<u>A 2810.450</u>	GUIDANCE-SUPPLIES/ES	450.00	0.00	450.00	30.51	489.67	-70.18
<u>A 2810.450-01</u>	GUIDANCE-SUPPLIES/HS	350.00	0.00	350.00	0.00	313.81	36.19
<u>A 2815.160</u>	HEALTH OFFICE-SALARIES	34,615.00	0.00	34,615.00	0.00	0.00	34,615.00
<u>A 2815.400</u>	HEALTH OFFICE-CONTRACTUAL	8,500.00	0.00	8,500.00	0.00	4,707.00	3,793.00
<u>A 2815.450</u>	HEALTH OFFICE-SUPPLIES	2,550.00	0.00	2,550.00	0.00	653.29	1,896.71
<u>A 2816.450</u>	SCREENING-K	215.00	0.00	215.00	0.00	0.00	215.00
<u>A 2820.490</u>	BOCES - PSYCHOLOGIST	30,000.00	0.00	30,000.00	0.00	0.00	30,000.00
<u>A 2850.150</u>	MARCHING BAND	2,657.00	0.00	2,657.00	0.00	0.00	2,657.00



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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2850.150-01</u>	EXTRA CHORAL	1,163.00	0.00	1,163.00	0.00	0.00	1,163.00
<u>A 2850.150-02</u>	COLOR GUARD	1,098.00	0.00	1,098.00	0.00	0.00	1,098.00
<u>A 2850.150-03</u>	HS STUDENT COUCIL	1,292.00	0.00	1,292.00	0.00	0.00	1,292.00
<u>A 2850.150-03-1</u>	ES STUDENT COUNCIL	622.00	0.00	622.00	0.00	0.00	622.00
<u>A 2850.150-04</u>	YEARBOOK	1,421.00	0.00	1,421.00	0.00	0.00	1,421.00
<u>A 2850.150-05</u>	DRAMA DIRECTOR	1,098.00	0.00	1,098.00	0.00	0.00	1,098.00
<u>A 2850.150-05-1</u>	ASST. DIRECTOR/COREOGRAPHER	638.00	0.00	638.00	0.00	0.00	638.00
<u>A 2850.150-05-2</u>	PIT AND DIRECTOR	638.00	0.00	638.00	0.00	0.00	638.00
<u>A 2850.150-06</u>	MUSICAL DIRECTOR	3,546.00	0.00	3,546.00	0.00	0.00	3,546.00
<u>A 2850.150-08</u>	SAFETY PATROL	516.00	0.00	516.00	0.00	0.00	516.00
<u>A 2850.150-09</u>	CHEERLEADING-V/JV	1,421.00	0.00	1,421.00	0.00	0.00	1,421.00
<u>A 2850.150-10</u>	HONOR SOCIETY	798.00	0.00	798.00	0.00	0.00	798.00
<u>A 2850.150-12</u>	SADD	516.00	0.00	516.00	0.00	0.00	516.00
<u>A 2850.150-13</u>	7TH GRADE	324.00	0.00	324.00	0.00	0.00	324.00
<u>A 2850.150-14</u>	8TH GRADE	387.00	0.00	387.00	0.00	0.00	387.00
<u>A 2850.150-15</u>	9TH GRADE	451.00	0.00	451.00	0.00	0.00	451.00
<u>A 2850.150-16</u>	10TH GRADE	1,553.00	0.00	1,553.00	0.00	0.00	1,553.00
<u>A 2850.150-17</u>	11TH GRADE	1,807.00	0.00	1,807.00	0.00	0.00	1,807.00
<u>A 2850.150-18</u>	12TH GRADE	2,063.00	0.00	2,063.00	0.00	0.00	2,063.00
<u>A 2850.150-19</u>	NATIONAL JHS	516.00	0.00	516.00	0.00	0.00	516.00
<u>A 2850.150-20</u>	MS STUDENT COUNCIL	689.00	0.00	689.00	0.00	0.00	689.00
<u>A 2850.150-21</u>	JAZZ BAND	1,336.00	0.00	1,336.00	0.00	0.00	1,336.00
<u>A 2850.150-23</u>	SPANISH CLUB	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2850.150-24</u>	MOCK TRIAL	798.00	0.00	798.00	0.00	0.00	798.00
<u>A 2850.150-26</u>	SKI CLUB	470.00	0.00	470.00	0.00	0.00	470.00
<u>A 2850.160-00</u>	STUDENT ACCT TREAS STIPEND	1,250.00	0.00	1,250.00	0.00	0.00	1,250.00
<u>A 2855.150</u>	SOCCER/VARSITY-1/2 EACH	7,588.00	0.00	7,588.00	0.00	0.00	7,588.00
<u>A 2855.150-02</u>	SOCCER/MODIFIED-1/2 EACH	3,644.00	0.00	3,644.00	0.00	0.00	3,644.00
<u>A 2855.150-03</u>	BASKETBALL/VARSITY-1/2 EACH	9,474.00	0.00	9,474.00	0.00	0.00	9,474.00
<u>A 2855.150-04</u>	BASKETBALL/JV-1/2 EACH	7,226.00	0.00	7,226.00	0.00	0.00	7,226.00
<u>A 2855.150-05</u>	BASKETBALL/MODIFIED-1/2 EACH	5,164.00	0.00	5,164.00	0.00	0.00	5,164.00
<u>A 2855.150-07</u>	BASEBALL/SOFTBALL-VSTY-1/2 EACH	7,162.00	0.00	7,162.00	0.00	0.00	7,162.00
<u>A 2855.150-08</u>	BASEBALL/SOFTBALL-MOD 1/2 EACH	3,644.00	0.00	3,644.00	0.00	0.00	3,644.00

# Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2020 To 7/31/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2855.150-10</u>	ATHLETIC DIRECTOR	4,874.00	0.00	4,874.00	0.00	0.00	4,874.00
<u>A 2855.150-11</u>	CHAPERONES	3,500.00	0.00	3,500.00	0.00	0.00	3,500.00
<u>A 2855.150-15</u>	MOD TRACK/ASST VARSITY	1,822.00	0.00	1,822.00	0.00	0.00	1,822.00
<u>A 2855.150-16</u>	VARSITY TRACK	3,581.00	0.00	3,581.00	0.00	0.00	3,581.00
<u>A 2855.150-17</u>	TIMERS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 2855.150-18</u>	Cross Country	3,794.00	0.00	3,794.00	0.00	0.00	3,794.00
<u>A 2855.200</u>	ATHLETIC-EQUIPMENT	5,500.00	0.00	5,500.00	0.00	0.00	5,500.00
<u>A 2855.400</u>	OFFICIALS/CONTRACTUAL	20,250.00	0.00	20,250.00	0.00	0.00	20,250.00
<u>A 2855.450</u>	ATHLETIC-SUPPLIES	10,500.00	0.00	10,500.00	0.00	0.00	10,500.00
<u>A 2855.490</u>	BOCES-SPORTS COORD	2,750.00	0.00	2,750.00	0.00	0.00	2,750.00
<u>A 5510.160</u>	TRANS-SALARIES	265,150.00	0.00	265,150.00	5,752.50	0.00	259,397.50
<u>A 5510.160-01</u>	TRANS-OFFICE SALARIES	11,150.00	0.00	11,150.00	0.00	0.00	11,150.00
<u>A 5510.160-22</u>	TRANS-EXTRA RUNS	14,000.00	0.00	14,000.00	0.00	0.00	14,000.00
<u>A 5510.160-23</u>	TRANS-SUB RUNS	17,500.00	0.00	17,500.00	0.00	0.00	17,500.00
<u>A 5510.160-24</u>	TRANS-SUMMER RUNS	8,320.00	0.00	8,320.00	0.00	0.00	8,320.00
<u>A 5510.160-LO-NG</u>	NON-INSTRUCTIONAL-LONGEVITY	2,800.00	0.00	2,800.00	0.00	0.00	2,800.00
<u>A 5510.400</u>	TRANS-INSURANCE	13,500.00	376.00	13,876.00	13,876.00	0.00	0.00
<u>A 5510.400-01</u>	TRANS-CONF./WKSHOPS/DUES	1,500.00	0.00	1,500.00	35.00	0.00	1,465.00
<u>A 5510.400-02</u>	TRANS-MILEAGE	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 5510.400-03</u>	TRANS-PAINT/BODY REPAIRS	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
<u>A 5510.400-04</u>	TRANS-ROUTING SOFTWARE	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 5510.400-05</u>	TRANS-FIRE EXTINGUISHERS	625.00	0.00	625.00	0.00	0.00	625.00
<u>A 5510.400-06</u>	TRANS-DRIVER PHYSICALS	1,250.00	0.00	1,250.00	0.00	0.00	1,250.00
<u>A 5510.400-07</u>	TRANS-COPIER CHARGES	1,366.00	0.00	1,366.00	0.00	0.00	1,366.00
<u>A 5510.400-08</u>	TRANS-PHONE (NOT REPAIRS)	1,000.00	-976.00	24.00	0.00	0.00	24.00
<u>A 5510.400-09</u>	TRANS-CONTRACTUAL	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 5510.400-10</u>	TRANS-FINGERPRINTING/HEP.B SHOTS	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 5510.450</u>	TRANS-DIESEL	55,000.00	0.00	55,000.00	0.00	50,000.00	5,000.00
<u>A 5510.450-01</u>	TRANS-RIMS/TIRES	4,000.00	0.00	4,000.00	0.00	1,000.00	3,000.00
<u>A 5510.450-02</u>	TRANS-OIL & GREASE	2,400.00	0.00	2,400.00	0.00	0.00	2,400.00
<u>A 5510.450-03</u>	TRANS-OFFICE SUPPLIES	500.00	239.20	739.20	199.96	0.00	539.24
<u>A 5510.450-04</u>	TRANS-CLEANING SUPPLIES	500.00	9,430.91	9,930.91	3,742.36	5,688.55	500.00
<u>A 5510.450-05</u>	TRANS-POSTAGE	250.00	0.00	250.00	0.00	0.00	250.00



# Gilbertsville-Mt. Upton CSD

## Appropriation Status Detail Report By Function From 7/1/2020 To 7/31/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 5510.450-06</u>	TRANS-JACKETS	700.00	0.00	700.00	0.00	0.00	700.00
<u>A 5510.450-07</u>	TRANS-UNLEADED GASOLINE	25,000.00	0.00	25,000.00	0.00	25,000.00	0.00
<u>A 5510.450-08</u>	TRANS-PROPANE	6,000.00	0.00	6,000.00	0.00	6,000.00	0.00
<u>A 5510.490</u>	BOCES-TRAINING/TESTING/TOWERS	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
<u>A 5530.160</u>	MECHANIC/BUS DRIVER-SALARY	43,500.00	0.00	43,500.00	4,130.10	0.00	39,369.90
<u>A 5530.160-01</u>	CLEANER/BUS GARAGE-SALARY	36,800.00	0.00	36,800.00	3,420.10	0.00	33,379.90
<u>A 5530.200</u>	GARAGE-TRANS. EQP'T. SMALL TOOLS	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 5530.200-01</u>	MAINT EQUIP	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 5530.400</u>	GARAGE-ELECTRIC	30,000.00	0.00	30,000.00	0.00	30,000.00	0.00
<u>A 5530.400-01</u>	GARAGE-INSURANCE, PROP & LIAB.	7,500.00	150.00	7,650.00	7,650.00	0.00	0.00
<u>A 5530.400-02</u>	GARAGE-SEALANT/PAVING	10,000.00	10,000.00	20,000.00	0.00	10,000.00	10,000.00
<u>A 5530.400-03</u>	GARAGE-HARDWARE REPAIR	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 5530.400-04</u>	GARAGE-GARBAGE REMOVAL/MOSA	4,000.00	0.00	4,000.00	160.00	1,940.00	1,900.00
<u>A 5530.400-05</u>	GARAGE-SNOW REMOVAL/ICE MELT	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00
<u>A 5530.400-06</u>	GARAGE - UNIFORMS	1,000.00	0.00	1,000.00	0.00	700.00	300.00
<u>A 5530.400-07</u>	GARAGE - HEAT	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 5530.400-09</u>	GARAGE - HVAC	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 5530.400-10</u>	GARAGE - RUGS/MOPS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 5530.400-11</u>	GARAGE - WATER SYSTEM MAINT.	500.00	0.00	500.00	0.00	500.00	0.00
<u>A 5530.400-12</u>	BUS WASH DISCHARGE	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 5530.400-13</u>	GARAGE - PHONE REPAIRS	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 5530.400-14</u>	GARAGE-LIFT INSPECTION	400.00	0.00	400.00	0.00	0.00	400.00
<u>A 5530.400-16</u>	GARAGE-GARAGE DOOR MAINT.	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 5530.450</u>	GARAGE-PARTS	23,124.00	0.00	23,124.00	0.00	16,450.00	6,674.00
<u>A 5530.450-01</u>	GARAGE-PARTS(EXTRA)	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
<u>A 5530.450-02</u>	GARAGE-MAINT SUPPLIES	11,000.00	0.00	11,000.00	214.33	7,535.67	3,250.00
<u>A 5530.450-03</u>	GARAGE-TRANS. SUPPLIES	400.00	0.00	400.00	0.00	0.00	400.00
<u>A 7140.400</u>	SUMMER RECREATION PROGRAM	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 9010.800</u>	EMPLOYEES RETIREMENT	169,770.00	0.00	169,770.00	0.00	0.00	169,770.00
<u>A 9020.800</u>	TEACHERS RETIREMENT	283,880.00	0.00	283,880.00	0.00	0.00	283,880.00
<u>A 9030.800</u>	FICA/MEDICARE-EMPLOYER	280,000.00	0.00	280,000.00	6,070.36	0.00	273,929.64
<u>A 9040.800</u>	WORKERS COMPENSATION	31,700.00	0.00	31,700.00	26,612.00	0.00	5,088.00
<u>A 9050.800</u>	UNEMPLOYMENT BENEFITS	22,000.00	48,666.05	70,666.05	0.00	48,666.05	22,000.00

# Gilbertsville-Mt. Upton CSD

## Appropriation Status Detail Report By Function From 7/1/2020 To 7/31/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 9060.800</u>	HEALTH INSURANCE	1,679,850.00	0.00	1,679,850.00	211,425.70	1,258,857.54	209,566.76
<u>A 9070.800</u>	DENTAL INSURANCE	41,429.00	0.00	41,429.00	5,413.42	36,015.58	0.00
<u>A 9731.600</u>	BONDS - SCHOOL CONSTRUCTION- PRINCIPAL	750,000.00	0.00	750,000.00	0.00	750,000.00	0.00
<u>A 9731.700</u>	BONDS-SCHOOL CONSTRUCTION- INTEREST	267,400.00	0.00	267,400.00	0.00	267,400.00	0.00
<u>A 9770.700</u>	REVENUE ANTICIPATION NOTE (RAN)- INTEREST	28,950.00	0.00	28,950.00	0.00	0.00	28,950.00
<u>A 9901.01</u>	INTERFUND TRANSFER TO SLF	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
<u>A 9950.1</u>	TRANSFER-CAPITAL OUTLAY	100,000.00	0.00	100,000.00	0.00	0.00	100,000.00
<b>Fund ATotals:</b>		<b>10,195,655.00</b>	<b>92,235.07</b>	<b>10,287,890.07</b>	<b>409,355.80</b>	<b>2,663,752.50</b>	<b>7,214,781.77</b>
<u>C 2860.160</u>	SALARIES	80,000.00	0.00	80,000.00	6,725.44	0.00	73,274.56
<u>C 2860.160-LO-NG</u>	NON-INSTRUCTIONAL-LONGEVITY	400.00	0.00	400.00	0.00	0.00	400.00
<u>C 2860.200</u>	EQUIPMENT	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>C 2860.409</u>	CONTRACTUAL	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
<u>C 2860.410</u>	FOOD PURCHASES	80,500.00	0.00	80,500.00	0.00	0.00	80,500.00
<u>C 2860.410-1</u>	SURPLUS FOOD	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00
<u>C 2860.450</u>	SUPPLIES	7,500.00	0.00	7,500.00	0.00	0.00	7,500.00
<u>C 2860.490</u>	BOCES MAINT AGREEMENT	4,250.00	0.00	4,250.00	0.00	0.00	4,250.00
<u>C 9030.800</u>	SOCIAL SECURITY	7,000.00	0.00	7,000.00	514.49	0.00	6,485.51
<u>C 9060.800</u>	HEALTH & DENTAL INSURANCE	51,685.00	0.00	51,685.00	0.00	0.00	51,685.00
<b>Fund CTotals:</b>		<b>255,335.00</b>	<b>0.00</b>	<b>255,335.00</b>	<b>7,239.93</b>	<b>0.00</b>	<b>248,095.07</b>
<u>F 1421.150</u>	20-21 Title IIA - Instructional Salaries	15,827.00	0.00	15,827.00	0.00	0.00	15,827.00
<u>F 1621.150</u>	20-21 Title IV - Instructional	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
<u>F 2120.150</u>	19-20 Title I - Instructional Salaries	2,120.03	0.00	2,120.03	700.00	0.00	1,420.03
<u>F 2120.400</u>	19-20 - Title I - Purchased Services	2,400.00	0.00	2,400.00	800.00	0.00	1,600.00
<u>F 2120.450</u>	19-20 Title I - Materials and Supplies	13,974.00	0.00	13,974.00	0.00	0.00	13,974.00
<u>F 2121.150</u>	20-21 Title I - Instructional Salaries	93,494.00	0.00	93,494.00	0.00	0.00	93,494.00
<u>F 2121.160</u>	20-21 Title I - Non Structional Salaries	19,279.00	0.00	19,279.00	0.00	0.00	19,279.00
<u>F 2121.400</u>	20-21 Title I - Purchased Services	12,000.00	0.00	12,000.00	0.00	0.00	12,000.00
<u>F 2121.450</u>	20-21 Title I - Materials and Supplies	3,993.00	0.00	3,993.00	0.00	0.00	3,993.00
<u>F 3220.150</u>	19-20 IDEA Section 611 - Instructional Salaries	0.00	0.00	0.00	-2,000.00	0.00	2,000.00



# Gilbertsville-Mt. Upton CSD

## Appropriation Status Detail Report By Function From 7/1/2020 To 7/31/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>F 3221.150</u>	20-21 IDEA Section 611 - Instructional Salaries	64,164.00	0.00	64,164.00	192.00	0.00	63,972.00
<u>F 3221.160</u>	20-21 IDEA, Section 611 - Non Instructional	36,135.00	0.00	36,135.00	3,474.53	0.00	32,660.47
<u>F 3221.450</u>	20-21 IDEA Section 611 - Materials & Supplies	943.00	0.00	943.00	0.00	0.00	943.00
<u>F 3321.450</u>	20-21 IDEA Section 619 - Materials and Supplies	197.00	0.00	197.00	0.00	0.00	197.00
<u>F 8420.160</u>	19-20 REAP - Non Instructional Salaries	2,769.00	0.00	2,769.00	0.00	0.00	2,769.00
<b>Fund FTotals:</b>		<b>277,295.03</b>	<b>0.00</b>	<b>277,295.03</b>	<b>3,166.53</b>	<b>0.00</b>	<b>274,128.50</b>
<u>H 5510.200</u>	BUS PAYMENTS	0.00	33,965.40	33,965.40	0.00	33,965.40	0.00
<b>Fund HTotals:</b>		<b>0.00</b>	<b>33,965.40</b>	<b>33,965.40</b>	<b>0.00</b>	<b>33,965.40</b>	<b>0.00</b>
<b>Grand Totals:</b>		<b>10,728,285.03</b>	<b>126,200.47</b>	<b>10,854,485.50</b>	<b>419,762.26</b>	<b>2,697,717.90</b>	<b>7,737,005.34</b>

**Gilbertsville-Mount Upton Central School District**  
**Community Bank and JP Morgan Chase Bank Accounts**  
**Monthly Treasurer's Report**  
**July 1, 2020 through July 31, 2020**

Cash Activity	General Community Interest	Cafeteria Community Interest	T & A Community Interest	Payroll Community Interest	Federal Community Interest	Student Community Interest	General MMA Chase Interest	Capital Res Chase Interest	Debt Res Chase Interest	EBALR Res Chase Interest	ERS Res Chase Interest	Unemploy- ment-Chase Interest	Liability Res Chase Interest	Capi.Savings/Ckg Chase Interest
<b>Beginning Bal.</b>	\$ 143,531.60	\$ 54,414.02	\$ 32,864.99	\$ 612.28	\$ 10,172.73	\$ 59,387.40	\$ 489,017.33	\$ 763,074.96	\$ 218,950.07	\$ 713,870.28	\$ 262,356.09	\$ 120,616.31	\$ 366,330.24	\$ 36,094.60
<b>Cash Receipts</b>	\$ 355,268.26	\$ 0.46	\$ 92,365.52	\$ 63,701.55	\$ 36,479.71	\$ 0.50	\$ 136,682.57	\$ 6.37	\$ 39.65	\$ 5.98	\$ 2.14	\$ 1.00	\$ 3.07	\$ 0.30
<b>Other Adjust.</b>														
<b>TOTAL BEG BAL &amp; CR</b>	\$ 498,799.86	\$ 54,414.48	\$ 125,230.51	\$ 64,313.83	\$ 46,652.44	\$ 59,387.90	\$ 625,699.90	\$ 763,081.33	\$ 218,989.72	\$ 713,876.26	\$ 262,358.23	\$ 120,617.31	\$ 366,333.31	\$ 36,094.90
<b>Cash Disburse.</b>	\$ 462,311.72	\$ 7,239.93	\$ 92,328.14	\$ 63,701.40	\$ 3,281.73		\$ 390,000.00							\$ 37.82
<b>Other Adjust.</b>														
<b>TOTAL CD &amp; ADJ</b>	\$ 462,311.72	\$ 7,239.93	\$ 92,328.14	\$ 63,701.40	\$ 3,281.73	\$ -	\$ 390,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37.82
<b>Cash Balance End of Month</b>	\$ 36,488.14	\$ 47,174.55	\$ 32,902.37	\$ 612.43	\$ 43,370.71	\$ 59,387.90	\$ 235,699.90	\$ 763,081.33	\$ 218,989.72	\$ 713,876.26	\$ 262,358.23	\$ 120,617.31	\$ 366,333.31	\$ 36,057.08

Reconciliation W/Bank Records	General Community	Cafeteria Community	T & A Community	Payroll Community	Federal Community	Student Community	General MMA Chase	Capital Res Chase	Debt Res Chase	EBALR Chase	ERS Res Chase	Unemploy- ment-Chase	Liability Res Chase	Cap Savings/Ckg Chase
<b>Balance Per Bank</b>	\$ 40,212.16	\$ 48,543.10	\$ 34,250.90	\$ 6,078.92	\$ 43,370.71	\$ 59,437.90	\$ 235,699.90	\$ 763,081.33	\$ 218,989.72	\$ 713,876.26	\$ 262,358.23	\$ 120,617.31	\$ 366,333.31	\$ 36,057.08
<b>Bank Error Outstanding Checks</b>	\$ 3,724.02	\$ 1,368.55	\$ 1,348.53	\$ 5,466.49		\$ 50.00								
<b>Other Adjust.</b>														
<b>Available Cash Balance</b>	\$ 36,488.14	\$ 47,174.55	\$ 32,902.37	\$ 612.43	\$ 43,370.71	\$ 59,387.90	\$ 235,699.90	\$ 763,081.33	\$ 218,989.72	\$ 713,876.26	\$ 262,358.23	\$ 120,617.31	\$ 366,333.31	\$ 36,057.08

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 19, 2020


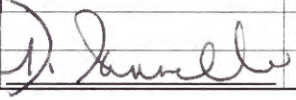
  
DOROTHY L. IANNELLO, DISTRICT TREASURER

  
JARRIN HAYEN, CLERK OF THE BOARD OF EDUCATION



**GILBERTSVILLE-MT. UPTON CENTRAL SCHOOL STUDENT ACCOUNTS**

**07/01/2020 through 07/31/2020**

ACTIVITY	ADVISOR	TREASURER	BEGINNING BALANCE	PAYMENTS	DEPOSITS	ENDING BALANCE
Class of 2021 (Seniors)	Raquel Norton	Skyler Norton	\$ 7,628.28			\$ 7,628.28
Class of 2022 (Jrs)		Angelina Correll	\$ 6,607.71			\$ 6,607.71
Class of 2023 (Sophmores)		Kendra Hammond	\$ 1,655.62			\$ 1,655.62
Class of 2024 (9th)		Devon Hartwell	\$ 1,911.94			\$ 1,911.94
Class of 2025 (8th)	Lisa Ruland	Emma Peck	\$ 240.50			\$ 240.50
Class of 2026 (7th)	Clara Tanner					
Drama Club	Jennifer McDowall	Kelly Cole	\$ 3,683.13			\$ 3,683.13
7-8 Student Council	Katie Woods	Emma Peck	\$ 3,237.59			\$ 3,237.59
9-12 Student Council		Kyle Meyers	\$ 826.30			\$ 826.30
Elementary Student Council	Alicia Cummings	Alivia Plows	\$ 2,820.75			\$ 2,820.75
Language	Maria Sakoulas	Marley Labounty	\$ 488.74			\$ 488.74
Band Fund	William Gilchrest	Emily Hammond	\$ 6,660.20			\$ 6,660.20
Chorus Fund	Deanna Perkosky	Gavin Bonzkowski	\$ 2,024.89			\$ 2,024.89
National Honor Society	Cierra Stafford	Ethan Charron	\$ 2,900.32			\$ 2,900.32
SADD	Katie Izzo, Maria Sakoulas	Savanah Bresee	\$ 4,565.47			\$ 4,565.47
Safey Patrol Special	Shawna DiGiorgi	Alice Dibble	\$ 2,026.00			\$ 2,026.00
Safety Patrol	Shawna DiGiorgi	Alice Dibble	\$ 3,132.45			\$ 3,132.45
Women For A Change		Angelina Correll	\$ 299.19			\$ 299.19
Yearbook	Mark Seigers		\$ 8,272.21		\$ 0.50	\$ 8,272.71
DUE TO OTHER FUNDS						
Cheerleaders	Cheerleaders		\$ 253.13			\$ 253.13
SALES TAX	SALES TAX		\$ 152.98			\$152.98
		<b>TOTALS</b>	\$ 59,387.40	\$ -	\$ 0.50	\$ 59,387.90
SUBMITTED BY 			REVIEWED BY: 			

# Gilbertsville-Mt. Upton CSD

Check Warrant Report For A - 1: Cash Disbursement For Dates 7/1/2020 - 7/31/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
8	07/31/2020	3252	Lifetime Benefit Solutions		23,088.81
28653	07/02/2020	3244	CASEBP	6	89,465.00
28654	07/02/2020	248	DOUG EXLEY		289.20
28655	07/02/2020	2635	Excellus Health Plan - Group	5	8,302.23
28656	07/02/2020	898	NYSSMA	3	350.00
28657	07/09/2020	318	HILL & MARKES INC.	565	3,232.91
28658	07/09/2020	327	HOGAN & SARZYNSKI LYNCH, DEWIND & GREGORY, LLP		1,096.60
28659	07/09/2020	2307	MADISON-ONEIDA-HERKIMER	1	26,612.00
28660	07/09/2020	3355	MARENEM INC.		376.75
28661	07/09/2020	2109	MICROBAC LABORATORIES, INC	200	58.43
28662	07/09/2020	2196	PITNEY BOWES RESERVE ACCOUNT	201	2,500.00
28663	07/09/2020	2283	W.B. MASON CO INC		1,632.50
28664	07/09/2020	3249	WASTE RECOVERY ENTERPRISES. LLC	12	320.00
28665	07/13/2020	2635	Excellus Health Plan - Group	5	8,302.23
28666	07/13/2020	1809	LOWE'S		497.99
28667	07/13/2020	659	SANICO INC.	591	705.12
28668	07/14/2020	969	DELCHENOT OF NYAPT	215	35.00
28669	07/14/2020	2782	EASTERN	212	121.00
28670	07/14/2020	835	GRAINGER	213	164.96
28671	07/14/2020	318	HILL & MARKES INC.	588	1,050.20
28672	07/14/2020	495	NYS DEPT OF ENVIRONMENTAL CONSERVATION		110.00
28673	07/14/2020	547	OTSEGO ELECTRIC COOP.		4,328.97
28674	07/14/2020	740	SYRACUSE TIME AND ALARM CO INC		3,160.00
28675	07/14/2020	752	THE DAILY STAR	214	275.88
28676	07/14/2020	243	THE EVENING SUN	211	17.78
28677	07/15/2020	54	AT & T	232	65.41
28678	07/15/2020	1066	NORTHERN CATSKILLS CHAPTER	239	50.00
28679	07/15/2020	653	SAANYS	237	520.80
28680	07/15/2020	2222	Utica National Insurance Group	9	60,612.00
28681	07/22/2020	30	AMAZON.COM	589	1,618.55
28682	07/22/2020	1583	BUSINESS CARD		173.82
28683	07/22/2020	3244	CASEBP	6	87,073.00
28684	07/22/2020	272	FRONTIER COMMUNICATIONS	230	802.74
28685	07/22/2020	835	GRAINGER	213	49.37
28686	07/22/2020	318	HILL & MARKES INC.	581	525.00
28687	07/22/2020	3137	JOHN KEAL MUSIC CO	147	76.00
28688	07/22/2020	374	LAKESHORE LEARNING MATERIALS	162	401.27
28689	07/22/2020	948	MARY IMOGENE BASSETT HOSPITAL		1,027.03
28689	07/23/2020	948	**VOID** MARY IMOGENE BASSETT HOSPITAL		-1,027.03
28690	07/22/2020	580	PIONEER DRAMA SERVICE, INC	197	441.50
28691	07/23/2020	2629	BROWN & BROWN OF GARDEN CITY INC	253	6,071.36
28692	07/23/2020	186	D'ARCANGELO & CO., LLP	8	8,500.00
28693	07/23/2020	2518	Hummel's Office Plus	252	12.72
28694	07/23/2020	3135	K&S MUSIC	148	9.90
28695	07/23/2020	765	THE WATER BOTTLE	225	90.00



# Gilbertsville-Mt. Upton CSD

Check Warrant Report For A - 1: Cash Disbursement For Dates 7/1/2020 - 7/31/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 45				Warrant Total:	343,187.00
				Vendor Portion:	343,187.00

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 25 in number, in the total amount of \$ 343,187.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8/3/2020 Cindy Kitchum Deputy Treas.  
Date Signature Title

## Certification of Warrant

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

8/3/2020 Tom Connell Internal Auditor  
Date Auditor's Signature Title

# Gilbertsville-Mt. Upton CSD

Check Warrant Report For F - 1: Cash Disbursement For Dates 7/1/2020 - 7/31/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40458	07/01/2020	3003	TANYA SCHNABL		800.00
Number of Transactions: 1					Warrant Total: 800.00
					Vendor Portion: 800.00

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 800.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/31/2020 Cindy Ketchum Deputy Treas.  
Date Signature Title

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 800.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7-28 [Signature] Internal Claims Auditor  
Date Auditor's Signature Title



## JULY, 2020

[illegible]

**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 \$2,538,050 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:**

**2020-2021 Gilbertsville-Mount Upton CSD  
School Tax Levy      \$2,538,050**

**August 19, 2020**

		Assessed Value							
Muni Code	Town	Total Accounts	Total School Taxable	Equalization Rate	Full Value	Percent of Tax Levy	Tax Levy Dollars	2020-21 Tax Rate	
362200	Butternuts	1,412	127,299,984	100.00	127,299,984	63.507199%	1,611,844.46	12.661781	
364200	Morris	82	6,675,672	100.00	6,675,672	3.330348%	84,525.90	12.661781	
366200	Unadilla	168	8,211,629	68.00	12,075,925	6.024417%	152,902.72	18.620266	
<b>Otsego County Total</b>		<b>1,662</b>	<b>142,187,285</b>		<b>146,051,581</b>	<b>72.861964%</b>	<b>1,849,273.08</b>		
084200	Norwich	1	14,000	47.00	29,787	0.014860%	377.15	26.939286	
083200	Guilford	804	53,280,956	98.00	54,368,322	27.123176%	688,399.77	12.920184	
<b>Chenango County Total</b>		<b>805</b>	<b>53,294,956</b>		<b>54,398,109</b>	<b>27.138036%</b>	<b>688,776.92</b>		
<b>Grand Total</b>		<b>2,467</b>	<b>195,482,241</b>		<b>200,449,690</b>	<b>100.00%</b>	<b>\$ 2,538,050</b>		

**AND IT IS 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, 2020 and end November 6, 2020 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, 2020 - September 30, 2020 - No Penalty added

October 1, 2020 - October 31, 2020 - 2% Penalty added

November 1, 2020 - November 6, 2020 - 3% Penalty added

The resolution was adopted on the 19th Day of August, 2020 at 7:30 a.m. with \_\_\_\_\_ members voting YES and \_\_\_\_\_ voting NO.

**SIGNATURES OF MEMBERS, BOARD OF EDUCATION**

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





Susan L. Sebeck  
School Food Service Manager

To: Annette Hammond  
Re: School Meal and Snack Pricing for 2020/2021 SY  
From: Susan Sebeck  
Date: July 22, 2020

Breakfast PrK-12	\$1.55
Lunch PreK-6	\$2.25
Lunch 7-12	\$2.40
Milk	\$ .55
Adult Breakfast	\$2.75
Adult lunch	\$4.50
Snacks	\$1.00

If you need any more information please let me know.

Thank you for your support of the School Meals Program.

Susan Sebeck

**Gilbertsville-Mt. Upton Board of Education  
Regular Meeting  
Wednesday, August 19, 2020**

**Personnel Consent Agenda**

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

**Resignation (encl P1)**

To accept the resignation of Cathy Hoke-Thatford as the Pre-K teacher, effective end of day, August 31, 2020.

**Director of Special Education (encl P2)**

To appoint Heather Wilcox as Director of Special Education for the 2020-2021 school year, effective July 1, 2020.

**Resignation (encl P3)**

To accept the resignation of Karen Hill as an Elementary teacher, effective end of day, August 31, 2020.

**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 2020-2021 school year, effective July 1, 2020:

**CSE**

- CSE Director Heather Wilcox
- 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: Heather Wilcox
- 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

**Gilbertsville-Mt. Upton Board of Education**  
**Regular Meeting**  
**Wednesday, August 19, 2020**

- 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.
- **Co-Chairperson**  
To approve the following Co-Chairperson for the 2020-2021 school year:  
Cierra Stafford, 7-12 Special Education teacher
- **Alternate Chairperson**  
To approve the following Alternate Chairperson for the 2020-2021 school year:  
Theresa Yantz, School Psychologist.

**Rescind Appointment (encl P4)**

To rescind the appointment of Shawna DiGiorgi as Safety Patrol Advisor.

**Annual Positions/Advisors (encl P5)**

**PAID ANNUAL POSITIONS**

<b>POSITION</b>	<b>NAME</b>
<b>9-12 Student Council</b>	Shania Speenburgh
<b>Safety Patrol Co-Advisors</b>	Shawna DiGiorgi & Raquel Norton

**NON-PAID ANNUAL POSITIONS**

<b>Women For A Change</b>	Jennifer McDowall
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**School Nurse (encl P6)**

To appoint Kelly Ingham RN, as School Nurse, beginning August 31, 2020.

**Resignation (encl P7)**

To accept the resignation of Maria Sakoulas as Spanish Teacher, effective end of day August 31, 2020.

**Elementary Teacher (encl P8)**

To appoint Samantha Wise as a full-time elementary teacher effective 01 September 2020, 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: Samantha Wise

Tenure area: Elementary Teacher

Date of commencement of probationary service: 01 September 2020

Expiration date of appointment: 01 September 2024

Certification Status: Birth-2 Elementary Education (Early Childhood) and Birth-2 Special Education



## Hayen, Jarrin

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**From:** Wilcox, Heather  
**Sent:** Friday, July 10, 2020 10:09 AM  
**To:** Hayen, Jarrin  
**Subject:** Re: Resignation

You will be missed!  
Thank you for everything,  
Heather

[Get Outlook for iOS](#)

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**From:** Wilcox, Heather <hwilcox@gmucsd.org>  
**Sent:** Friday, July 10, 2020 10:08:43 AM  
**To:** Hayen, Jarrin <jhayen@gmucsd.org>  
**Subject:** Fwd: Resignation

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**From:** Thatford, Cathy <cthatford@gmucsd.org>  
**Sent:** Friday, July 10, 2020 10:01:46 AM  
**To:** Wilcox, Heather <hwilcox@gmucsd.org>  
**Subject:** Resignation

Dear GMU administrators and school board,

I have truly been honored to be the Pre-K teacher this 2019/2020 school year. The circumstances that brought me into this position were tragic; however everyone in the district made me feel welcome. This spring, we sold our home in Mt Upton and have relocated our family to Winter Garden, FL. Due to this, I have to resign from my position as the Pre-K teacher at GMU Central School. Thank you for this wonderful year. I will miss this district and community dearly.

Yours Truly, Cathy Hoke-Thatford

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Effective: August 31, 2020



# GILBERTSVILLE-MT. UPTON CENTRAL SCHOOL

## Office of the Superintendent

**Annette D. Hammond**  
Superintendent

**Jarrin Hayen**  
District Clerk/  
Administrative Assistant  
to the Superintendent

**Heather Wilcox**  
Principal/  
Director of  
Special Education

**Dorothy Iannello**  
District Treasurer

**Joe Zaczek**  
Transportation Supervisor

**Alan Digsby**  
Buildings and Grounds  
Supervisor

**Susan Sebeck**  
Food Service Manager

**Eric Voorhees**  
Technology Director/  
CIO

August 4, 2020

To: The Board of Education

From: Annette Hammond, Superintendent

Re: Director of Special Education

I am recommending that Heather Wilcox be appointed as the Director of  
Special Education, beginning July 1, 2020.

Sincerely,

Annette D. Hammond

July 27, 2020

Mrs. Annette Hammond  
Superintendent  
Gilbertsville Mount Upton Central School  
693 State Highway 51  
Gilbertsville, NY 13776

Dear Mrs. Hammond:

I am writing to inform you that I wish to resign as an Elementary Teacher at Gilbertsville Mount Upton Central School District effective August 31, 2020 (pending approval by the Cooperstown CS BOE for a similar position).

I greatly appreciate the opportunities that this school has provided me. I cannot say enough wonderful things about GMU and the people with whom I have worked. If I can be of assistance during this transition, please let me know.

Sincerely,

A handwritten signature in dark ink, appearing to read "Karen Hill". The signature is fluid and cursive, with the first name "Karen" written in a smaller, more compact script and the last name "Hill" in a larger, more prominent script.

Karen Hill





## GILBERTSVILLE-MT. UPTON CENTRAL SCHOOL

PK-12 Main Office

**Annette D. Hammond**  
Superintendent

**Heather Wilcox**  
PK-12 Principal

**Kristy Carey**  
Main Office  
Administrative Assistant  
Registrar

**Deb Ostrander**  
Front Desk Clerk

**Kimberly Degear**  
Director of  
Special Education

**Issy Clapp**  
Student Support Services  
Administrative Assistant

**Lisa Ruland**  
Elementary School  
Counselor

**Clara Tanner**  
MS/HS Counselor

August 4, 2020

To: Annette Hammond, Superintendent  
CC: Board of Education  
From: Heather Wilcox  
Re: Safety Patrol

I am recommending that Shawna DiGiorgi's appointment as Safety Patrol Advisor be rescinded and that she be reappointed as the Safety Patrol co-advisor. Thank you for your consideration.

Sincerely,

Heather Wilcox  
Principal



## GILBERTSVILLE-MT. UPTON CENTRAL SCHOOL

PK-12 Main Office

**Annette D. Hammond**  
Superintendent

**Heather Wilcox**  
PK-12 Principal

**Kristy Carey**  
Main Office  
Administrative Assistant  
Registrar

**Deb Ostrander**  
Front Desk Clerk

**Kimberly Degear**  
Director of  
Special Education

**Issy Clapp**  
Student Support Services  
Administrative Assistant

**Lisa Ruland**  
Elementary School  
Counselor

**Clara Tanner**  
MS/HS Counselor

July 21, 2020

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

Please consider accepting the following recommendations for the annual positions.

Sincerely,

Heather Wilcox  
Principal

**PAID ANNUAL POSITIONS**

<b>POSITION</b>	<b>NAME</b>
<b>9-12 Student Council</b>	Shania Speenburgh
<b>Safety Patrol Co-Advisors</b>	Shawna DiGiorgi & Raquel Norton

**NON-PAID ANNUAL POSITIONS**

<b>Women For A Change</b>	Jennifer McDowall
---------------------------	-------------------





## GILBERTSVILLE-MT. UPTON CENTRAL SCHOOL

PK-12 Main Office

**Annette D. Hammond**  
Superintendent

**Heather Wilcox**  
PK-12 Principal

**Kristy Carey**  
Main Office  
Administrative Assistant  
Registrar

**Deb Ostrander**  
Front Desk Clerk

**Kimberly Degear**  
Director of  
Special Education

**Issy Clapp**  
Student Support Services  
Administrative Assistant

**Lisa Ruland**  
Elementary School  
Counselor

**Clara Tanner**  
MS/HS Counselor

August 4, 2020

To: Annette Hammond, Superintendent  
CC: Board of Education  
From: Heather Wilcox  
Re: Nurse Recommendation

I am recommending that Mrs. Kelly Ingham be appointed as our School Nurse beginning on August 31, 2020. Kelly is a skilled Registered Nurse with over 20 years nursing experience but also has experience with school-related nursing regulations and mandates.

Kelly was last employed by Opportunities for Chenango, Inc. as the Health Services Coordinator. She was responsible for maintaining student medical records, staff trainings, and ensuring the health and safety of the students and staff of the 14 centers that she coordinated. She also served on the safety committee and reopening task force due to COVID-19.

Upon checking references, they consistently said that Kelly is a compassionate, ambitious, and devoted employee. She is very passionate about fulfilling all of her job responsibilities, regardless of the work required. She is very organized and is familiar with current health regulations.

I am confident that Mrs. Kelly Ingham has the skill set needed to support the health and safety needs of students as our school nurse, but also the compassion and empathy required to support their social and emotional needs as well. Please let me know if you have any questions.

Sincerely,

Heather Wilcox  
Principal

June 24, 2020

Mrs. Annette D. Hammond, Superintendent  
Gilbertsville-Mount Upton CSD  
693 State Highway 51  
Gilbertsville, NY 13776-1104

Dear Mrs. Hammond,

I am interested in the School Nurse position that is advertised in OLAS. I am a Registered Nurse with a Bachelor degree. My current position has provided me with school nurse experience needed for the advertised position.

In addition to my nursing experience, I have strong organizational and communication skills. I am very dependable and professional.

I look forward to discussing this position in an interview.

Sincerely,

Kelly Ingham, RN, BSN

August 5, 2020

Please accept this notice of my resignation from the Gilbertsville-Mt.  
Upton CSD effective August 31, 2020.

Thank you,  
Maria Sakoulas





## GILBERTSVILLE-MT. UPTON CENTRAL SCHOOL

PK-12 Main Office

**Annette D. Hammond**  
Superintendent

**Heather Wilcox**  
PK-12 Principal

**Kristy Carey**  
Main Office  
Administrative Assistant  
Registrar

**Deb Ostrander**  
Front Desk Clerk

**Kimberly Degear**  
Director of  
Special Education

**Issy Clapp**  
Student Support Services  
Administrative Assistant

**Lisa Ruland**  
Elementary School  
Counselor

**Clara Tanner**  
MS/HS Counselor

August 12, 2020

To: Annette Hammond, Superintendent  
CC: Board of Education  
From: Heather Wilcox  
Re: Elementary Teacher Recommendation

I am recommending that Ms. Samantha Wise be appointed as an elementary general education teacher beginning on September 1, 2020. Samantha completed her student teaching this past spring here at GMU with Mrs. Davies and Mrs. Heggenstaller which provides both the district and Samantha with many great benefits as a future employee. She is very confident with early education standards, but also familiar with district expectations, initiatives, and understands our student population and rural needs.

Samantha has a variety of early childhood employment experiences that has created a strong foundation from which Samantha can grow from as a new teacher. Additionally, Samantha is dual certified in early childhood special education which has provided her with additional skills and strengths to follow our trauma-informed philosophy and practices here at GMU.

Upon checking references, they consistently said that Samantha is eager to learn, compassionate, ambitious, and dedicated. She is willing to ask for help when needed, and is devoted to fulfilling to her job responsibilities, no matter the challenges.

I am confident that Ms. Samantha Wise has the attitude, teaching skills, and potential needed to become a successful teacher here at GMU, but also the compassion and empathy required to support the students' social and emotional needs as well. Please let me know if you have any questions.

Sincerely,

Heather Wilcox  
Principal

**Gilbertsville-Mt. Upton Board of Education  
Regular Meeting  
Wednesday, August 19, 2020**

**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:

**BOCES Transportation Contract (encl N1)**

To approve the BOCES Transportation Contract for bus leasing at \$3.50 per mile, including fuel but not driver's compensation for the 2020-2021 school year.

**TCCC Articulation Agreement (encl N2)**

To approve the Articulation and Service Agreement with Tompkins Cortland Community College for the 2020-2021 school year.

**Athletic Trainer Agreement (encl N3)**

To approve the agreement between Bassett Medical Center and the Gilbertsville-Mount Upton Central School for Athletic Trainer services commencing 15 August 2020 and ending 26 June 2021. The district will be billed on an annual basis, at a rate of \$450 per year.

**LINKS Plan (encl N4)**

To approve the 2020-2021 LINKS Plan.

**District Goals (encl N5)**

To approve the 2020-21 District Goals.

**Calendar (encl N6)**

To approve the revised proposed Instructional Calendar for the 2020-2021 school year.

**Records Retention and Disposition Schedule ED-1**

**RESOLVED**, By the Board of Education of Gilbertsville-Mount Upton Central School that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

**FURTHER RESOLVED**, that in accordance with Article 57-1:

- (a) only for those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;
- (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

**Gilbertsville-Mt. Upton Board of Education  
Regular Meeting  
Wednesday, August 19, 2020**

**Transportation Agreement (encl N7)**

To approve the Transportation Contract between Gilbertsville-Mount Upton Central School District and Edward and Beth Fitch from September 10, 2020 to on or about June 20, 2021.

**COVID-19 Policy Resolution (encl P8)**

**WHEREAS**, on March 16, 2020, the New York State Governor declared, under Executive Order 202.4, all schools within New York State to be closed to students no later than March 18, 2020 for a period of two weeks, ending on April 1, 2020; and

**WHEREAS**, various subsequent executive orders were issued by the New York State Governor resulting in the closure of schools to students for the remainder of the 2019-2020 school year as a result of the COVID-19 pandemic; and

**WHEREAS**, on or about July 13, 2020, the New York State Department of Health issued interim guidance for in-person instruction at Pre-K to Grade 12 schools during the COVID-19 public health emergency for the 2020-2021 school year; and

**WHEREAS**, on or about July 16, 2020, the New York State Education Department released reopening guidance for schools for the 2020-2021 school year.

**NOW, THEREFORE**, the Board of Education resolves as follows:

1. In an effort to comply with reopening requirements, the Board hereby temporarily suspends any Board policy or administrative regulation/procedure that conflicts with any current or future federal, state, or county law, regulation, executive order, or guidance released for the purpose of reopening of schools during the period of the COVID-19 pandemic.
2. The Superintendent of Schools is authorized to follow the federal, state, or county laws, regulations, executive orders, or guidance and to take such action as reasonably necessary and proper for the purpose of reopening of schools.



470202  
(SED CODE)

The State Education Department  
Transportation Unit, Room 1075 EBA  
89 Washington Avenue  
Albany, New York 12234

Form TC  
C  
Contract Number  
(SED will fill in)

**TRANSPORTATION CONTRACT**

(Do not use for Addendums or Extensions - See Note on Reverse)

Tele 607335-1233		
Perry T. Dewey III, District Superintendent		
Email: deweyp@dcmoboces.com		
Contact Person		
Delaware-Chenango-Madison-Otsego BOCES		
School District/BOCES		
6678 County Road 32		
Street or P.O. Box		
Norwich	NY	13815
City	State	Zip Code

**Please Check if applicable:**

- ☐ Piggyback Transportation\*  
☐ Special Education Only  
☐ Regular & Special Education Pupils Combined  
☐ Partial Year contract that costs \$20,000 or less  
☐ One-month emergency contract- 31 Calendar days  
☐ Contract for bus maintenance only

**Specifications include:**

- ☐ District will supply contractor with fuel  
☐ Provision for attendants, escorts or monitors  
☐ Clause for increasing or decreasing service

This AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ 20 20 by and between

Delaware-Chenango-Madison-Otsego BOCES, County of Chenango, N.Y.  
(Name of School District or BOCES)

party of the first part and Gilbertsville-Mt. Upton Central School District, party of the second part.  
(Contractor)

WITNESSETH. That whereas party of the first part is duly empowered (by the provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law) to enter into a contract for the purpose of providing transportation for children of said district for the period of service to begin

September 1, 2020 and to end June 30, 2021.  
Month Day Year Month Day Year

NOW, THEREFORE, the said party of the first part hereby agrees to pay to the said party of the second part the sum of \$ \_\_\_\_\_ or \$ 3.50 per mile plus driver, tolls, meals and lodging if on a per-bus, per-diem, per-mile or  
(If lump sum contract) (Unit Cost)

other unit cost basis for providing such transportation on a suitable conveyance.

Total Anticipated Annual Cost \$ 4,780.00.

\*For a piggyback contract, list the originating school district & contract number \_\_\_\_\_ # \_\_\_\_\_.  
If awarded through a request for proposals, date of request of such proposals \_\_\_\_\_ (see note on reverse)

IN WITNESS WHEREOF, the parties have set their hands the day and year above written.

Delaware-Chenango-Madison-Otsego BOCES 6678 County Rd 32, Norwich, NY 13815	
(Signature of Trustee or President of Board of Education)	(Party of the First Part)
Gilbertsville-Mt. Upton CSD 693 State Hwy 51, Gilbertsville, NY 13776	
(Signature of Contractor)	(Party of the Second Part)
(Post Office Address)	

**COMPLIANCE CERTIFICATION.** I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education Law, and Section 156.1(b) of Commissioner of Education Regulations, or in accordance with the request for proposals provisions of Section 305(14) of the Education law and Section 156.12 of Commissioner of Education Regulations. I also certify that this contract has been authorized by the voters in accordance with Section 1709(27) of the Education Law, and has been approved by the Superintendent of Schools in accordance with Section 3625(1) of the Education Law.

Approval Date: \_\_\_\_\_ Filed by: \_\_\_\_\_  
(Date of Superintendent's Approval) (Signature of Superintendent or Designee)

**PLEASE SUBMIT ORIGINAL TO THE STATE EDUCATION DEPARTMENT. RETAIN A COPY FOR YOUR SCHOOL DISTRICT RECORDS.**

The party of the second part covenants with the party of the first part that in consideration of the payments hereinbefore stated and of the covenants and agreements set forth that said school children will be conveyed safely, that said duties and obligations in relation thereto pursuant to this contract will be faithfully performed, at all times exercising proper supervision over said children and that said party of the second part will abide by all reasonable rules and regulations and that the driver will be at least 21 years of age and duly licensed and that said driver will be currently approved by the chief school administrator. And the party of the second part further covenants and agrees that the vehicle shall come to a full stop before crossing the tracks of any railroad and before crossing any State highway and that it shall at all times comply with the rules and regulations of the Department of Transportation applying to such vehicles.

It is mutually agreed that this contract shall not become valid and binding upon either party thereto until the same shall be signed by the trustee or president of the board of education and the contractor. This contract or any right, title or interest therein may not be assigned by the party of the second part without the previous consent in writing of the party of the first part. This contract shall be void and of no effect unless the party of the second part shall comply with all applicable provisions of the Workman's Compensation Law in respect to employees engaged in the performance of this contract. The party of the second party will comply with the Labor Law.

"The contractor hereby consents to an audit of any and all financial records relating to this contract by the Department of Audit and Control." "The contractor further agrees to provide to the board of education, trustee(s), or the Commissioner of Education, upon request, any information relating to this contract including financial data."

State aid will be computed on account of this contract in accordance with the total sum specified. Any expenditure in excess of this total sum will not be considered in computing State aid. For school districts eligible for transportation aid, no aid shall be allowed for a period greater than 120 days prior to the filing of the contract in accordance with Section 3625 of the State Education Law.

MINIMUM STATUTORY INSURANCE REQUIREMENTS as provided in Section 370 of New York State Vehicle and Traffic Law must be complied with.

If **COMPETITIVELY BID** date of bid opening \_\_\_\_\_ Complete **BID TABULATION** below:

1. _____ (Name)	_____ (Amount of Bid)	3. _____ (Name)	_____ (Amount of Bid)
2. _____ (Name)	_____ (Amount of Bid)	4. _____ (Name)	_____ (Amount of Bid)

Was contract awarded to the lowest responsible bidder? ☐ Yes ☐ No If not awarded to the lowest bidder, state reasons why. Give detailed and completed reasons on a separate sheet and attach to this contract. If no bids are received, it is necessary for the district to re-advertise.

Attach Affidavits of Publication which you can secure from the newspapers. Also, attach one printed copy of each Notice to Bidder which appeared in the papers. If bid specifications were used, kindly forward a copy.

**MULTI-YEAR CONTRACT:** A separate line item shall be included in the Annual Budget and Budget Brochures. Also, a footnote to that line item shall indicate: " \_\_\_\_\_ year (first, second, etc.) of a \_\_\_\_\_ - year (two, three, etc.) contract, the total cost of which is \$ \_\_\_\_\_ " (total cost of multi-year contract).

**REQUEST FOR PROPOSALS:** If contract was awarded through a request for proposals (RFP), submit evidence of the date of the request, the forms and instructions used in making the request, the contract specifications, all proposals received, the criteria used in evaluating the proposals, the weights assigned to each criterion, and the scores used to assess each category of the criteria, in accordance with the provisions of Section 156.12 of Commissioner of Education Regulations.

**EXTENSIONS AND ADDENDUMS:** An Extension of Contract (Form CE) must be filed for all extensions. Please notify the Department by letter of any additions to a contract after it has been filed with the Department. Such additions can only be made where authorized by the contract specifications.



**Tompkins Cortland Community College****CollegeNow Concurrent Enrollment  
Articulation and Service Agreement  
September 1, 2020 – August 31, 2021**

Tompkins Cortland Community College (Tompkins Cortland) and **Gilbertsville – Mount Upton High School** mutually seek to build upon the curricular experiences of students and eliminate unnecessary duplication of instruction to create a seamless secondary to postsecondary pathway. The above institutions subscribe to the following memorandum.

**A. Tompkins Cortland Community College agrees:**

1. To provide registration in one or more of the concurrent enrollment courses approved to be offered at **Gilbertsville – Mount Upton High School**. A list of approved courses will be maintained on the Concurrent Enrollment section of the CollegeNow website ([www.tompkinscortland.edu/CollegeNow](http://www.tompkinscortland.edu/CollegeNow)).
2. **Gilbertsville – Mount Upton High School** faculty will be eligible to teach each of the respective course(s) when they submit a complete credential packet to CollegeNow and are approved by the respective Tompkins Cortland Faculty Liaison as a CollegeNow adjunct (concurrent enrollment) instructor.
3. To provide course documents, including a master syllabus for each course that outlines the topics and depth of coverage for each course and stipulates methods of evaluating student performance.
4. To provide Faculty Liaisons who will provide guidance with curriculum alignment through review and approval of concurrent enrollment course outlines, meetings with concurrent enrollment instructors, sharing of course materials, site visits, and professional development.
5. To provide access to select learning resources, as needed, including Blackboard and College library.
6. To provide a scholarship to students enrolled in concurrent enrollment courses that covers the tuition charge so that there is no net cost to students.
7. To provide students who register for any Tompkins Cortland course, a College transcript upon request by the student.

**B. Gilbertsville – Mount Upton High School agrees:**

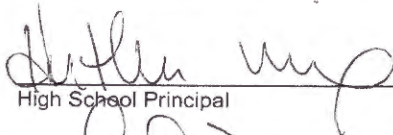
1. Instruction will be conducted at **Gilbertsville – Mount Upton High School** and provided by **Gilbertsville – Mount Upton High School** instructors who have had their credentials approved by Tompkins Cortland to teach the courses and who have agreed to follow the College syllabus for each course.
2. Each concurrent enrollment instructor develops a course outline congruent to the syllabus provided by Tompkins Cortland. The instructor will submit this outline for Faculty Liaison approval before the course is first taught and at the beginning of each subsequent term that the course is taught.
3. Concurrent enrollment instructors will adhere to the rules and regulations set forth in the *Tompkins Cortland Community College Concurrent Enrollment Instructor's Handbook* except when such rules and regulations are waived by the Academic Dean or Provost.
4. To provide support for concurrent enrollment instructors in meeting CollegeNow requirements, including:
  - a. Orientation for new concurrent enrollment instructors.
  - b. Meeting with CollegeNow Faculty Liaison and participating in Faculty Liaison site visits to coordinate alignment of concurrent enrollment courses with those taught at Tompkins Cortland.
  - c. Participation in Tompkins Cortland professional development annually. If the College identifies a pattern of absence over a three-year period, a CollegeNow administrator will meet with the concurrent enrollment instructor to discuss continued participation in the program.




- 5. To advise, schedule, and register students into concurrent enrollment courses based upon each student's readiness for the college course, as determined by the concurrent enrollment instructor, College course syllabus, and any additional guidance provided by the College.
- 6. Applicable academic policies and regulations, as stipulated in the current College catalog, shall apply to both concurrent enrollment faculty and students participating in this program.
- 7. Textbooks will be college-level texts approved by the Faculty Liaison. Per student fees may apply for courses utilizing the College's Open Educational Resources, to be billed to **Gilbertsville – Mount Upton High School**.
- 8. Assessments will be similar in design, scope, and level of difficulty, and final course grades will be determined, based on the College master course syllabi and guidance from the Faculty Liaison.
- 9. Concurrent enrollment students will complete a college evaluation of their concurrent enrollment course(s) at the end of each course.
- 10. In a case where an approved concurrent enrollment instructor teaching a concurrent enrollment course will be out of school for any extended leave or illness, the Principal will notify the CollegeNow office as soon as possible and provide credentials for the substitute instructor of the course. Any high school instructor intending to teach a previously approved concurrent enrollment course must have credentials reviewed.
- 11. With the support of **Gilbertsville – Mount Upton High School** staff, students enrolling in Tompkins Cortland courses will provide/obtain all required documents, where applicable, to secure a valid Certificate of Residence once a year or at the time a previously issued Certificate of Residence becomes invalid.

C. **Gilbertsville – Mount Upton High School** agrees to indemnify and hold harmless Tompkins Cortland Community College, its trustees, sponsoring municipalities, agents, officers, and employees from and with respect to any and all claims, causes of action, liability, loss, damages, claims, costs or expenses (including attorneys' fees and disbursements) sustained, incurred by, or asserted against Tompkins Cortland Community College or its trustees, sponsoring municipalities, agents, officers, or employees arising out of, resulting from, or concerning any acts or omissions to act by **Gilbertsville – Mount Upton High School** or any employee or agent thereof in connection with the performance by Gilbertsville – Mount Upton High School of its duties and/or responsibilities under this Agreement.

This agreement can be withdrawn by either party with one college semester's prior notice.

  
\_\_\_\_\_  
High School Principal

  
\_\_\_\_\_  
District Superintendent

7/8/2020  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tompkins Cortland Community College Director of CollegeNow

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tompkins Cortland Community College Provost

\_\_\_\_\_  
Date

**AGREEMENT BETWEEN  
BASSETT MEDICAL CENTER  
AND  
GILBERTSVILLE-MT.UPTON CENTRAL SCHOOL**

Agreement dated August 15, 2020, between Gilbertsville-Mt. Upton Central School (the "School"), 693 State Highway 51, Gilbertsville, NY 13776 and The Mary Imogene Bassett Hospital d/b/a Bassett Medical Center (formerly doing business as Bassett Healthcare), 1 Atwell Road, Cooperstown, NY 13326.

WHEREAS, the School wishes to retain MIBH for the purposes of providing a Sports Medicine Program; and

WHEREAS, MIBH in turn desires to provide such services.

NOW, THEREFORE, the parties hereto agree as follows:

A. MIBH will designate a member of its Bassett Healthcare Certified Athletic Trainer Staff [the "MIBH Employee(s)"] to perform/coordinate the services for the School described above.

The duties of the MIBH Employee(s) shall:

1. include the provision of a sports medicine program by an Athletic Trainer certified in accordance with 8NYCRR79-7 and 8NYCRR 135.5 (d), including:
  - a. injury assessment
  - b. recommending when an athlete requires treatment by a physician
  - c. recommending follow-up with a physician
2. in no way substitute for those of a physician.
3. in no way be responsible for an emergency situation. In an emergency situation, the School's pre-existing emergency plan should be followed.
4. be provided on dates and times in support of school athletic activities to be established in advance by the School.

The duties of the School shall be:

1. provision of medical supplies if an athlete has any special medical supply needs such as taping, bandaging, padding or wrapping on a regular basis.
2. provision and potential to implement an emergency plan in an emergency situation.

B. The MIBH Employee(s) will visit the School to perform the services described in the first recital paragraph hereof on predesignated days.

C. MIBH will bill the School on an annual basis, at a rate of \$450.00 per year, for time spent in fulfilling the duties described above. Said rate shall be reviewed annually by both the School and MIBH.

D. This Agreement in no way establishes an agency relationship between the School and MIBH. Each party shall maintain its independence and separate identity and each party shall have exclusive control of its management, employees, staff, policies and assets. Neither party assumes any liability for the acts of the other party.

E. Term: The term of this contract shall be for one school year period, commencing August 15, 2020, and ending June 26, 2021, and shall terminate immediately if either party fails to maintain in good standing its licensure, certification or accreditation. Such party shall immediately inform the other party in writing to be delivered per the terms noted under Paragraph J.

F. The parties hereto shall hold harmless and indemnify the other party and its agents, servants, employees, directors and trustees from and against any loss, damage, liability or claim (or action in respect thereof) and any cost or expense, including attorneys' fees, in connection with any such loss, damage, liability, claim or action, that it or its agents, servants, employees, directors or trustees may suffer from any claim, demand, suit or action against it or them by reason of any act or failure to act on the part of the indemnifying party or its agents, servants, employees, directors or trustees in connection with or arising out of this Agreement. The party seeking indemnification hereunder shall promptly notify the indemnifying party in writing of receipt of notice of commencement of any action with respect to which a claim for indemnification is to be made hereunder. The indemnifying party will be entitled to assume the defense of such action with counsel reasonably acceptable to the indemnified party, and after notice from the indemnifying party to the indemnified party of its election to assume the defense thereof, the indemnifying party will not be liable to the indemnified party for any legal or other expenses subsequently incurred by the indemnified party in connection with the defense thereof. The provision of this paragraph and of Paragraph G hereof shall survive any termination of this Agreement for any reason.

G. Each party shall maintain comprehensive liability insurance and MIBH will maintain malpractice insurance coverage acceptable to the other party either in the form of a self-insurance program or in the form of a policy purchased from an insurance company. The insurances shall be acceptable to the other party in the form of a self-insurance program or in the form of a policy purchased from an insurance company. Each party shall have the right to inspect during normal business hours documents in relation to such insurance coverage.

H. Modification: This is the entire Agreement. There shall be no oral modifications to this contract, and any modifications or amendments of the terms of this contract shall not be binding unless executed in writing by the parties hereto. The terms of this Agreement supersede any oral representations previously made.



I. Governing Law: This agreement shall be governed by the laws of the State of New York and in particular, but without limitation, 8NYCRR 135.4 (d).

Notwithstanding any other provisions in this contract, the parties hereto remain responsible for ensuring that any service provided pursuant to this contract complies with all pertinent provisions of Federal, State and local statutes, rules and regulations.

J. Termination: The Agreement may be terminated by either party by notice in writing of termination delivered personally or sent by registered mail addressed to the other party at its then principal office. Such notice shall be so delivered or mailed at least 90 days prior to the intended termination date.

IN WITNESS WHEREOF, each of the parties hereto has caused it corporate seal to be hereunto affixed and these presents to be signed by their duly authorized officers the day and year first above written.

**GILBERTSVILLE MT-UPTON CENTRAL  
HIGH SCHOOL**

By: \_\_\_\_\_  
Annette Hammond  
Superintendent

Tax Id Number \_\_\_\_\_ 16-1376054  
**BASSETT MEDICAL CENTER**

*Frank Panzarella*  
By: frank.panzarella@bassett.org 08/06/2020  
Frank Panzarella  
Network VP & COO of BMG

Agree 120c, formerly 012617

# District Plan



**2020-2021**

## **Our Vision Statement**

To provide an inclusive learning community which fosters life-long personal and academic growth.

## **Our Mission Statement**

At Gilbertsville-Mount Upton Central School, we use a trauma-sensitive approach to cultivate confident individuals with the desire to take risks, experience new opportunities, and to recognize the potential within themselves. We are a student-centered learning community that values:

A Growth Mindset

Essential Skills for Career Readiness

Social–Emotional Wellness

Resilience

Critical Thinking

High Expectations

Meaningful Relationships



**Goal 1: Students will show academic growth.**

**Objective:** Develop students' academic independence and confidence.

**Strategy A:** Organize GMU faculty into productive Professional Learning Communities.

<i><b>Action Step:</b></i>	<i><b>Designation: Who are the collaborative partners?</b></i>	<i><b>Timeframe and Results: By when/by what evidence will progress be noted?</b></i>	<i><b>Progress Notes (Follow up meetings): emerging needs, issues, next steps</b></i>
Reorganize PLC team groupings	Administration	Fall 2020	complete   in progress not started
<i><b>Action Step:</b></i>	<i><b>Designation:</b></i>	<i><b>Timeframe and Results:</b></i>	<i><b>Progress Notes:</b></i>
Focus on the identification of essential standards and sharing of best practices for teaching and learning during the COVID19 pandemic	PLC Teams	2020-2021 school year	complete   in progress not started
<i><b>Action Step:</b></i>	<i><b>Designation:</b></i>	<i><b>Timeframe and Results:</b></i>	<i><b>Progress Notes:</b></i>
Follow PLC protocols for conducting productive meetings	PLC Teams	2020-2021 school year	complete   in progress not started
<i><b>Action Step:</b></i>	<i><b>Designation:</b></i>	<i><b>Timeframe and Results:</b></i>	<i><b>Progress Notes:</b></i>
Restructure the goals of PLCs to focus on: <ul style="list-style-type: none"> <li>• Math</li> <li>• Reading</li> <li>• Writing</li> <li>• Civic Readiness</li> </ul>	PLC Teams	2020-2021 school year	complete   in progress not started
<i><b>Action Step:</b></i>	<i><b>Designation:</b></i>	<i><b>Timeframe and Results:</b></i>	<i><b>Progress Notes:</b></i>
Continue to focus on the four essential questions of learning: <ol style="list-style-type: none"> <li>1. What do we expect students to learn?</li> <li>2. How do we know they are all learning?</li> <li>3. How do we respond when they do not learn?</li> <li>4. How do we respond when they have already learned?</li> </ol>	PLC Teams	2020-2021 school year	complete   in progress not started

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**Strategy B:** Review student-learning data to inform instruction through a guaranteed, viable, aligned curriculum and practices.

<i><b>Action Step:</b></i>	<i><b>Designation: Who are the collaborative partners?</b></i>	<i><b>Timeframe and Results: By when/by what evidence will progress be noted?</b></i>	<i><b>Progress Notes (Follow up meetings): emerging needs, issues, next steps</b></i>
Develop a comprehensive/effective RTI/AIS process and provide Faculty with appropriate training	Heather Wilcox, Principal & Sp. Ed. Director Cierra Stafford, RTI Coordinator School Counselors	September 2020	complete    in progress not started
<i><b>Action Step:</b></i>	<i><b>Designation:</b></i>	<i><b>Timeframe and Results:</b></i>	<i><b>Progress Notes:</b></i>
Implement iReady as a universal screening tool for grades K-8	Cierra Stafford, RTI Coordinator & K-8 Instructional Staff	Tri-annual assessments	complete    in progress not started
<i><b>Action Step:</b></i>	<i><b>Designation:</b></i>	<i><b>Timeframe and Results:</b></i>	<i><b>Progress Notes:</b></i>
Analyze assessment data to identify gaps in student achievement to implement an effective RTI/AIS process <ul style="list-style-type: none"> <li>• F&amp;P</li> <li>• State assessments</li> <li>• Formative/summative assessments</li> <li>• iReady</li> </ul>	Instructional Staff	Monthly PLC meetings	complete    in progress not started
<i><b>Action Step:</b></i>	<i><b>Designation:</b></i>	<i><b>Timeframe and Results:</b></i>	<i><b>Progress Notes:</b></i>
Improve and expand literacy instruction utilizing: <ul style="list-style-type: none"> <li>• Fountas &amp; Pinnell Classroom program</li> <li>• LETRS</li> </ul>	Tanya Schnabl, Literacy Consult. Lauren Weidman, Reading Teacher K-6 Instructional Staff DCMO ISS	6 <sup>th</sup> grade 2020-2021 school year  K-2 2020-2021 school year	complete    in progress not started  complete    in progress not started
<i><b>Action Step:</b></i>	<i><b>Designation:</b></i>	<i><b>Timeframe and Results:</b></i>	<i><b>Progress Notes:</b></i>
Introduce students to developmentally and subject appropriate organization and study skills/strategies	Instructional Staff	2020-2021 school year	complete    in progress not started



**NOTES:**

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**Strategy C:** Expose learners to diverse experiences including college, career and civic responsibilities through a variety of programs.

<i><b>Action Step</b></i>	<i><b>Designation: Who are the collaborative partners?</b></i>	<i><b>Timeframe and Results: By when/by what evidence will progress be noted?</b></i>	<i><b>Progress Notes (Follow up meetings): emerging needs, issues, next steps</b></i>
Guide all Pk-12 students annually in developing/updating a career plan utilizing Naviance when appropriate	School Counselors	June 2021	complete   in progress not started
<i><b>Action Step:</b></i>	<i><b>Designation:</b></i>	<i><b>Timeframe and Results:</b></i>	<i><b>Progress Notes:</b></i>
Develop a comprehensive career program for 7-12 students	Greg Bonczkowski, Career Coordinator School Counselors	2020-2021 school year	complete   in progress not started
<i><b>Action Step:</b></i>	<i><b>Designation:</b></i>	<i><b>Timeframe and Results:</b></i>	<i><b>Progress Notes:</b></i>
Develop and implement virtual opportunities for college and career exposure for all Pk-12 students	Instructional Staff School Counselors	2020-2021 school year	complete   in progress not started
<i><b>Action Step:</b></i>	<i><b>Designation:</b></i>	<i><b>Timeframe and Results:</b></i>	<i><b>Progress Notes:</b></i>
Continue to expose Pk-12 students, faculty and staff to a variety of STEM/STEAM learning opportunities	Mark Seigers, STEAM Coordinator Instructional Staff	2020-2021 school year	complete   in progress not started
<i><b>Action Step:</b></i>	<i><b>Designation:</b></i>	<i><b>Timeframe and Results:</b></i>	<i><b>Progress Notes:</b></i>
Recognition for students pertaining specifically to academic, character and work ethic attributes	Instructional Staff	Ongoing	complete   in progress not started
<i><b>Action Step:</b></i>	<i><b>Designation:</b></i>	<i><b>Timeframe and Results:</b></i>	<i><b>Progress Notes:</b></i>
Intentionally model and integrate Essential Skills into daily activities	Faculty & Staff	2020-2021 school year	complete   in progress not started

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**Goal 2: Students will demonstrate personal growth.****Objective:** Develop students' social, emotional, physical health, and self-awareness.**Strategy A:** Support students' development of social, emotional, and physical wellness.

<i><b>Action Step:</b></i>	<i><b>Designation:</b></i>	<i><b>Timeframe and Results:</b></i>	<i><b>Progress Notes:</b></i>
<b>PENDING COVID19</b> Continue a district-wide peer mentoring program where students will develop and build their essential skills	CFES Committee	Ongoing	complete   in progress not started
<i><b>Action Step:</b></i>	<i><b>Designation:</b></i>	<i><b>Timeframe and Results:</b></i>	<i><b>Progress Notes:</b></i>
Assign an ally to every Pk-12 student for daily check-ins which will be completed by faculty and staff	Heather Wilcox, Principal  Faculty & Staff	Ongoing throughout COVID19 pandemic	complete   in progress not started
<i><b>Action Step:</b></i>	<i><b>Designation:</b></i>	<i><b>Timeframe and Results:</b></i>	<i><b>Progress Notes:</b></i>
Build meaningful relationships with all students	Faculty & Staff	Ongoing	complete   in progress not started
<i><b>Action Step:</b></i>	<i><b>Designation:</b></i>	<i><b>Timeframe and Results:</b></i>	<i><b>Progress Notes:</b></i>
Work with Bassett to setup protocols for utilization of School Based Health Clinic	Bassett Healthcare School Nurse	Ensure 70% enrollment by 2022	complete   in progress not started
<i><b>Action Step:</b></i>	<i><b>Designation:</b></i>	<i><b>Timeframe and Results:</b></i>	<i><b>Progress Notes:</b></i>
Work with ONC to set up protocols for utilization of Systems of Care provider	Designated Social Worker School Counselors	September 2020-June 2022	complete   in progress not started
<i><b>Action Step:</b></i>	<i><b>Designation:</b></i>	<i><b>Timeframe and Results:</b></i>	<i><b>Progress Notes:</b></i>
Create a trauma-responsive environment including: <ul style="list-style-type: none"> <li>• Kognito training opportunities for students and staff</li> <li>• Multi-tiered behavioral interventions</li> <li>• Restorative practices</li> </ul>	All Faculty & Staff School Counselors Administration	Ongoing	complete   in progress not started

## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

**Goal 3: Develop and enhance a professional collaborative culture.****Objective:** Enhance professional practice through a collaborative process to improve student outcomes.**Strategy A:** The District will provide training and support to ensure effectiveness of all GMU employees.

<i><b>Action Step:</b></i>	<i><b>Designation: Who are the collaborative partners?</b></i>	<i><b>Timeframe and Results: By when/by what evidence will progress be noted?</b></i>	<i><b>Progress Notes (Follow up meetings): emerging needs, issues, next steps</b></i>
New teachers will work with a trained mentor	Mentor/Mentee teams	Designated times per year	complete   in progress not started
<i><b>Action Step:</b></i>	<i><b>Designation:</b></i>	<i><b>Timeframe and Results:</b></i>	<i><b>Progress Notes:</b></i>
SLO documentation completed	Union Representative	September 30, 2020	complete   in progress not started
<i><b>Action Step:</b></i>	<i><b>Designation:</b></i>	<i><b>Timeframe and Results:</b></i>	<i><b>Progress Notes:</b></i>
Collaborative development of TIP/PIP plans as needed	Annette Hammond Identified Teacher Union Representative	September 30, 2020	complete   in progress not started
<i><b>Action Step:</b></i>	<i><b>Designation:</b></i>	<i><b>Timeframe and Results:</b></i>	<i><b>Progress Notes:</b></i>
District provides access to learning opportunities as per the Professional Development Plan <ul style="list-style-type: none"> <li>• Literacy Training</li> <li>• LETRS</li> <li>• Growth Mindset</li> <li>• Trauma strategies</li> <li>• Virtual support and training</li> <li>• iReady</li> <li>• Math Training</li> </ul>	All GMU employees  Tanya Schnabl, Literacy Consultant Lauren Weidman, Reading Teacher DCMO ISS Kognito Mark Seigers, Virtual Learning Trainer Cierra Stafford, RTI Coordinator	Monthly Faculty Meetings  Designated staff training timeframes  Superintendent Conference Days	complete   in progress not started
<i><b>Action Step:</b></i>	<i><b>Designation:</b></i>	<i><b>Timeframe and Results:</b></i>	<i><b>Progress Notes:</b></i>
The content of the Professional Development Plan is supported by BOCES programs and other approved consultants	District Secretary MyLearningPlan Users  Approved Consultants	Per training session  Content in MyLearningPlan	complete   in progress not started



<b><i>Action Step:</i></b>	<b><i>Designation:</i></b>	<b><i>Timeframe and Results:</i></b>	<b><i>Progress Notes:</i></b>
Pk-12 faculty meeting discussions will include: <ul style="list-style-type: none"> <li>• FISH philosophy spotlights</li> <li>• Best practices</li> <li>• LINKS 22 Plan</li> <li>• Conference experiences</li> <li>• RTI progress/data</li> </ul>	Administration Faculty	Monthly	complete    in progress not started

## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

**Collaborative Team Members:**

Annette Hammond

Heather Wilcox

Greg Bonczkowski

Hillary Giuda-Philpott

Ashley Hughes

Becky McMullen

Raquel Norton

Aimee Piedmonte

Lisa Ruland

Mark Seigers

Cierra Stafford

Clara Tanner

Darin Trass

Lauren Weidman

Katie Woods



## **Gilbertsville-Mt. Upton School**

### **District/Superintendent/BOE Goals 2020-2021 School Year**

**Goal 1: Students will show academic growth** – We want students to develop academic independence and confidence during the COVID19 pandemic.

- Faculty will be structured into Productive Professional Learning Communities (Fridays) with a focus on:
  - Math, Reading, Writing, Civic Readiness
  - The identification of essential standards and sharing of best practices for teaching and learning during the COVID19 pandemic.
- (BOE Presentations at least 3 times through the year to share progress of PLCs)
- Review student-learning data to inform instruction through a guaranteed, viable, aligned curriculum.
  - Literacy program (**February and June presentations**)
  - Writing program (**February and June presentations**)
  - Phonics program (**February and June presentations**)
  - Analyze assessment data (F&P, state assessments, formative and summative assessments, iReady) **June presentation**
  - Utilize our Universal Screening Tool to identify struggling students earlier (iReady)
  - Restructure RTI/AIS process (**November presentation**)
- Expose learners to diverse experiences including college, career and civic responsibilities through a variety of programs.
  - Develop Career Plans with students (Naviance **December presentation**)
  - Virtual College and Career visits Pk-12 (**November presentation**)
  - STEAM Collaboration for all grades and subjects (January presentation)
  - Model & Integrate Essential Skills (add virtual skills)

**Goal 2: Students will demonstrate personal growth** – We want students to develop social, emotional, and physical health and self-awareness. (**October and March BOE updates**)

- Peer Mentoring-explore creative ways to connect during COVID19
- Assign an Ally to each student to connect each day and build relationships
- SBHC, encourage and increase enrollment
- System of Care Social Worker, work on procedures during COVID19
- Maintain a trauma responsive environment (utilizing Kognito and restorative practices)

**Goal 3: Develop and enhance a professional collaborative culture** – We will enhance professional practice to improve student outcomes by providing training and support to ensure effectiveness of all GMU employees. (**April Presentation on action steps taken**)

## **Board of Education Presentation Schedule**

**2020-2021**

**October** – Sharing programs developed to support student social, emotional, physical health and self-awareness during COVID19. (Superintendent, principal, school counselor, and SBHC & SOC representatives)

**November** – RTI/AIS program updates (Superintendent, Principal & Coordinator)

**December** - College & Career Exploration/Naviance during COVID19, PLC Team Progress (MS/HS Counselor and Business/Career Teacher, Principal)

**January** – STEAM during COVID19, PLC Progress (STEAM Teacher, Principal)

**February** – Literacy, Writing, Phonics program progress (Literacy Teacher)

**March** - Sharing progress of programs developed to support student social, emotional, physical health and self-awareness during COVID19.

**April** – Presentation on action steps taken throughout the year to develop and enhance a professional collaborative culture (Superintendent)

**May** – 2021-2022 School Year Budget Presentation and PLC Team Progress (Superintendent & Principal)






**June** - Literacy, Writing, Phonics program progress and sharing of student assessment data (Principal & Literacy Teacher)

# GILBERTSVILLE-MOUNT UPTON DISTRICT CALENDAR

## 2020-2021 School Calendar

**FINAL**

September 2020							October 2020							November 2020						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					
Staff 17      Students 16							Staff 21      Students 20							Staff 17      Students 17						
December 2020							January 2021							February 2021						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28						
Staff 17      Students 17							Staff 19      Students 19							Staff 18      Students 18						
March 2021							April 2021							May 2021						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6						1	2							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
Staff 23      Students 22							Staff 16      Students 16							Staff 20      Students 19						
June 2021							July 2021							August 2021						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5						1	2	3	4	5	6	7		
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				
Staff 18      Students 17																				

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

### Student Days

Sept	16	Feb	18
Oct	20	Mar	22
Nov	17	Apr	16
Dec	17	May	19
Jan	19	June	17
89		92	

Total Student Days 181

### Staff Days

Sept	17	Feb	18
Oct	21	Mar	23
Nov	17	Apr	16
Dec	17	May	20
Jan	19	June	18
91		95	

Total Staff Days 186

### September

- 07 Labor Day - No School/Offices Closed
- 08-09 Staff Development/No School for Students
- 10 First Day for K-2 and Cohort Blue Students
- 11 First Day for Cohort Gold Students

### October

- 09 Staff Development/No School for Students
- 12 Columbus Day - No School

### November

- 10 Half Day for Students, Noon Dismissal
- 11 Veteran's Day - No School/Offices Closed
- 20 Half Day for Students, Noon Dismissal (Parent/Teacher Conferences)
- 25-27 Thanksgiving Recess - No School
- 26-27 Offices Closed

### December

- 23 Half Day for Students, 11 a.m. Dismissal
- 24-31 Christmas Recess - No School
- 24-28 Offices Closed

### January

- 01 New Year's Day - No School/Offices Closed
- 18 Martin Luther King, Jr. Day - No School
- 26-29 Regents Exams
- 29 Half Day for Students, Noon Dismissal

### February

- 12 Winter Recess - No School for Students
- 15 Presidents' Day - Offices Closed

### March

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

### April

- 02 Good Friday - Offices Closed
- 05 Easter Monday - Offices Closed
- 06-09 Spring Recess/No School for Students
- 16 Half Day for Students, Noon Dismissal
- 19-26 ELA State Tests, Grades 3-8

### May

- 03-10 Math State Tests, Grades 3-8
- 25-27 Science Performance Test, Grades 4 & 8
- 31 Memorial Day - No School/Offices Closed

### June

- 01 Memorial Day Recess - No School for Students
- 02-04 Science Performance Test, Grades 4 & 8
- 07 Science Written Test, Grade 4 & 8
- 15 7-12 Last Day of School
- 16-24 Regents Exams
- 24 Pk-6 Last Day of School, 11 a.m. Dismissal
- 25 Regents Rating Day



470202  
(SED CODE)

The State Education Department  
Transportation Unit, Room 1075 EBA  
89 Washington Avenue  
Albany, New York 12234

Form TC

C \_\_\_\_\_  
Contract Number  
(SED will fill in)

**TRANSPORTATION CONTRACT**

(Do not use for Addendums or Extensions - See Note on Reverse)

Dorothy Iannello			Tele( 607 783-2207
Contact Person			Email: diannello@gmucsd.org
Gilbertsville-Mount Upton School District			
School District/BOCES			
693 State Highway 51			
Street or P.O. Box			
Gilbertsville	NY	13776	
City	State	Zip Code	

**Please Check if applicable:**

- ☐ Piggyback Transportation\*  
☐ Special Education Only  
☐ Regular & Special Education Pupils Combined  
☐ Partial Year contract that costs \$20,000 or less  
☐ One-month emergency contract- 31 Calendar days  
☐ Contract for bus maintenance only

**Specifications include:**

- ☐ District will supply contractor with fuel  
☐ Provision for attendants, escorts or monitors  
☐ Clause for increasing or decreasing service

This AGREEMENT made this 10th day of September 2020 by and between

Gilbertsville-Mount Upton School District, County of Otsego, N.Y.  
(Name of School District or BOCES)

party of the first part and Edward and Beth Fitch, party of the second part.  
(Contractor)

WITNESSETH. That whereas party of the first part is duly empowered (by the provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law) to enter into a contract for the purpose of providing transportation for children of said district for the period of service to begin

September 10 2020 and to end on or about June 20, 2021  
Month Day Year Month Day Year

NOW, THEREFORE, the said party of the first part hereby agrees to pay to the said party of the second part the sum of \$ \_\_\_\_\_ or \$ .575 per mile if on a per-bus, per-diem, per-mile or  
(If lump sum contract) (Unit Cost)

other unit cost basis for providing such transportation on a suitable conveyance.

Total Anticipated Annual Cost \$ 7,500.00

\*For a piggyback contract, list the originating school district & contract number \_\_\_\_\_ # \_\_\_\_\_.  
If awarded through a request for proposals, date of request of such proposals \_\_\_\_\_ (see note on reverse)

IN WITNESS WHEREOF, the parties have set their hands the day and year above written.

(Signature of Trustee or President of Board of Education)	JEREMY PAIN	(Party of the First Part)	693 State Highway 51, Gilbertsville NY 13776	(Post Office Address)
(Signature of Contractor)	EDWARD & BETH FITCH	(Party of the Second Part)	109 Beers Park, Mt. Upton, NY 13809	(Post Office Address)

**COMPLIANCE CERTIFICATION.** I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education Law, and Section 156.1(b) of Commissioner of Education Regulations, or in accordance with the request for proposals provisions of Section 305(14) of the Education law and Section 156.12 of Commissioner of Education Regulations. I also certify that this contract has been authorized by the voters in accordance with Section 1709(27) of the Education Law, and has been approved by the Superintendent of Schools in accordance with Section 3625(1) of the Education Law.

Approval Date: August 19, 2020 Filed by: \_\_\_\_\_  
(Date of Superintendent's Approval) (Signature of Superintendent or Designee)

**PLEASE SUBMIT ORIGINAL TO THE STATE EDUCATION DEPARTMENT. RETAIN A COPY FOR YOUR SCHOOL DISTRICT RECORDS.**