

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

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT

693 State Highway 51

Gilbertsville, New York 13776

Wednesday, August 21, 2024

Public Hearing and Regular Meeting, 6:00 pm, D131

AGENDA

CALL TO ORDER & PLEDGE OF ALLEGIANCE

COMMUNICATIONS / POSITIVE HIGHLIGHTS

-Thank You Cards – Leah Cotton & Natalie Livelsberger, 2024 BOE Scholarship Recipient (**Enclosure 4**)

PUBLIC COMMENT

REPORTS

-Public Hearing: District-Wide Safety Plan - Annette Hammond & Donna Dean
-Capital Project Update – C&S Companies

INFORMATION FOR MEMBERS

-Important Dates:
-Open House: Tuesday, September 3 @ 5-7pm
-First Day for Students: Thursday, September 5
- NYSSBA Leadership in Education Conference – Sean Barrows

BOARD DISCUSSION

-Cellphone Use Update
-GMU Athletics Update
-Amendment of Board Policies – *BP7110 Comprehensive Attendance & BP7310 Code of Conduct* (**Enclosure 5**)

EXECUTIVE SESSION

I. RECOMMENDED ACTIONS – ROUTINE MATTERS

APPROVE MINUTES

RESOLVED, to approve the minutes from the Regular Board of Education Meeting on 02 July 2024. (**Enclosure 2**)

APPROVE AGENDA

RESOLVED, to approve the 21 August 2024, consent agenda. (**Enclosure 1**)

II. RECOMMENDED ACTIONS – NEW BUSINESS

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

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

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 21 August 2024, Committee on Special Education/Committee on Preschool Special Education Consent Agenda.

FINANCIAL CONSENT AGENDA

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 21 August 2024, Financial Consent Agenda.

PERSONNEL CONSENT AGENDA

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 21 August 2024, Personnel Consent Agenda.

NEW ITEMS CONSENT AGENDA

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 21 August 2024, New Item Consent Agenda.

SECOND PUBLIC COMMENT

EXECUTIVE SESSION

-Personnel Matters

ADJOURNMENT

07/02/2024

Gilbertsville-Mount Upton Central School Board of Education

Reorganizational & Regular Meeting

02 July 2024

Board Room D131

Members present at the start of the meeting were Jeremy Pain, Sean Barrows, Whitney Talbot, Christopher Ostrander, Lori Peck, Brenda Friedel, Jed Barnes and eight guests.

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

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

The Acting District Clerk called for nominations for Board President for the 2024-2025 school year. Jeremy Pain was nominated by Sean Barrows and Brenda Friedel for President. There were no other nominations. ELECTION, PRESIDENT

On a motion by Barrows, seconded by Ostrander and passed unanimously, the Acting District Clerk was requested to cast one ballot for the unanimous election of Jeremy Pain as President for the 2024-2025 school year.

Jeremy Pain was unanimously elected President

The Acting District Clerk called for nominations for Board Vice-President for the 2024-2025 school year. Jed Barnes was nominated by Sean Barrows for Vice-President. There were no other nominations. ELECTION, VICE-PRESIDENT

On a motion by Talbot, seconded by Friedel and passed unanimously, the Acting District Clerk was requested to cast one ballot for the unanimous election of Jed Barnes as Vice-President for the 2024-2025 school year.

Jed Barnes was unanimously elected Vice-President.

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

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

The Oath of Office was administered to new board member Lori Peck and re-elected board members Whitney Talbot and Sean Barrows by Acting District Clerk.

President Pain assumed the chair.

As recommended by the Superintendent, the following appointments and designations for the 2024-2025 school year were unanimously approved on a motion by Barrows, seconded by Ostrander and passed unanimously.

APPOINTMENTS AND DESIGNATIONS

Superintendent: *Annette D. Hammond*
District Clerk: *Donna Dean*
Clerk Pro-Tem: *BOE President & VP, Superintendent*
District Treasurer: *Dorothy Iannello*
Deputy Treasurer: *Brianne Simonds*
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: *Ferrara Fiorenza PC*
Compliance Officer for Title IX & Title I: *Heather Wilcox*
Sexual Harassment Complaint Officer: *Superintendent*
Workplace Violence Prevention Officers: *Superintendent & Principal*
Homeless Liaison: *Donna Dean*
Pesticide Application Coordinator: *Russell Card*
Funds Depository: *Community Bank, N.A., JP Morgan-Chase*
HIPAA Privacy Officer: *Dorothy Iannello*
School Tax Collector: *Dorothy Iannello*
Authorized Credit Card: *Visa/Community Bank, N.A.*
Attendance Clerk: *Front Desk Position*
Independent Auditor: *D'Arcangelo & Co., LLP*
Internal Claims Auditor: *Tom Connell*
Payroll Certification: *Superintendent*
DASA Coordinator: *Lisa Ruland & Jillian Parascandola*
BOE Regular Meeting Dates: *See attached schedule*
Newspapers: *(Norwich) Evening Sun & (Oneonta) Daily Star*
Legislative Liaison: *BOE Vice President*
Bonding \$1,000,000: *District Treasurer, Deputy Treasurer*
Student Accounts Central Treasurer: *Donna Dean*
Mileage Rate: *Current IRS standard rate*
Budget Transfers up to \$10,000: *Superintendent*
Student Suspensions: *Heather Wilcox*
Tutoring Stipend: *\$29.03 per hour*
Teaching Substitutes: *Certified - \$130.00/day*
Uncertified - \$115.00/day
Retired from GMU- \$140.00/day
Fully Certified Long-Term Teacher: *\$165.00/day*
Non-Certified Long-Term Teacher: *\$140.00/day*
Substitute Support Staff: *Minimum Wage*
Substitute Secretary (over 10 consecutive days): *Minimum Wage*
Substitute Health Aide with Certification: *\$115.00/day*
Substitute Registered Nurse: *\$25.00/hour*

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Substitute Bus Driver: *\$37.50/run*
Substitute Bus Monitor: *Minimum Wage*
Substitute Cleaner Rate: *Minimum Wage*
Summer Instructional Pay: *\$29.03/hour*
Election Officials' Stipend: *\$160.00/day*
Records Management Officer: *Donna Dean*
Data Protection Officer: *Eric Voorhees*
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 Compliance Officer: *Heather Wilcox*
Human Rights Officer: *Superintendent*
Internal Claims Auditor: *\$17.00/hour*
MOH Workers' Compensation Board Representative: *Annette Hammond, Dorothy Iannello*

Designation of DCMO BOCES to act as the Advisory Council for
GMU Career and Technical Education 2024-2025.

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

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

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

RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby authorize the Superintendent of Schools to enter into contracts for services on behalf of the Gilbertsville-Mount 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

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the direction of the Board of Education and in addition that this clause is continued in the employment contracts of the superintendent, school building and school district administrators.

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

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

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

The re-organizational meeting adjourned at 6:05 p.m. on a motion by Barrows, seconded by Ostrander, and passed unanimously.

The regular meeting was called to order at 6:05 P.M. by President Pain.

The Superintendent and Principal provided the following Positive Highlights:

POSITIVE
HIGHLIGHTS

- Finishing wrapping up the end of the school year.
- Successful graduation with 18 graduates and 1 honorary for the district's foreign exchange student. The class donated NYS and American flags to be mounted in the auditorium.
- This year we had a lot of parent involvement with events in the district.
- Thank you to Little Raiders softball team who painted a dugout in school colors of blue and gold.
- Construction is two days in – tomorrow they will finish digging up black top. There will be a transition to the small lot that will become the parent drop off/pick up location.
- Playground work has started
- The water tank was checked, and it appears to be in good condition.

The following guest addressed the board of education:

PUBLIC COMMENT

- Mark Seigers - cell phone use.

The Superintendent and District Clerk informed the board of the following:

INFORMATION FOR
MEMBERS

- District-Wide Safety Plan Public Hearing will be on August 21, 2024 at 6:00pm, for the purpose of receiving any comments with respect to

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the plan for GMU.

-ELA & Math curriculums

The board discussed the following:

BOARD DISCUSSION

-Cell Phone Use – board members gave their approval for Superintendent to do more research.

Minutes from the 12 June 2024 meeting were unanimously approved on a motion by Talbot, seconded by Ostrander. For the motion seven, opposed none. Motion carried.

MINUTES

The proposed 02 July 2024 Regular Consent Agenda was unanimously adopted as amended on a motion by Barrows, seconded by Talbot. For the motion seven, opposed none. Motion carried.

AGENDA

Board Member Friedel made the motion, seconded by Board Member Barrows, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 02 July 2024 CSE/CPSE Consent Agenda. For the motion seven, opposed none. Motion carried.

CSE/CPSE CONSENT
AGENDA

Board Member Talbot made the motion, seconded by Board Member Ostrander, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 02 July 2024, Financial Consent Agenda as amended. For the motion seven, opposed none. Motion carried.

FINANCIAL CONSENT
AGENDA

Surplus

To declare outdated Illustrative Mathematics Student Workbooks and Teacher Guides as surplus to be disposed of accordingly.

To declare the Hobart Double Door Pass Through Cooler as surplus to be disposed of accordingly.

To declare six RealCare Baby Simulators as surplus to be disposed of accordingly.

Milk, Ice Cream, and Bread Bid

To accept the bid of the following company to supply milk products for the 2024-2025 school year: Instant Whip Foods

To accept the bid of the following company to supply ice cream products for the 2024-2025 school year: Hershey's Ice Cream

To accept the bid of the following company to supply bread products for the 2024-2025 school year: Bimbo Bakeries USA.

Donation

To accept high jump mats and standards from Andes Central School District.

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Board Member Barrows made the motion, seconded by Board Member Friedel, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 02 July 2024, Personnel Consent Agenda as amended. For the motion seven, opposed none. Motion carried.

PERSONNEL
CONSENT AGENDA

Summer Tutors

To appoint the following individuals as Summer School Tutors at the rate of \$29.03/hr., effective July 1, 2024 through August 16, 2024: Kimberly Burkhart and Angela Babarovich.

Cleaner

To appoint Mason Prentice as a full-time cleaner, effective June 25, 2024, pending fingerprint clearance. All benefits are per the CSEA contract.

Summer Helper

To appoint Jenna Carpenter as a Summer Helper in the Technology department, effective July 1, 2024 through August 31, 2024, at a pay rate of \$15.00/hour.

Resignation

To accept the resignation of Andrea Delmar, elementary teacher, effective August 31, 2024.

Fall Coaching Recommendations

To appoint the following coaches for the 2024-2025 fall sports season:
Girls' Varsity Soccer – Raquel Norton
Girls' Modified Soccer – Bruce Zimmer

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

Summer Food Service Helpers

To appoint the following as Summer Food Service Helpers, effective July 1, 2024 through August 30, 2024, at their 2024-2025 contractual pay rate:
Lisa Dibble, Stacey Barnes, Jillian Dickerson, and Andrew Sebeck

Sabbatical

To approve one-half year sabbatical for Becky Acla, for the 2024-2025 school year, per all binding terms and conditions set forth in the GMUTA contract.

Summer Enrichment Staff

To appoint the following individuals as Summer Enrichment Staff at the rate of \$20.77/hr., effective July 1, 2024 through August 30, 2024: Zea Beckwith, Shari Bennett, Cristina Crawford, Kaitlyn Woods, Rebecca Fuller, Amy Costello, Brittany Scheriff, Linda Dickey, Kaitlyn Fuller, Rebecca McMullen, Susan Phillippe, and Cameron

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Race.

To approve Lisa Ruland, as the Summer Enrichment Coordinator at the rate of \$1,000 stipend.

Summer School Staff

To appoint Lori Heggenstaller as Virtual Summer School Staff at the rate of \$29.03/hr., effective July 1, 2024 through August 16, 2024:

Pre-K & Kindergarten Bridging Staff

To appoint the following to the Pre-K & Kindergarten Bridging Staff at the rate of \$29.03/hour for August 28, 2024 through August 29, 2024:

Amanda Musson, Amy Costello, Kendra Harris, Kaitlyn Fuller, Lisa Macumber, Bethanie Weand, Linda Dickey, Rebecca Fuller, Mackenzie Talbot, Lauren Weidman, Lisa Ruland, Elisa Heggenstaller, Raquel Norton, Matthew Johnson, and Kelly Ingham (nursing hourly rate).

Annual Positions/Advisors

To appoint the following as paid annual positions/advisors:

POSITION	NAME
Class of 2025 (12th Grade)	Lisa Ruland
Class of 2026 (11th Grade)	Katie Woods & Larisa Waghorn
Class of 2027 (10th Grade)	Raquel Norton
Class of 2028 (9th Grade)	Shania Speenburgh
Class of 2029 (8th Grade)	Linda Dickey
Class of 2030 (7th Grade)	Shania Speenburgh
7-8 Student Council	Kaitlyn Woods
9-12 Student Council	Shania Speenburgh
Yearbook	Zea Beckwith
Mock Trial	Raquel Norton
SADD	Jillian Parascandola
Marching Band, Jazz Band, Pit Director	William Gilchrest
Color Guard	Anne Monaco
Theatre Club	Jackie Turnbull
Drama Club Director	Anne Monaco & Jackie Turnbull
Extra Choral	Anne Monaco
Musical Director	Anne Monaco
Junior Musical Director	Anne Monaco
Assistant Director/Choreographer	Jackie Turnbull
Leadership Club (former NJHS)	Rebecca Fuller
Elementary Student Council (Grades 4-6)	Alicia Cummings
Safety Patrol Advisor	Shari Bennett
Literacy Instructional Leader	Lauren Weidman
Athletic Director	Greg Bonczkowski
Auditorium Coordinator	Gerrit Bakhuizen

Graduation Coordinator	Kristy Carey
Gay Straight Alliance	Ashley Hughes & Lisa Ruland

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

NON-PAID ANNUAL POSITIONS

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

Mentors

To appoint the following Mentors for the 2024-2025 school year:

Mark Seigers for Connor Ogborn (Mathematics Teacher)

Raquel Norton for Jillian Parascandola (School Counselor)

Director of Special Education

To appoint Annette Hammond as Director of Special Education for the 2024-2025 school year. effective July 1, 2024.

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 2024-2025 school year, effective July 1, 2024:

CSE

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

CPSE

- CPSE Director: Annette Hammond
- School Psychologist: Theresa Yantz
- Special Education Teacher
- Regular Education Teacher
- Parent Member: Refer to list (Only needed at parent request)
- Parent(s) of Guardian of the Student
- Other persons having knowledge or special expertise regarding the student, including related services personnel as appropriate, as the school district or parent(s) shall designate.
- For child in transition from Early Intervention programs and services, at the request of the parent, the appropriate professional designated by the agency that has been charged with the responsibility of the preschool child.
- A representative of the Municipality of the preschool child's

residence.

- **Chairpersons**

To appoint the following Chairpersons for the 2024-2025 school year:

Larissa Waghorn and Lori Heggenstaller, with a stipend of \$2,500 each.

- **Alternate Chairperson**

To approve the following Alternate Chairperson for the 2024-2025 school year:

Theresa Yantz, School Psychologist (unpaid); and Heather Wilcox Principal (unpaid).

Elementary Teacher

To appoint Alivia Bell as a full-time elementary teacher effective 01 September 2024, pending certification, beginning at Step 2 of the current GMUTA contract. Upon the recommendation of the Superintendent, the following probationary appointment is hereby made:

Name of appointee: Alivia Bell

Tenure area: Elementary Teacher

Date of commencement of probationary service: 01 September 2024

Expiration date of appointment: 30 June 2028

Certification Status: Childhood Education (grades 1-6), pending initial certification

Summer Cleaner Workers

To approve Mathew Walrod as a summer worker for the summer of 2024, pending paperwork submission. Compensation is set at minimum wage, 20 hours per week for 8 weeks. The program will run from July 1, 2024 through August 23, 2024.

Board Member Talbot made the motion, seconded by Board Member Ostrander, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 02 July 2024, New Items Consent Agenda as amended. For the motion seven, opposed none. Motion carried.

NEW ITEMS
CONSENT AGENDA

Non-Resident Students

To approve the following non-resident students for the 2024-2025 school year:

Peyton Norton, Grade 10; Lillian Perrine, Grade 11; Wilbur Barnes, Grade 5; Madelyn Jo Barnes, Grade 3; Justin Dickey, Grade 1; Myanna Dickey, Grade 12; Keenan Hoyt, Grade 8.

School Resource Officer

To approve the addendum with Upstate Security Consultants, LLC for the School Resource Officer for the 2024-2027 school years.

Memorandum of Agreement

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To approve the Memorandum of Agreement between the Gilbertsville-Mount Upton Central School and the CSEA regarding transportation runs for the 2024-2025 school year.

Agreement between The Mary Imogene Bassett Hospital and Gilbertsville-Mount Upton Central School

To approve the agreement between The Mary Imogene Bassett Hospital and Gilbertsville-Mount Upton Central School from July 1, 2024 through June 30, 2025.

Sports Mergers

To approve the following sports mergers for the 2024-2025 school year:

Boys' Varsity, JV, & Modified Soccer-GMU & Unadilla Valley.
Varsity & Modified Cross Country-GMU & Unadilla Valley.
Varsity & Modified Football-GMU & Unadilla Valley.
Varsity Golf-GMU & Unadilla Valley.
Varsity & JV Volleyball-GMU & Unadilla Valley.

Capital Improvements Project Agreement

To approve the capital improvements project agreement with Bylar Excavating, LLC., effective April 10, 2024.

The following guest addressed the board of education:
-David Dickey – busing request

PUBLIC COMMENT

The board convened in executive session at 6:41 p.m. to discuss a particular person and personnel on a motion by Barrows, seconded by Talbot and passed unanimously.

EXECUTIVE SESSION

The board reconvened in open session at 7:15 p.m. on a motion by Talbot, seconded by Barrows and passed unanimously.

The meeting adjourned at 7:16 p.m. on a motion by Peck, seconded by Barnes, and passed unanimously.

ADJOURNMENT

Donna Dean, District Clerk



"It's the journey of Journey that counts"

Gilbertsville-Mount Upton Central School District

Committee on Special Education

TO: Board of Education

FROM: Larisa Waghorn, Special Education Chair
Lori Heggenstaller, Special Education Chair
Annette Hammond Director of CSE

RE: August 12, 2024

The following were reviewed by the CPSE/CSE/504 Committees at the meetings of July 8th, July 22nd, and August 12th, 2024. The CPSE/CSE/504 Committees recommendations regarding each student are set forth here. The tests, reports, or other information upon which the recommendations are based, and a summary of the discussions, deliberations, and rationale for the recommendations are available upon request.

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

GMU Board of Education,

I would like to thank you for choosing me for this years Scholarship. I am very honored. The generous contribution will help me pay for my education at Sony Cottland. I will be majoring in Biomedical Sciences and I will be joining the EMT club to get my license. I also hope to further my education and become a PA or a doctor.

Thank you,

Leah Cotten

Dear GMU Board of Education,

I would like to thank you for selecting me as a recipient of your scholarship. Education is important to me, and I am extremely grateful for the opportunity to continue learning.

Thank you,
Metati
Lin Jyon

COMPREHENSIVE ATTENDANCE POLICY

A. Objectives

The objectives of the Comprehensive Attendance Policy are:

1. to accurately ~~track~~ **monitor** the attendance, absence, tardiness, and early departure of students to and from the school, ~~and to work toward identifying and addressing cases of educational neglect.~~
2. to ensure sufficient pupil attendance ~~of classes~~ so that pupils may achieve state-mandated education standards.
3. to track student location for safety reasons and to account to parents regarding the location of children during school hours.
4. **to help students develop strong work habits of responsibility and reliability to thereby achieve excellence to the best of their abilities in all areas**
5. **to provide academic support for students who miss class time out of necessity**
6. **to ensure continuity of instruction**

B. Definitions

Whenever used within the Comprehensive Attendance Policy, the following terms shall mean:

1. Absent: The pupil is not present for the entire period of the pupil's scheduled instruction
2. Tardy: The pupil arrives later than the starting time of the pupil's scheduled instruction.
3. Early departure: The pupil leaves prior to the end of the pupil's scheduled instruction.
4. Excused: Any absence, tardiness, or early departure for which the pupil has a valid school approved excuse. Such excused nonappearance shall include: personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical visits, approved college visits, military obligations, absences approved in advance by the Principal, and other reasons as may be approved by the Commissioner of Education.
5. Unexcused: Any absence, tardiness, or early departure for which the pupil has no valid school approved excuse. Such unexcused nonappearance shall include shopping trips to the local mall, family vacation, oversleeping, skipping class, and any other absence that is not excused.
6. **Pupil: A child enrolled in a public or nonpublic elementary, including**

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Students

- prekindergarten middle, or secondary school.
7. Register of Attendance: Any written or electronic record maintained for the purpose of recording the attendance, absence, tardiness or early departure of a pupil.
 8. Scheduled instruction: Every period that a pupil is scheduled to attend actual instruction or supervised study activities during the course of a school day during the school year.
 9. Teacher: A member of the teaching or supervisory staff of a public or nonpublic elementary, middle, or secondary school.
 10. Employee other than a teacher: A suitable person other than a teacher employed by a public or nonpublic elementary, middle, or secondary school in a position appropriate for maintaining pupil records.

Coding System

The following coding system shall be used to indicate the nature and reason for a pupil's missing all or part of scheduled instruction:

AE = absent, excused

AU = Absent, unexcused

TE = Tardy, excused

TU= Tardy, unexcused

ED = Early Dismissal

I = Present part of class ISS – In-School Suspension

H = Music Lesson

FT = field trip

OSS = Suspended Out of School

OSSI = Suspended Out of School with tutoring

S = Suspended in School - ALC

M = Long-Term Medical

MT = Long-Term Medical with tutoring

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OO = Other

CV = College Visit

BR = Bereavement

EN = Excused by Nurse

DT = Dentist Appointment

DA = Doctor Appointment

HT = Home Tutoring

~~E = excused~~

~~U = unexcused~~

~~D = early departure~~

~~S = suspended~~

~~T = tardy~~

~~I = illness~~

~~F = family~~

~~M = medical appointment~~

~~T = travel~~

~~O = other~~

~~The time that the pupil arrived or departed will be recorded next to the entry code describing the nature and reason for the student missing all or part of scheduled instruction.~~

~~For example, if a student left at 11:30 a.m. for a doctor's appointment, the code would read: E/D/M: 11:30 a.m.~~

~~A written excuse, signed by parent/legal guardian, should be presented by the student on the day when returning to school following such absence. The Board directs the Superintendent to develop rules and regulations dealing with truancy and excessive illegal absences.~~

C. Reporting Absences

1. Attendance is a student-parent/guardian responsibility. The progress of a student depends upon the punctuality and regularity of attendance. It is the responsibility of the parent/guardian to notify the school Attendance Clerk between 8:00 - 9:00 a.m. when a child will not be in

school/class. The school will contact the parent/guardian through ParentSquare messaging if a student is absent and we have not heard from the parent/guardian. It is important to understand that the primary purpose for messaging is to confirm that the parent/guardian has been notified that their child is not in school. The ParentSquare message alone does not mean the student will receive an excused absence. In order for the absence to be considered excused, it needs to meet one of the criteria listed under the heading “Examples of Excused Absence.”

2. A student who is not in school and whose parent/guardian expects them to be in school is considered truant.

3. A student under the compulsory age of attendance who is absent from school with parent/guardian approval but is not absent for a legal/excused reason, is considered truant. Disciplinary responses and notification of the authorities will occur if a student is habitually absent for illegal reasons despite the approval of a parent/guardian.

4. If a student must leave school during the school day because of sudden illness or any other reason, the student must report first to the Health Office. The school nurse will determine the necessary steps. The school nurse is authorized to release a student through the verbal directive of a parent in an emergency situation.

D. Attendance Procedures

Students are expected to be in class no later than 8:00 a.m. Please note: Students should not be dropped off at school before 7:50 a.m. as doors are not unlocked until then. Students arriving early are not allowed to sit in the halls due to fire and safety regulations.

1. Students arriving at school after 8:00 a.m. will be marked tardy and must report to the Attendance Clerk. A student who arrives late must bring a written note signed by the parent/guardian upon arrival at school. The note must be submitted to the Attendance Office when the student signs in.

2. Excessive tardiness will result in disciplinary action. Regardless of tardies, students who are late are expected to bring a note of explanation. Failure to do so will result in their being referred to the principal.

a. 1st-2nd unexcused tardies - Note required for these and all subsequent tardies.

b. 3rd unexcused tardy – Lunch detention issued by administration.

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Students

- c. 4th – 6th unexcused tardies – One (1) lunch detention assigned for each tardy (i.e. one for the 4th tardy, one for the 5th tardy, and one for the 6th tardy) and parent/guardian will be notified.
- d. 7th -10th unexcused tardies – After school detention for each tardy, parent/guardian will be notified
- e. 11 or more unexcused tardies – In-school suspension assigned, parent/guardian contacted by administrator. One or more of the following may also occur:
 - i. Loss of driving privileges
 - ii. Loss of senior privileges
 - iii. Loss of unstructured time or extra-/co-curricular activities.
- f. Failure to sign in immediately at the Attendance Office when arriving late to school may result in detention(s).
- g. In the case of unique or extenuating circumstances or chronic tardiness, administrators may use their discretion in determining appropriate consequences for students being late to school.

E. Strategies to Achieve Objectives:

1. At the high school level, attendance will be taken and sent electronically to the main office during homeroom. Attendance will be taken at the start of each period and any discrepancy between the homeroom attendance and class attendance will be forwarded to the main office promptly.
2. A record of student absences and attendance for each class will be kept by individual teachers electronically in SchoolTool.
3. Students will be required to report to class for attendance before being allowed to sign out to any other places in the building.
4. In grades 7-12 the teacher will send notices home to inform parents/guardians if any student exceeds 10% lack of attendance in any course. Copies of all notices will go to the principal and be kept in the student's permanent record file.

F. Strategies/Incentives to encourage student attendance (MS/HS):

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1. Minimum Attendance for Course Credit (7-12)

a. According to the state policy, anything in excess of 10% absenteeism is considered chronic absenteeism. A student must be noted as present at 90% of a course's scheduled classes in order to earn credit for the course.

b. Excused absences do not count against students in meeting attendance requirements.

i. Excused absences require the student to make up work or class information and assignments.

ii. Excused absences include but are not limited to band/music lessons and approved co-curricular activities (i.e. sports, mock trial, NYSSMA, drama productions). Whether an absence is considered excused or unexcused will be determined by the building principal.

c. For purposes of being marked present, a student must be in a class for at least 50% of the class period.

i. Students of compulsory attendance age suspended from school instruction may not be marked absent unless they fail to attend scheduled alternative education that day.

ii. Students over the compulsory attendance age suspended from school instruction will be marked absent unless they have been assigned alternative education. If alternative education has been assigned, only failure to attend scheduled alternative education shall count as an absence.

2. Class Attendance Procedures

a. Any student who is tardy to class must obtain a pass from the previous teacher stating either the reason for tardiness, or that the student was excused from class on time.

b. Any student who has cut a class will receive no credit for any class work from that class (test, quiz, homework assignments due, written reports, term paper, oral presentation, speech, projects, etc.). Students may be subjected to progressive disciplinary consequences.

c. Any student who is in violation of the district's 90% minimum attendance policy may not receive credit for the course.

In order to prevent a loss of credit for failing to attend, the district will take the following preventative steps:

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1. When a student is approaching the limit of absences, the district shall notify the parents/guardians according to the following chart:

Course Length	Maximum Quarterly Absences	Parent Contacted by Teacher	Warning Letter Guidance/CST Referral	Total Loss of Course Credit
40 weeks	18	9	12	Absences exceeding 10% of total class time.
30 weeks	13	6	9	
20 weeks	9	4	6	
10 weeks	4	2	3	

2. When a student is in jeopardy of losing credit for excessive absences and prior contact has been made by the teacher, the Building Principal or their designee shall be responsible for reviewing attendance records, determining eligibility for make-up work for excused absences, and arranging student make-up opportunities with teachers, including deadlines for submission of work.

3. Notice of Absences: Where a pupil has not been marked as present for the first period of scheduled instruction and the school has not been previously notified of an absence, the district shall attempt to contact the pupil's parents/guardians to obtain the nature of the absence. A follow-up notification will be sent via ParentSquare.

4. Disciplinary Procedures: The student may also be subject to disciplinary procedures for unexcused absences, tardiness, or early departures, up to and including verbal and written warnings, detentions, in-school suspensions, and loss of extra-curricular privileges, as described in the Code of Conduct.

5. Counseling: The District shall provide appropriate counseling to students with chronic attendance problems. The student may also be referred to CST for intervention.

G. BOCES Career and Technical Education

The high school offers complete career & technical programs at DCMO BOCES. All school rules and regulations also apply at BOCES. Students who exceed the number of absences allowed under Gilbertsville Mount Upton Central School attendance policy in either their regular school classes or in their BOCES program will jeopardize their ability to participate in the BOCES occupational program. Attendance will be monitored closely and evaluated every 10 weeks following the report card schedule.

~~D. In order to encourage student attendance, the following strategies and incentives shall apply:~~

~~1. Minimum Attendance for Course Credit~~

~~a. A student must be noted as present at 75% of a course's scheduled classes in order to earn credit for the course. Any excused absence, for which the student has completed assigned make up work, will not be counted as an absence for the purposes of determining whether the student has attended sufficient classes to receive course credit under this provision.~~

~~i. For purposes of minimum attendance requirements, a student shall not be counted as present for a class if the student misses more than 10 minutes of class, whether through tardiness or early departure.~~

~~ii. Students of compulsory attendance age suspended from school instruction may not be marked as absent unless they fail to attend scheduled alternative education on that day.~~

~~iii. Students over the compulsory attendance age suspended from school instruction will be marked absent unless they have been assigned alternative education. If alternative education has been assigned, only failure to attend scheduled alternative education shall count as an absence.~~

~~b. In order to prevent loss of credit for failure to attend, the district will take the following steps:~~

~~i. when a student has been marked as absent for 15% of a course's classes, the district shall notify the student and his parent(s) or persons in parental relation that the student is approaching the limit of absences for losing course credit for failure to attend class. The notice will include the school's attendance for credit policy, the actual number of classes the student may miss before forfeiting the right to earn credit, and the actual number of classes missed to date.~~

~~ii. a student and his parent(s) or persons in parental relation will be advised one month before the completion of the course if the student is in jeopardy of losing credit for failure to attend. The notice will include the school's attendance for credit policy, the actual number of classes the student may miss before forfeiting the right to earn credit, and the actual number of classes missed to date.~~

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~~iii. — teachers will provide makeup work upon request so that students who are in jeopardy of forfeiting class credits due to excused absences have the opportunity to earn credit for the course.~~

~~iv. — where a student is in jeopardy of losing credit for excessive absences, the Building Principal shall be responsible for reviewing attendance records, determining eligibility for makeup work for excused absences, and arranging student makeup opportunities with teachers, including deadlines.~~

~~2. — Notice of Absences~~

~~The pupil's parent(s) or person in parental relation shall be notified of a pupil's unexcused absence, tardiness, or early departure according to the following:~~

~~a. — where a pupil has not been marked as present for the first period of scheduled instruction and the school has not been previously notified of the absence, the district shall attempt to contact the pupil's parent(s) or person in parental relation to learn the nature of the pupil's absence and notify the parent that the pupil has not arrived at school.~~

~~b. — for every 3 unexcused absences, tardies, early departures, or any combination thereof, the pupil's parent(s) or persons in parental relation shall receive a notice containing the dates, times, and the nature of the pupil's unexcused no presence.~~

~~c. — In addition, the designated staff member will contact local Child Protective Services (CPS) if they suspect that a child is being educationally neglected. The designated staff member will provide CPS with the information necessary to initiate a report. If other staff members suspect education neglect, they must follow the procedures set forth in the District's child abuse policy and advise the [insert appropriate title: district attendance monitor].~~

~~3. — Disciplinary Procedures~~

~~The pupil may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure, including verbal and written warnings, detentions, in-school suspensions, and loss of extra-curricular privileges, as described in the Code of Conduct.~~

~~4. — Incentives~~

~~District teachers shall work with the Building Principal and Attendance Supervision Officer to create and implement classroom-based incentive programs for excellent attendance, including but not limited to extra credit and additional privileges.~~

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~~5. Intervention Strategy Development~~

~~The Building Principal shall meet each marking period with the Attendance Supervision Officer and other administrators and teachers as the Principal determines necessary to review student attendance records, address identified patterns of unexcused pupil absence, tardiness and early departure, and review current intervention methods. Where the Principal determines that existing intervention policies or practices are insufficient, the Principal shall notify the Board of Education prior to its annual review of the building's attendance records, of both insufficient practices and any proposed changes needing Board approval to implement.~~

~~6. Counseling~~

~~The District shall provide consistent counseling to students with chronic attendance problems.~~

~~E. Attendance Supervision Officer~~

~~The Board shall designate a person as the Attendance Supervision Officer. The Attendance Supervision Officer is responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness, and early departure consistent with the Comprehensive Attendance Policy.~~

First Reading: 7/6/93

Revised: 8/22/06

Revised and Adopted:

Code of Conduct

I. Introduction

Consistent with our mission statement, the Board of Education is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver, quality educational services without disruption or interference. Responsible and respectful behavior by students, teachers, other district personnel, parents or persons in parental relations, and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity. The board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the board adopts this code of conduct ("code").

Unless otherwise indicated, this code applies to all students, school personnel, parents or persons in parental relations, and other visitors when on school property or attending a school function.

II. Definitions

For purposes of this code, the following definitions apply.

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

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

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

“Disability” means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or

(b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law §11[4] and Executive Law §292[21]).

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

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

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

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

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

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

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

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

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

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

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

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

III. Bill of Rights and Responsibility of Students

A. Student Rights

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

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

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

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

B. Student Responsibilities

All district students have the responsibility to:

1. Come to school on time and ready and willing to learn.
2. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.

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

IV. Essential Partners

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

All parents or parental relations are expected to:

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

All district and school personnel are expected to:

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

creation of a positive learning environment for all students.

7. Report occurrences of bullying, cyber-bullying, or harassment to the appropriate school staff members; School Counselors and DASA Coordinators, Lisa Ruland and Clara Tanner.

All members of the Board of Education are expected to:

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

V. Student Dress Code

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

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

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

drugs, the use of controlled substances, is of a sexual nature, depicts violence, is racist or harassing based on cultural or ethnic differences and/or endorse illegal or violent activities.

Exceptions

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

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

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

OPT-OUT PROVISION:

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

VI. Prohibited Student and Employee Conduct

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

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

To this end, the Board condemns and strictly prohibits all forms of harassment, hazing, bullying and cyber-bullying on school grounds, school buses, and at all school-sponsored activities, programs, and events including those that take place at a location outside the district that

materially and substantially disrupt the educational process of the school environment or impinge on the rights of others.

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

A. Engage in conduct that is disorderly or disruptive. Some examples of disorderly/disruptive conduct:

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

B. Engage in conduct that is insubordinate. Some examples of insubordinate conduct are:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving school without permission.
3. Wearing inappropriate/offensive clothing in school

C. Engage in conduct that is violent. Some examples of violent conduct are:

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

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

1. Lying to school personnel.
2. Using vulgar or abusive language, cursing or swearing.
3. Stealing the property of other students, school personnel or any other person on school property or attending a school function.
4. Defamation, which includes making false or unprivileged statements or representations about

an individual or identifiable group of individuals that harms the reputation of the person or the identifiable group by demeaning them.

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

VII. Reporting Violations

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

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

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

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

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

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

VII. Disciplinary Penalties

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

authorized to impose disciplinary penalties will consider the following:

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

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

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

Discipline and Remedial Consequences

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

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

Remedial Consequences

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

- 1.Peer support groups; corrective instruction or other relevant learning or service experience.
- 2.Supportive intervention.

3. Behavioral assessment or evaluation.
4. Behavioral management plans, with benchmarks that are closely monitored.
5. Student counseling and parent conferences.

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

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

Minimum Periods of Suspension

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

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

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

Any student who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for one to

five days. The superintendent has the authority to modify the minimum suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

IX. Discipline of Students with Disabilities

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

X. Student Searches

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

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

XI. Visitors to the Schools

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

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

7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

XII. Public Conduct on School Property

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

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

Prohibited Conduct

No person, either alone or with others, shall:

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

Penalties

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

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

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

XIII. Personal Communications Device Procedure

Purpose: To create a learning environment that minimizes distractions and maximizes educational opportunities while teaching students responsible use of personal communication devices.

Scope: This procedure applies to all students during school hours (8:00am – 3:00pm) upon entering each academic period. Personal communication devices may include, but are not limited to:

- Cell phones
- iPods and MP3 players
- iPads, tablets, and other eReaders
- Wearable devices/smart wearables including smart watches
- Headphones, headsets, or in-ear headphones, such as ear buds
- Any other device capable of recording audio, photographic or video content, or capable of viewing or playing back such content

Procedure:

1. General Use:

- a. All personal communication devices must be turned off or set to silent mode during all instructional times. Exceptions will be passing times, study hall, homeroom and lunch.
- b. Personal communication devices shall be kept out of use and sight. It is recommended that students store personal communication devices in lockers, backpacks, or areas designated areas in each learning space unless explicitly allowed by school personnel for educational purposes.

2. Classroom Use:

- a. Unauthorized use of communication devices and failure to comply with district procedures during class time will result in progressive disciplinary actions listed below in consequences for violations (at the discretion of building administrators).

3. Non-instructional Time:

- a. Students may use their cell phones during lunch breaks, passing periods, homeroom and study halls, provided they do not disrupt the school environment.
- b. Use of cell phones in restrooms and school offices is prohibited.

4. Emergency Use:

- a. In case of emergencies, students may use their cell phones to contact parents or guardians with permission from a school administrator.

- b. Parents are encouraged to contact the school office for urgent messages rather than calling or texting their children during school hours.

5. Consequences for Violations:

- a. 1st offense: If a personal communications device is seen (or heard) in an instructional setting during school hours:
 - i. The student will be given a verbal warning by school personnel and the student shall store their personal communication devices in the district's device holder within the classroom for the remainder of the period.
 - ii. If the personal communication device isn't immediately stored in the district's device holder, the student will be sent to the main office where the personal communication device will be confiscated by an administrator and can be picked up by the student at the end of the school day.
- b. 2nd offense: If a personal communications device is seen (or heard) in an instructional setting during school hours:
 - i. The student will be sent to the main office where the personal communication device will be confiscated by an administrator for the remainder of that school day and the following school day. Parent/guardian will be notified. Students can pick up their personal communication devices at the end of each school day.
- c. 3rd offense: If a personal communications device is seen (or heard) in an instructional setting during school hours:
 - i. The student will be sent to the main office where the personal communication device will be confiscated by an administrator for the remainder of that school day and the next 2 school days. Parent/guardian will be notified and invited to a meeting to discuss possible further disciplinary action. Parent/guardian will be provided their student's personal communication devices following the meeting.
- d. 4th offense: If a personal communications device is seen (or heard) in an instructional setting during school hours:
 - i. The student will be sent to the main office where the personal communication device will be confiscated by an administrator for the remainder of that school day and their phone will remain the office for next 20 school days. Parent/guardian will be notified.
- e. In addition, administrators have the discretion to assign a more significant consequence if the student(s) demonstrate behaviors or actions that violate the code of conduct or student handbook, including but not limited to insubordination and non-compliance.

6. Exceptions:

POLICY

2024

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Students

- a. Students with documented medical conditions or other special needs may be granted exceptions to this procedure with prior approval from the Committee on Special Education and school administration.
- 7. **Implementation:**
 - a. This procedure will be communicated to students, parents, and staff at the beginning of each school year.
Teachers and staff will receive training on how to enforce the procedure consistently and fairly.
- 8. **Staff personal communication device use:**
 - a. Staff and other school personnel shall not use personal communication devices in front of students unless it is for educational purposes.

Adopted: 7/6/93

Revised & Adopted: 11/16/22

Revised & Adopted:

Gilbertsville-Mount Upton Board of Education
Regular Meeting
Wednesday, August 21, 2024

Financial Consent Agenda

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

Financial Reports (encl F1)

To approve the financial reports from June 2024.

Financial Reports (encl F2)

To accept the financial reports for July 2024.

Tax Warrant (encl F3)

To approve the proposed tax warrant for the 2024-2025 school year.

Surplus (encl F4)

To declare Illustrative Mathematics student workbooks and teacher guides as surplus.

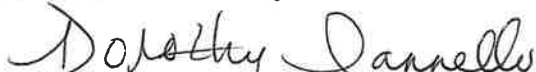
To declare outdated inventory of equipment, furniture, and supplies as surplus.

Gilbertsville-Mount Upton Central School District
Community Bank and NYCLASS Bank Accounts
Monthly Treasurer's Report
June 1, 2024 through June 30, 2024

Cash Activity	General Community	Cafeteria Community	T & A Community	Payroll Community	Federal Community	Student Community	General MMA Comm Bank NYCLASS	Capital Res NYCLASS	Debt Res NYCLASS	EBALR Res NYCLASS	ERS Res NYCLASS	Unemploy-ment-NYCLASS	Liability Res NYCLASS	Capi.Savings/Ckg Comm Bank NYCLASS
	Interest	Interest	Interest	Interest	Interest	Interest	Interest	Interest	Interest	Interest	Interest	Interest	Interest	Interest
Beginning Bal.	\$ 884,327.16	\$ 68,106.62	\$ 76,992.95	\$ 640.01	\$ 33,247.56	\$ 61,898.88	\$ 2,848,068.37	\$ 1,362,389.01	\$ 262,559.87	\$ 687,523.60	\$ 481,128.01	\$ 237,476.50	\$ 227,709.84	\$ 1,456,876.41
Cash Receipts	\$ 2,645,005.49	\$ 30,867.86	\$ 1,044,202.99	\$ 717,563.53	\$ 200,307.12	\$ 5,344.15	\$ 48,352.87	\$ 561,012.47	\$ 1,125.67	\$ 2,947.63	\$ 307,159.19	\$ 1,018.14	\$ 976.26	\$ 353,429.58
Other Adjust.														
TOTAL BEG BAL & CR	\$ 3,529,332.65	\$ 98,974.48	\$ 1,121,195.94	\$ 718,203.54	\$ 233,554.68	\$ 67,243.03	\$ 2,896,421.24	\$ 1,923,401.48	\$ 263,685.54	\$ 690,471.23	\$ 788,287.20	\$ 238,494.64	\$ 228,686.10	\$ 1,810,305.99
Cash Disburse.	\$ 3,060,546.80	\$ 73,411.07	\$ 1,060,231.68	\$ 718,027.93	\$ 207,087.47	\$ 6,036.53								\$ 958,063.58
Other Adjust.														
TOTAL CD & ADJ	\$ 3,060,546.80	\$ 73,411.07	\$ 1,060,231.68	\$ 718,027.93	\$ 207,087.47	\$ 6,036.53	\$ 2,500,000.00		\$			\$	\$	\$ 958,063.58
Cash Balance End of Month	\$ 468,785.85	\$ 25,563.41	\$ 60,964.26	\$ 175.61	\$ 26,467.21	\$ 61,206.50	\$ 396,421.24	\$ 1,923,401.48	\$ 263,685.54	\$ 690,471.23	\$ 788,287.20	\$ 238,494.64	\$ 228,686.10	\$ 852,242.41

Reconciliation W/Bank Records	General Community	Cafeteria Community	T & A Community	Payroll Community	Federal Community	Student Community	General MMA NYCLASS/COMM	Capital Res NYCLASS	Debt Res NYCLASS	EBALR NYCLASS	ERS Res NYCLASS	Unemploy-ment-NYCLASS	Liability Res NYCLASS	Cap Savings/Ckg NYCLASS/COMM
Balance Per Bank	\$ 658,289.85	\$ 29,651.42	\$ 75,113.02	\$ 27,976.31	\$ 55,795.67	\$ 61,844.45	\$ 463,385.56	\$ 1,768,401.48	\$ 263,685.54	\$ 690,471.23	\$ 708,287.20	\$ 238,494.64	\$ 228,686.10	\$ 744,806.11
Bank Error Outstanding Checks	\$ 189,503.80	\$ 4,088.01	\$ 11,244.58	\$ 27,800.70	\$ 29,328.46	\$ 637.95								\$ 601,714.91
Other Adjust.			\$ 2,904.18				235000	\$ 155,000.00			\$ 80,000.00			\$ 494,280.61
Available Cash Balance	\$ 468,785.85	\$ 25,563.41	\$ 60,964.26	\$ 175.61	\$ 26,467.21	\$ 61,206.50	\$ 396,421.24	\$ 1,923,401.48	\$ 263,685.54	\$ 690,471.23	\$ 788,287.20	\$ 238,494.64	\$ 228,686.10	\$ 852,242.41

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




DOROTHY L. IANNELLO, DISTRICT TREASURER

Received by the Board of Education and Entered as part of the minutes of the Board of Education on August 21, 2024


DONNA DEAN, CLERK OF THE BOARD OF EDUCATION

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL STUDENT ACCOUNTS

06/01/2024 through 06/30/2024

ACTIVITY	ADVISOR	TREASURER	BEGINNING BALANCE	PAYMENTS	DEPOSITS	ENDING BALANCE
Class of 2024 (Seniors)	Shania Speenburgh	Natalie Livelsberger	\$912.88	\$ 912.88		\$ -
Class of 2025 (Juniors)	Lisa Ruland		\$8,501.49	\$ 53.87	\$ 195.51	\$ 8,643.13
Class of 2026 (Sophomores)	Tracy Kokell & Larisa Waghorn	Olivia Plows	\$5,962.44		\$ 153.25	\$ 6,115.69
Class of 2027 (Freshman)	Raquel Norton	Alexis Davis	\$3,762.32			\$ 3,762.32
Class of 2028 (8th Grade)	Shania Speenburgh	Koda Stockdale	\$1,864.07			\$ 1,864.07
Class of 2029 (7th Grade)	Linda Dickey (replaced P. Bennett)		\$106.00		\$ 72.00	\$ 178.00
Theatre Club (Drama)	Jackie Turnbull		\$6,031.54			\$ 6,031.54
7-8 Student Council	Kaitlyn Woods	Caden Champion	\$3,183.03	\$ 1,009.23	\$ 651.00	\$ 2,824.80
9-12 Student Council	Shania Speenburgh	Emma Peck	\$1,232.33	\$ 200.00		\$ 1,032.33
Elementary Student Council	Alicia Cummings	Tyler Crisell	\$4,096.34	\$ 179.70	\$ 179.70	\$ 4,096.34
Language Club	Jeffrey Rhone		\$448.74			\$ 448.74
Band Fund	William Gilchrest		\$8,997.59	\$ 129.48		\$ 8,868.11
Chorus Fund	Anne Monaco	Autumn Yost	\$2,770.58			\$ 2,770.58
National Honor Society	Jennifer McDowall & Raquel Norton		\$580.02	\$ 2,300.00	\$ 2,928.33	\$ 1,208.35
SADD	Lauren Roberts	Madison Lockwood	\$1,947.48			\$ 1,947.48
Safety Patrol Special	Shari Bennett		\$0			\$ -
Safety Patrol	Shari Bennett		\$3,934.73	\$ 838.25	\$ 860.51	\$ 3,956.99
Women For A Change			\$872.04			\$872.04
Yearbook	Zea Beckwith		\$5,833.50		\$ 148.94	\$ 5,982.44
Acceptance Alliance (GSA)	Ashley Hughes & Lisa Ruland		\$118.48			\$ 118.48
Leadership Club (NJHS)	Abbey Beaver		\$ -			\$ -
DUE TO OTHER FUNDS			\$ -			\$ -
Cheerleaders			\$253.13			\$ 253.13
SALES TAX	SALES TAX		\$490.15	\$ 490.15	\$ 231.94	\$ 231.94
TOTALS			\$51,447.86	\$ 6,113.56	\$ 5,421.18	\$ 61,206.50
SUBMITTED BY: 			REVIEWED BY: 			

Gilbertsville-Mt. Upton CSD

Revenue Status Report By Function From 7/1/2023 To 6/30/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>A 1001</u>	REAL PROPERTY TAXES	2,370,000.00	0.00	2,370,000.00	2,391,359.97	-21,359.97
<u>A 1085</u>	STAR TAX REIMBURSEMENT	330,200.00	0.00	330,200.00	308,840.25	21,359.75
<u>A 1090</u>	INTEREST AND PENALTY ON TAXES	13,500.00	0.00	13,500.00	11,255.69	2,244.31
<u>A 2401</u>	INTEREST AND EARNINGS	22,500.00	0.00	22,500.00	83,954.13	-61,454.13
<u>A 2401.PR</u>	INTEREST PAYROLL ACCOUNT	3.00	0.00	3.00	21.20	-18.20
<u>A 2402</u>	INTEREST EARNINGS-CAPITAL RESERVE	14,497.00	0.00	14,497.00	82,199.80	-67,702.80
<u>A 2403</u>	INTEREST EARNINGS-LIABILITY RESERVE	3,000.00	0.00	3,000.00	11,642.76	-8,642.76
<u>A 2404</u>	INTEREST EARNINGS-EBALR RESERVE	7,000.00	0.00	7,000.00	35,672.91	-28,672.91
<u>A 2405</u>	INTEREST EARNINGS-ERS RESERVES	7,000.00	0.00	7,000.00	38,708.38	-31,708.38
<u>A 2406</u>	INTEREST EARNINGS-UNEMPLOYMENT RES	1,000.00	0.00	1,000.00	12,142.19	-11,142.19
<u>A 2413</u>	BOCES ROOM RENTAL	0.00	0.00	0.00	12,000.00	-12,000.00
<u>A 2666</u>	SALE OF TRANS EQUIP-BUSES	12,500.00	0.00	12,500.00	7,050.00	5,450.00
<u>A 2701</u>	BOCES REFUND PRIOR YRS EXP	55,000.00	0.00	55,000.00	86,769.48	-31,769.48
<u>A 2703</u>	REFUND OF PRIOR YEARS EXP	0.00	0.00	0.00	4,627.80	-4,627.80
<u>A 2770</u>	OTHER UNCLASSIFIED REVENUES	78,500.00	0.00	78,500.00	61,757.84	16,742.16
<u>A 3101</u>	BASIC AID GENERAL	4,718,576.00	0.00	4,718,576.00	4,508,005.12	210,570.88
<u>A 3101..2</u>	Commercial Gaming Grant (COG)	0.00	0.00	0.00	33,048.70	-33,048.70
<u>A 3101.1</u>	Building Aid	1,108,076.00	0.00	1,108,076.00	1,107,319.00	757.00
<u>A 3101.A</u>	EXCESS COST AID	627,741.00	0.00	627,741.00	620,097.00	7,644.00
<u>A 3102</u>	LOTTERY AID	471,551.00	0.00	471,551.00	584,070.00	-112,519.00
<u>A 3102..1</u>	LOTTERY GRANT AID	203,360.00	0.00	203,360.00	247,765.18	-44,405.18
<u>A 3103</u>	BOCES AID	620,500.00	0.00	620,500.00	708,788.62	-88,288.62
<u>A 3260</u>	TEXTBOOK AID	20,590.00	0.00	20,590.00	20,155.00	435.00
<u>A 3262</u>	SOFTWARE AID	4,869.00	0.00	4,869.00	4,839.00	30.00
<u>A 3262.B</u>	HARDWARE AID	5,506.00	0.00	5,506.00	5,558.00	-52.00
<u>A 3263</u>	LIBRARY A/V AID	2,031.00	0.00	2,031.00	2,018.00	13.00
<u>A 4601</u>	MEDICAID	17,500.00	0.00	17,500.00	8,212.39	9,287.61
A Totals:		10,715,000.00	0.00	10,715,000.00	10,997,878.41	-282,878.41
<u>C 1440</u>	SALE OF REIMBURSABLE MEALS	5,000.00	0.00	5,000.00	816.12	4,183.88
<u>C 1445</u>	OTHER CAFETERIA SALES	5,000.00	0.00	5,000.00	9,274.83	-4,274.83
<u>C 2401</u>	INTEREST AND EARNINGS	50.00	0.00	50.00	122.20	-72.20
<u>C 2701</u>	REFUND OF PRIOR YEARS EXPENDITURES	200.00	0.00	200.00	0.00	200.00

Gilbertsville-Mt. Upton CSD

Revenue Status Report By Function From 7/1/2023 To 6/30/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C 2770</u>	MISC REVENUE FROM LOCAL SOURCES	3,500.00	0.00	3,500.00	-747.42	4,247.42
<u>C 2772</u>	Catering - Internal	7,500.00	0.00	7,500.00	12,467.40	-4,967.40
<u>C 3190</u>	STATE REIMB.-BREAKFAST	3,500.00	0.00	3,500.00	16,241.00	-12,741.00
<u>C 3190..01</u>	STATE REIMB.-LUNCH	3,500.00	0.00	3,500.00	36,978.00	-33,478.00
<u>C 3190..1</u>	BOCES AID	500.00	0.00	500.00	2,447.47	-1,947.47
<u>C 4190</u>	FEDERAL REIMB.-BREAKFAST	79,500.00	0.00	79,500.00	55,432.00	24,068.00
<u>C 4190..01</u>	FEDERAL REIMB.-LUNCH	130,165.00	0.00	130,165.00	150,569.00	-20,404.00
<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	11,603.95	3,396.05
<u>C 909..01</u>	INTERFUND TRANSFER FROM GF	73,750.00	0.00	73,750.00	0.00	73,750.00
C Totals:		330,750.00	0.00	330,750.00	295,204.55	35,545.45
<u>F 2401</u>	INTEREST	0.00	0.00	0.00	-2.74	2.74
<u>F 2510.24</u>	2023-24 UPK	201,940.00	0.00	201,940.00	201,707.00	233.00
<u>F 2860.24</u>	2023-24 School Lunch Equipment	10,250.00	0.00	10,250.00	9,755.00	495.00
<u>F 3289.24</u>	2023-24 SUMMER 4408	19,423.52	0.00	19,423.52	19,423.52	0.00
<u>F 4121.23</u>	2022-23 - Title I	10,369.00	0.00	10,369.00	10,369.00	0.00
<u>F 4121.24</u>	2023-2024 - Title I	123,777.00	-507.00	123,270.00	112,991.00	10,279.00
<u>F 4142.24</u>	2023-2024 - Title IIA	13,739.00	275.00	14,014.00	14,014.00	0.00
<u>F 4143.24</u>	2023-2024 - Title IV	10,000.00	0.00	10,000.00	10,000.00	0.00
<u>F 4146.22</u>	2020-2024 - ARP ESSER 3	0.00	0.00	0.00	276,533.00	-276,533.00
<u>F 4147.22</u>	2020-2024 ARP Learning Loss	0.00	0.00	0.00	110,043.00	-110,043.00
<u>F 4147.22-.AF.SCH</u>	2020-2024 ARP-AFTER SCHOOL	0.00	0.00	0.00	4,492.00	-4,492.00
<u>F 4147.22-.SU.MMER</u>	2020-2024 - SUMMER ENRICHMENT	0.00	0.00	0.00	32,538.00	-32,538.00
<u>F 4242.24</u>	2023-24 IDEA, SECTION 611	111,044.00	0.00	111,044.00	110,890.00	154.00
<u>F 4243.24</u>	2023-24 IDEA, SECTION 619	452.00	0.00	452.00	452.00	0.00
<u>F 6123</u>	2022-23 REAP	9,578.74	0.00	9,578.74	9,578.74	0.00
<u>F 6124</u>	2023-2024 REAP	29,614.00	0.00	29,614.00	8,245.26	21,368.74
F Totals:		540,187.26	-232.00	539,955.26	931,028.78	-391,073.52
<u>H 5031</u>	INTERFUND TRANSFERS FROM G.F.	100,000.00	0.00	100,000.00	467,096.00	-367,096.00
H Totals:		100,000.00	0.00	100,000.00	467,096.00	-367,096.00

Gilbertsville-Mt. Upton CSD
Revenue Status Report By Function From 7/1/2023 To 6/30/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
V 2401	INTEREST EARNED	0.00	0.00	0.00	87,451.92	-87,451.92
V Totals:		0.00	0.00	0.00	87,451.92	-87,451.92
Grand Totals:		11,685,937.26	-232.00	11,685,705.26	12,778,659.66	-1,092,954.40

Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2023 To 6/30/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1010.400</u>	BOE - CONTRACTUAL	6,000.00	-72.00	5,928.00	4,654.00	0.00	1,274.00
<u>A 1010.450</u>	BOE - SUPPLIES	250.00	1,798.98	2,048.98	2,048.98	0.00	0.00
<u>A 1010.490</u>	BOCES-STAFF DEV-SUPER EVAL	5,000.00	0.00	5,000.00	4,119.75	0.00	880.25
<u>A 1040.400</u>	CONF/ELECTION OFFICIALS	750.00	0.00	750.00	600.00	0.00	150.00
<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	1,204.18	0.00	1,295.82
<u>A 1240.150</u>	SUPERINTENDENT-SALARY	162,402.00	1,200.10	163,602.10	163,602.10	0.00	0.00
<u>A 1240.160</u>	SUPERINTENDENT SECRETARY	44,565.00	8,912.36	53,477.36	53,477.36	0.00	0.00
<u>A 1240.400</u>	DO - CONTRACTUAL	6,250.00	-1,726.98	4,523.02	4,142.38	0.00	380.64
<u>A 1240.450</u>	DO - SUPPLIES	1,000.00	0.00	1,000.00	967.89	0.00	32.11
<u>A 1310.160</u>	BO - NON INSTRUCTIONAL	129,750.00	1,132.70	130,882.70	130,879.34	0.00	3.36
<u>A 1310.400</u>	BO - CONTRACTUAL	5,000.00	6,615.00	11,615.00	10,697.32	0.00	917.68
<u>A 1310.450</u>	SUPPLIES	100.00	350.00	450.00	432.28	0.00	17.72
<u>A 1310.490</u>	BOCES-PAYROLL SERVICE	99,500.00	5,565.19	105,065.19	105,065.19	0.00	0.00
<u>A 1320.400</u>	AUDITOR SERVICES	20,000.00	-1,000.00	19,000.00	19,000.00	0.00	0.00
<u>A 1325.160</u>	INTERNAL CLAIMS AUD	1,065.00	0.00	1,065.00	874.50	0.00	190.50
<u>A 1325.400</u>	TREAS - CONTRACTUAL	500.00	0.00	500.00	241.04	0.00	258.96
<u>A 1325.450</u>	TREAS - SUPPLIES	480.00	0.00	480.00	0.00	0.00	480.00
<u>A 1330.160</u>	TAX COLLECTOR-SALARY	3,000.00	0.00	3,000.00	3,000.00	0.00	0.00
<u>A 1330.400</u>	TAX COLLECTOR-NOTICES	3,200.00	-1,200.00	2,000.00	700.32	0.00	1,299.68
<u>A 1345.490</u>	BOCES - COOP BID	3,105.00	540.52	3,645.52	3,061.45	0.00	584.07
<u>A 1420.400</u>	LEGAL SERVICES	17,500.00	0.00	17,500.00	8,873.41	0.00	8,626.59
<u>A 1430.400</u>	ADVERTISING-PERSONNEL	2,500.00	4,200.00	6,700.00	6,271.53	0.00	428.47
<u>A 1430.400-01</u>	PERSONNEL-FINGER PRINTING	520.00	0.00	520.00	0.00	0.00	520.00
<u>A 1430.490</u>	BOCES-REC/WC/EPA	39,375.00	15,435.81	54,810.81	54,810.81	0.00	0.00
<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	14,000.00	2,828.00	16,828.00	16,824.00	0.00	4.00
<u>A 1480.490</u>	BOCES - SAFETY	86,126.00	16,796.00	102,922.00	102,922.00	0.00	0.00
<u>A 1620.160</u>	BLDG MAINT MECHANIC-SALARY	77,900.00	0.00	77,900.00	73,030.58	0.00	4,869.42
<u>A 1620.200</u>	MAINT-EQUIPMENT	10,000.00	0.00	10,000.00	6,855.00	0.00	3,145.00
<u>A 1620.400</u>	MAINT-CONTRACTUAL	24,500.00	-1,000.00	23,500.00	7,335.91	7,250.00	8,914.09
<u>A 1620.400-05</u>	MAINT-RUGS/MOPS	2,200.00	248.25	2,448.25	619.86	0.00	1,828.39
<u>A 1620.421</u>	MAINT-FUEL OIL	85,000.00	0.00	85,000.00	84,186.95	0.00	813.05

Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2023 To 6/30/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1620.422</u>	MAINT-PROPANE	200.00	0.00	200.00	191.32	0.00	8.68
<u>A 1620.425</u>	MAINT-ELECTRIC	80,000.00	0.00	80,000.00	43,128.39	0.00	36,871.61
<u>A 1620.427</u>	MAINT-CLAY/MATERIAL/CRACK	750.00	0.00	750.00	0.00	0.00	750.00
<u>A 1620.428</u>	MAINT-PARTS EQP'T.	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 1620.431</u>	MAINT-TELEPHONE	10,000.00	1,895.08	11,895.08	11,895.08	0.00	0.00
<u>A 1620.450</u>	MAINT-SUPPLIES	30,500.00	520.00	31,020.00	9,919.45	2,681.00	18,419.55
<u>A 1620.450-01</u>	MAINT-SUPPLIES/STAFF/ADVISOR PURCHASES	1,500.00	0.00	1,500.00	836.91	0.00	663.09
<u>A 1620.471</u>	MAINT-SEPTIC	4,500.00	0.00	4,500.00	2,070.00	0.00	2,430.00
<u>A 1620.471-01</u>	MAINT-EXTERMINATOR	1,500.00	0.00	1,500.00	535.00	0.00	965.00
<u>A 1620.472</u>	MAINT-FIRE EXTING	5,000.00	0.00	5,000.00	826.00	0.00	4,174.00
<u>A 1620.474</u>	MAINT-GARBAGE	4,950.00	0.00	4,950.00	2,700.00	0.00	2,250.00
<u>A 1620.474-01</u>	MAINT-HAZARD WASTE DISP	1,500.00	0.00	1,500.00	34.40	0.00	1,465.60
<u>A 1620.475</u>	MAINT-PORT A FACILITIES	1,800.00	0.00	1,800.00	1,460.00	0.00	340.00
<u>A 1621.160</u>	MAINT-SALARIES	185,765.00	1,649.88	187,414.88	172,178.72	0.00	15,236.16
<u>A 1621.160-21</u>	MAINT-SUMMER HELP	15,000.00	3,897.40	18,897.40	18,897.40	0.00	0.00
<u>A 1621.160-22</u>	MAINT-OVERTIME	5,000.00	-454.40	4,545.60	4,005.93	0.00	539.67
<u>A 1621.400-01</u>	MAINT-HVAC	5,000.00	0.00	5,000.00	2,372.57	0.00	2,627.43
<u>A 1621.400-02</u>	MAINT-TEL.REPAIRS	2,600.00	0.00	2,600.00	492.18	0.00	2,107.82
<u>A 1621.400-03</u>	MAINT-BOILER/MAINTENANCE	5,000.00	-2,760.50	2,239.50	0.00	0.00	2,239.50
<u>A 1621.400-04</u>	MAINT-WATER SYSTEM	3,000.00	5,037.50	8,037.50	7,898.33	0.00	139.17
<u>A 1621.400-06</u>	MAINT-HARDWARE REPAIRS	2,000.00	0.00	2,000.00	1,699.68	0.00	300.32
<u>A 1621.400-07</u>	MAINT-MECH./ELECTRICAL REPAIR	10,000.00	-6,960.00	3,040.00	3,040.00	0.00	0.00
<u>A 1621.400-08</u>	MAINT-ROOF SCAN/GYM FLOOR	6,500.00	-1,500.00	5,000.00	4,757.48	0.00	242.52
<u>A 1621.400-09</u>	MAINT-ROOF MAINT.	2,000.00	-1,500.00	500.00	0.00	0.00	500.00
<u>A 1621.400-10</u>	MAINT-CLOCK MAINT.& REPAIR	2,000.00	-1,500.00	500.00	0.00	0.00	500.00
<u>A 1621.423</u>	MAINT-BCS-AUDITORIUM-PROJ INCIDENTALS	12,500.00	-52,217.88	-39,717.88	-49,082.95	0.00	9,365.07
<u>A 1621.429</u>	MAINT-TURF MAINT.	4,350.00	0.00	4,350.00	1,055.06	0.00	3,294.94
<u>A 1621.450</u>	MAINT-FIELD PAINTS	2,300.00	0.00	2,300.00	1,444.40	0.00	855.60
<u>A 1621.450-01</u>	MAINT-BASEBALL INFIELD DIRT	1,600.00	0.00	1,600.00	0.00	0.00	1,600.00
<u>A 1621.450-02</u>	MAINT-TOP DRESSING	3,500.00	25,000.00	28,500.00	26,734.00	0.00	1,766.00
<u>A 1670.450</u>	POSTAGE/PAPER/PC	24,155.00	0.00	24,155.00	20,321.94	0.00	3,833.06
<u>A 1670.490</u>	BOCES-PRINTING/Q-COPY	53,650.00	13,350.00	67,000.00	57,445.34	0.00	9,554.66

Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2023 To 6/30/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1680.490</u>	BOCES-Central Data Processing	77,500.00	26,381.20	103,881.20	103,881.20	0.00	0.00
<u>A 1910.400</u>	INSURANCE-DISTRICT LIABILITY	50,745.00	2,172.30	52,917.30	52,917.30	0.00	0.00
<u>A 1964.400</u>	REFUND-PROPERTY TAXES	1,500.00	0.00	1,500.00	851.53	0.00	648.47
<u>A 1981.490</u>	BOCES-ADM CHARGES/CAPITAL EXP	220,500.00	1,197.46	221,697.46	218,719.99	0.00	2,977.47
<u>A 2010.150</u>	CURRICULUM DEVELOPMENT- STIPENDS	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 2010.490</u>	CURRICULUM DEVE & SUPERVISION	0.00	1,000.00	1,000.00	590.00	0.00	410.00
<u>A 2020.150-01</u>	PRINCIPAL-SALARY PRE-K-12	137,918.00	-41,039.17	96,878.83	94,635.35	0.00	2,243.48
<u>A 2020.160</u>	SECRETARIES-HS/ELEM-SALARY	40,350.00	0.00	40,350.00	39,942.40	0.00	407.60
<u>A 2020.160-01</u>	SUB CALLING	3,750.00	0.00	3,750.00	1,500.00	0.00	2,250.00
<u>A 2020.400</u>	MAIN OFFICE CONTRACTUAL	2,000.00	0.00	2,000.00	1,680.93	0.00	319.07
<u>A 2020.450</u>	MAIN OFFICE SUPPLIES	1,500.00	1,500.00	3,000.00	1,616.03	0.00	1,383.97
<u>A 2020.450-00-1</u>	MAIN OFFICE BRIDGING SUPPLIES	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2020.450-00-2</u>	MAIN OFFICE AWARDS	300.00	0.00	300.00	17.99	0.00	282.01
<u>A 2020.450-00-3</u>	MAIN OFFICE SUMMER SCHOOL	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2020.451-02</u>	MAIN OFFICE GRADUATION SUPPLIES	1,500.00	0.00	1,500.00	238.44	0.00	1,261.56
<u>A 2020.490</u>	BOCES-STAFF DEVELOPMENT	9,716.00	34,406.66	44,122.66	44,115.00	0.00	7.66
<u>A 2060.490</u>	BOCES-Research,Planning & Evaluation	950.00	50.00	1,000.00	991.41	0.00	8.59
<u>A 2070.490</u>	BOCES-IN SERVICE TRAINING	20,000.00	4,950.76	24,950.76	24,563.47	0.00	387.29
<u>A 2110.120</u>	SALARIES/K-6	856,473.00	-129,448.17	727,024.83	718,140.13	0.00	8,884.70
<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	743,740.00	-29,138.00	714,602.00	714,586.53	0.00	15.47
<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	18,004.00	62,832.00	62,821.55	0.00	10.45
<u>A 2110.140</u>	SALARIES-SUB TEACHERS	60,500.00	18,000.00	78,500.00	77,722.83	0.00	777.17
<u>A 2110.160</u>	SALARIES-AIDES	150,250.00	-17,887.67	132,362.33	123,137.55	0.00	9,224.78
<u>A 2110.160-01</u>	SALARIES-SUB CLERICAL	20,000.00	0.00	20,000.00	12,031.15	0.00	7,968.85
<u>A 2110.160-LO-NG</u>	NON-INSTRUCTIONAL-LONGEVITY	0.00	5,175.00	5,175.00	5,175.00	0.00	0.00
<u>A 2110.200</u>	EQUIPMENT-PREK-12 BUILDING	8,000.00	0.00	8,000.00	1,698.55	0.00	6,301.45
<u>A 2110.400-08</u>	CONTRACTUAL - ELEM ART	295.00	30.00	325.00	325.00	0.00	0.00
<u>A 2110.400-10</u>	CONTRACTUAL - MUSIC- PREK-12 Bldg	14,500.00	-1,500.00	13,000.00	5,398.40	0.00	7,601.60
<u>A 2110.400-11</u>	CONTRACTUAL - PREK-12 BLDG.	18,500.00	5,350.00	23,850.00	22,492.52	0.00	1,357.48
<u>A 2110.400-19</u>	CONTRACTUAL-LANGUAGE	250.00	0.00	250.00	0.00	0.00	250.00

Gilbertsville-Mt. Upton CSD

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2110.401-06-S</u>	STEM - CONTRACTUAL	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2110.401-08</u>	CONTRACTUAL - HS MUSIC/BAND	0.00	500.00	500.00	250.00	0.00	250.00
<u>A 2110.401-09</u>	CONTRACTUAL - HS TECHNOLOGY	500.00	-250.00	250.00	38.40	0.00	211.60
<u>A 2110.401-12</u>	CONTRACTUAL - HS SCIENCE	850.00	0.00	850.00	767.00	0.00	83.00
<u>A 2110.450</u>	SUPPLIES-K	500.00	0.00	500.00	379.76	0.00	120.24
<u>A 2110.450-01</u>	SUPPLIES-1ST GRADE	500.00	52.76	552.76	538.41	0.00	14.35
<u>A 2110.450-02</u>	SUPPLIES-2ND GRADE	500.00	106.81	606.81	575.80	0.00	31.01
<u>A 2110.450-03</u>	SUPPLIES-3RD GRADE	500.00	241.43	741.43	599.29	0.00	142.14
<u>A 2110.450-04</u>	SUPPLIES-4TH GRADE	500.00	296.22	796.22	783.65	0.00	12.57
<u>A 2110.450-05</u>	SUPPLIES-5TH GRADE	250.00	0.00	250.00	184.84	0.00	65.16
<u>A 2110.450-06</u>	SUPPLIES-6TH GRADE	250.00	24.46	274.46	261.95	0.00	12.51
<u>A 2110.450-08</u>	SUPPLIES-ELEM ART	2,000.00	0.00	2,000.00	1,813.35	0.00	186.65
<u>A 2110.450-09</u>	SUPPLIES-ELEM PE	1,000.00	18.66	1,018.66	842.25	0.00	176.41
<u>A 2110.450-1</u>	SUPPLIES-PREK-12 BLD	1,525.00	9,267.61	10,792.61	10,437.90	0.00	354.71
<u>A 2110.450-10</u>	SUPPLIES-PREK-12 MUSIC	3,250.00	2,714.92	5,964.92	5,219.16	0.00	745.76
<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	-500.00	500.00	290.00	0.00	210.00
<u>A 2110.450-20</u>	SUPPLIES-PRE-K	500.00	0.00	500.00	133.70	0.00	366.30
<u>A 2110.450-21</u>	READING	250.00	363.74	613.74	601.77	0.00	11.97
<u>A 2110.451</u>	SUPPLIES- HS ENGLISH	500.00	0.00	500.00	345.22	0.00	154.78
<u>A 2110.451-01</u>	SUPPLIES- HS MATH	500.00	25.00	525.00	511.31	0.00	13.69
<u>A 2110.451-02</u>	SUPPLIES- HS SOCIAL STUDIES	300.00	0.00	300.00	211.06	0.00	88.94
<u>A 2110.451-03</u>	SUPPLIES- HS SCIENCE	2,500.00	60.62	2,560.62	2,560.62	0.00	0.00
<u>A 2110.451-04</u>	SUPPLIES - HS ART	500.00	354.96	854.96	787.63	0.00	67.33
<u>A 2110.451-05</u>	SUPPLIES - H.S. TECHNOLOGY	4,150.00	1,380.31	5,530.31	4,331.72	0.00	1,198.59
<u>A 2110.451-06</u>	SUPPLIES - H.S. BUSINESS	250.00	0.00	250.00	250.00	0.00	0.00
<u>A 2110.451-06-S</u>	STEM SUPPLIES	4,500.00	-2,980.24	1,519.76	452.79	0.00	1,066.97
<u>A 2110.451-08</u>	SUPPLIES - HS MUSIC	0.00	344.59	344.59	344.59	0.00	0.00
<u>A 2110.451-09</u>	SUPPLIES- HS LANGUAGE	250.00	0.00	250.00	45.80	0.00	204.20
<u>A 2110.451-10</u>	SUPPLIES - HS PHYS ED.	650.00	0.00	650.00	303.79	0.00	346.21
<u>A 2110.451-16</u>	SUPPLIES-H.S. HEALTH	300.00	232.98	532.98	515.68	0.00	17.30
<u>A 2110.471</u>	Tuition - Paid to Other Districts	16,000.00	0.00	16,000.00	0.00	0.00	16,000.00
<u>A 2110.480-1</u>	TEXTBOOKS-DISTRICT WIDE	19,500.00	67,000.24	86,500.24	86,165.94	0.00	334.30

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2110.490</u>	BOCES/REGULAR SCHOOL	195,330.00	-38,035.00	157,295.00	118,448.00	0.00	38,847.00
<u>A 2250.150</u>	SPEC ED-SALARIES	480,350.00	-41,383.33	438,966.67	438,966.67	0.00	0.00
<u>A 2250.160</u>	SPEC ED-SALARIES	190,160.00	1,812.32	191,972.32	191,972.32	0.00	0.00
<u>A 2250.400</u>	SPECIAL ED - CONTRACTUAL	6,000.00	265.67	6,265.67	2,779.95	0.00	3,485.72
<u>A 2250.400-05</u>	SPEC ED-TUITION	340,000.00	190,000.00	530,000.00	343,093.70	0.00	186,906.30
<u>A 2250.450</u>	SPEC ED-SUPPLIES ELEMENTARY	0.00	767.33	767.33	0.00	0.00	767.33
<u>A 2250.450-05</u>	SPEC ED-CSE SUPPLIES	3,000.00	619.80	3,619.80	121.83	0.00	3,497.97
<u>A 2250.490</u>	BOCES-SPECIAL EDUCATION	567,489.00	45,000.00	612,489.00	610,447.44	0.00	2,041.56
<u>A 2280.490</u>	BOCES-OC ED	259,275.00	725.00	260,000.00	259,298.05	0.00	701.95
<u>A 2330.490</u>	BOCES - SUMMER SCHOOL	0.00	7,365.00	7,365.00	6,632.71	0.00	732.29
<u>A 2610.150</u>	LIBRARIAN-SALARY	66,951.00	0.00	66,951.00	64,574.59	0.00	2,376.41
<u>A 2610.160</u>	LIBRARY AIDES-SALARIES	19,160.00	825.00	19,985.00	18,843.70	0.00	1,141.30
<u>A 2610.450</u>	LIBRARY-SUPPLIES	250.00	0.00	250.00	0.00	0.00	250.00
<u>A 2610.460</u>	LIBRARY-BOOKS/PERIODICALS	9,000.00	0.00	9,000.00	8,997.74	0.00	2.26
<u>A 2610.490</u>	BOCES-MEDIA SERVICES	52,905.00	619.88	53,524.88	53,524.88	0.00	0.00
<u>A 2630.150-01</u>	COMPUTER - INSTRUCTIONAL	71,640.00	-11,000.00	60,640.00	57,794.00	0.00	2,846.00
<u>A 2630.160-01</u>	COMPUTER - NON-INSTRUCTIONAL	9,000.00	0.00	9,000.00	8,290.10	0.00	709.90
<u>A 2630.220</u>	COMPUTER HARDWARE K-12	13,000.00	0.00	13,000.00	10,975.21	0.00	2,024.79
<u>A 2630.400</u>	COMPUTER-CONTRACTUAL	6,400.00	0.00	6,400.00	3,300.00	0.00	3,100.00
<u>A 2630.450</u>	COMPUTER-SUPPLIES	2,900.00	0.00	2,900.00	2,196.99	0.00	703.01
<u>A 2630.460</u>	COMPUTER-SOFTWARE K-12	27,843.00	0.00	27,843.00	12,788.00	0.00	15,055.00
<u>A 2630.490</u>	BOCES - COMPUTER SERVICES	70,500.00	-40,500.00	30,000.00	28,850.00	0.00	1,150.00
<u>A 2810.150</u>	GUIDANCE-SALARY	53,477.00	-280.88	53,196.12	50,003.50	0.00	3,192.62
<u>A 2810.150-CS</u>	GUIDANCE SALARY CS	45,930.00	0.00	45,930.00	44,736.84	0.00	1,193.16
<u>A 2810.160</u>	GUIDANCE-SALARY/SECRETARY	0.00	432.89	432.89	432.89	0.00	0.00
<u>A 2810.400-01</u>	GUIDANCE CONTRACTUAL/HS	500.00	20.00	520.00	448.00	0.00	72.00
<u>A 2810.400-02</u>	GUIDANCE-CONTRACTUAL/ES	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2810.450</u>	GUIDANCE-SUPPLIES/ES	600.00	0.00	600.00	306.57	0.00	293.43
<u>A 2810.450-01</u>	GUIDANCE-SUPPLIES/HS	350.00	0.00	350.00	101.47	0.00	248.53
<u>A 2815.160</u>	HEALTH OFFICE-SALARIES	55,705.00	3,457.78	59,162.78	59,162.78	0.00	0.00
<u>A 2815.400</u>	HEALTH OFFICE-CONTRACTUAL	7,028.00	-3,996.57	3,031.43	1,397.00	0.00	1,634.43
<u>A 2815.450</u>	HEALTH OFFICE-SUPPLIES	2,550.00	0.00	2,550.00	1,517.67	0.00	1,032.33
<u>A 2816.450</u>	SCREENING-K	215.00	0.00	215.00	0.00	0.00	215.00

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<u>A 2820.490</u>	BOCES - PSYCHOLOGIST	26,000.00	0.00	26,000.00	25,948.60	0.00	51.40
<u>A 2850.150</u>	MARCHING BAND	2,904.00	0.00	2,904.00	2,904.00	0.00	0.00
<u>A 2850.150-01</u>	EXTRA CHORAL	1,270.00	200.00	1,470.00	1,470.00	0.00	0.00
<u>A 2850.150-02</u>	COLOR GUARD	1,200.00	0.00	1,200.00	1,200.00	0.00	0.00
<u>A 2850.150-03</u>	HS STUDENT COUCIL	1,412.00	0.00	1,412.00	1,412.00	0.00	0.00
<u>A 2850.150-03-1</u>	ES STUDENT COUNCIL	680.00	0.00	680.00	680.00	0.00	0.00
<u>A 2850.150-04</u>	YEARBOOK	1,553.00	0.00	1,553.00	1,553.00	0.00	0.00
<u>A 2850.150-05</u>	DRAMA DIRECTOR	1,165.00	35.00	1,200.00	1,200.00	0.00	0.00
<u>A 2850.150-05-1</u>	ASST. DIRECTOR/COREOGRAPHER	1,200.00	0.00	1,200.00	697.00	0.00	503.00
<u>A 2850.150-05-2</u>	PIT AND DIRECTOR	697.00	0.00	697.00	697.00	0.00	0.00
<u>A 2850.150-06</u>	MUSICAL DIRECTOR	3,876.00	0.00	3,876.00	3,876.00	0.00	0.00
<u>A 2850.150-08</u>	SAFETY PATROL	564.00	0.00	564.00	564.00	0.00	0.00
<u>A 2850.150-09</u>	CHEERLEADING-V/JV	1,553.00	-1,553.00	0.00	0.00	0.00	0.00
<u>A 2850.150-10</u>	HONOR SOCIETY	872.00	0.00	872.00	872.00	0.00	0.00
<u>A 2850.150-12</u>	SADD	564.00	0.00	564.00	564.00	0.00	0.00
<u>A 2850.150-13</u>	7TH GRADE	354.00	0.00	354.00	212.40	0.00	141.60
<u>A 2850.150-14</u>	8TH GRADE	423.00	0.00	423.00	423.00	0.00	0.00
<u>A 2850.150-15</u>	9TH GRADE	493.00	0.00	493.00	493.00	0.00	0.00
<u>A 2850.150-16</u>	10TH GRADE	1,697.00	0.00	1,697.00	1,697.00	0.00	0.00
<u>A 2850.150-17</u>	11TH GRADE	1,974.00	0.00	1,974.00	1,974.00	0.00	0.00
<u>A 2850.150-18</u>	12TH GRADE	2,254.00	0.00	2,254.00	2,254.00	0.00	0.00
<u>A 2850.150-19</u>	NATIONAL JHS	564.00	0.00	564.00	564.00	0.00	0.00
<u>A 2850.150-20</u>	MS STUDENT COUNCIL	753.00	0.00	753.00	753.00	0.00	0.00
<u>A 2850.150-21</u>	JAZZ BAND	1,460.00	0.00	1,460.00	1,460.00	0.00	0.00
<u>A 2850.150-23</u>	LANGUAGE CLUB	547.00	0.00	547.00	0.00	0.00	547.00
<u>A 2850.150-24</u>	MOCK TRIAL	872.00	0.00	872.00	872.00	0.00	0.00
<u>A 2850.150-26</u>	SKI CLUB	514.00	0.00	514.00	0.00	0.00	514.00
<u>A 2850.150-27</u>	GAY/STRAIGHT ALLIANCE	564.00	0.00	564.00	564.00	0.00	0.00
<u>A 2850.150-28</u>	Women for Change	564.00	0.00	564.00	0.00	0.00	564.00
<u>A 2850.150-29</u>	THEATER ADVISOR	564.00	4,000.00	4,564.00	3,064.00	0.00	1,500.00
<u>A 2850.150-30</u>	LIGHTS AND SOUND TECHNICIAN	0.00	5,000.00	5,000.00	5,000.00	0.00	0.00
<u>A 2850.160-00</u>	STUDENT ACCT TREAS STIPEND	1,250.00	129.99	1,379.99	947.10	0.00	432.89
<u>A 2855.150</u>	SOCCER/VARSITY-1/2 EACH	8,292.00	-2,904.86	5,387.14	4,146.00	0.00	1,241.14

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<u>A 2855.150-02</u>	SOCCER/MODIFIED-1/2 EACH	3,982.00	0.00	3,982.00	3,982.00	0.00	0.00
<u>A 2855.150-03</u>	BASKETBALL/VARSITY-1/2 EACH	10,352.00	0.00	10,352.00	10,352.00	0.00	0.00
<u>A 2855.150-04</u>	BASKETBALL/JV-1/2 EACH	7,898.00	0.00	7,898.00	3,949.00	0.00	3,949.00
<u>A 2855.150-05</u>	BASKETBALL/MODIFIED-1/2 EACH	5,644.00	0.00	5,644.00	5,644.00	0.00	0.00
<u>A 2855.150-07</u>	BASEBALL/SOFTBALL-VSTY-1/2 EACH	7,826.00	0.00	7,826.00	0.00	0.00	7,826.00
<u>A 2855.150-08</u>	BASEBALL/SOFTBALL-MOD 1/2 EACH	3,982.00	0.00	3,982.00	0.00	0.00	3,982.00
<u>A 2855.150-10</u>	ATHLETIC DIRECTOR	5,326.00	0.00	5,326.00	5,326.00	0.00	0.00
<u>A 2855.150-11</u>	CHAPERONES	3,500.00	3,873.22	7,373.22	6,841.28	0.00	531.94
<u>A 2855.150-15</u>	MOD TRACK/ASST VARSITY	1,822.00	169.00	1,991.00	1,991.00	0.00	0.00
<u>A 2855.150-16</u>	VARSITY TRACK	3,799.00	114.00	3,913.00	3,913.00	0.00	0.00
<u>A 2855.150-17</u>	TIMERS	1,000.00	1,426.27	2,426.27	2,426.27	0.00	0.00
<u>A 2855.150-18</u>	Cross Country	4,025.00	-1,444.63	2,580.37	0.00	0.00	2,580.37
<u>A 2855.200</u>	ATHLETIC-EQUIPMENT	5,500.00	0.00	5,500.00	999.99	0.00	4,500.01
<u>A 2855.400</u>	OFFICIALS/CONTRACTUAL	20,250.00	-6,000.00	14,250.00	11,738.42	0.00	2,511.58
<u>A 2855.450</u>	ATHLETIC-SUPPLIES	10,500.00	-4,244.65	6,255.35	5,192.72	0.00	1,062.63
<u>A 2855.490</u>	BOCES-SPORTS COORD	4,000.00	0.00	4,000.00	3,900.00	0.00	100.00
<u>A 5510.160</u>	TRANS-SALARIES	302,690.00	11,963.13	314,653.13	314,653.13	0.00	0.00
<u>A 5510.160-01</u>	TRANS-OFFICE SALARIES	11,150.00	3.36	11,153.36	11,153.36	0.00	0.00
<u>A 5510.160-22</u>	TRANS-EXTRA RUNS	14,000.00	6,902.73	20,902.73	20,902.73	0.00	0.00
<u>A 5510.160-23</u>	TRANS-SUB RUNS	17,500.00	0.00	17,500.00	14,580.00	0.00	2,920.00
<u>A 5510.160-24</u>	TRANS-SUMMER RUNS	8,320.00	-7,775.00	545.00	0.00	0.00	545.00
<u>A 5510.400</u>	TRANS-INSURANCE	13,500.00	0.00	13,500.00	13,500.00	0.00	0.00
<u>A 5510.400-01</u>	TRANS-CONF./WKSHOPS/DUES	1,500.00	618.39	2,118.39	2,118.39	0.00	0.00
<u>A 5510.400-02</u>	TRANS-MILEAGE	500.00	-150.63	349.37	93.01	0.00	256.36
<u>A 5510.400-03</u>	TRANS-PAINT/BODY REPAIRS	4,000.00	5,816.00	9,816.00	8,871.57	0.00	944.43
<u>A 5510.400-04</u>	TRANS-ROUTING SOFTWARE	5,500.00	135.00	5,635.00	5,185.00	0.00	450.00
<u>A 5510.400-05</u>	TRANS-FIRE EXTINGUISHERS	625.00	0.00	625.00	96.00	0.00	529.00
<u>A 5510.400-06</u>	TRANS-DRIVER PHYSICALS	3,500.00	0.00	3,500.00	2,417.00	0.00	1,083.00
<u>A 5510.400-07</u>	TRANS-COPIER CHARGES	1,366.00	-1,011.93	354.07	0.00	0.00	354.07
<u>A 5510.400-08</u>	TRANS-PHONE (NOT REPAIRS)	1,000.00	0.00	1,000.00	34.99	0.00	965.01
<u>A 5510.400-09</u>	TRANS-CONTRACTUAL	3,500.00	5,800.63	9,300.63	6,938.56	2,357.33	4.74
<u>A 5510.400-10</u>	TRANS-FINGERPRINTING/HEP.B SHOTS	500.00	0.00	500.00	62.50	0.00	437.50
<u>A 5510.450</u>	TRANS-DIESEL	55,000.00	-1,700.00	53,300.00	43,613.07	0.00	9,686.93

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<u>A 5510.450-01</u>	TRANS-RIMS/TIRES	4,000.00	6,968.82	10,968.82	10,806.74	0.00	162.08
<u>A 5510.450-02</u>	TRANS-OIL & GREASE	2,400.00	678.54	3,078.54	2,875.86	0.00	202.68
<u>A 5510.450-03</u>	TRANS-OFFICE SUPPLIES	500.00	0.00	500.00	163.94	0.00	336.06
<u>A 5510.450-04</u>	TRANS-CLEANING SUPPLIES	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 5510.450-05</u>	TRANS-POSTAGE	250.00	0.00	250.00	0.00	0.00	250.00
<u>A 5510.450-06</u>	TRANS-JACKETS	700.00	0.00	700.00	254.00	0.00	446.00
<u>A 5510.450-07</u>	TRANS-UNLEADED GASOLINE	30,000.00	-1,300.00	28,700.00	17,278.64	0.00	11,421.36
<u>A 5510.450-08</u>	TRANS-PROPANE	6,000.00	0.00	6,000.00	3,458.63	0.00	2,541.37
<u>A 5510.490</u>	BOCES-TRAINING/TESTING/TOWERS	4,950.00	3,325.00	8,275.00	8,275.00	0.00	0.00
<u>A 5530.160</u>	MECHANIC/BUS DRIVER-SALARY	47,900.00	0.00	47,900.00	47,900.00	0.00	0.00
<u>A 5530.160-01</u>	CLEANER/BUS GARAGE-SALARY	41,060.00	0.00	41,060.00	40,495.20	0.00	564.80
<u>A 5530.200</u>	GARAGE-TRANS. EQP'T. SMALL TOOLS	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 5530.200-01</u>	MAINT EQUIP	2,500.00	0.00	2,500.00	2,288.47	0.00	211.53
<u>A 5530.400</u>	GARAGE-ELECTRIC	30,000.00	0.00	30,000.00	30,000.00	0.00	0.00
<u>A 5530.400-01</u>	GARAGE-INSURANCE, PROP & LIAB.	7,500.00	0.00	7,500.00	7,500.00	0.00	0.00
<u>A 5530.400-02</u>	GARAGE-SEALANT/PAVING	10,000.00	-9,654.29	345.71	0.00	0.00	345.71
<u>A 5530.400-03</u>	GARAGE-HARDWARE REPAIR	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 5530.400-04</u>	GARAGE-GARBAGE REMOVAL/MOSA	4,000.00	-1,300.00	2,700.00	2,700.00	0.00	0.00
<u>A 5530.400-05</u>	GARAGE-SNOW REMOVAL/ICE MELT	17,500.00	-1,399.37	16,100.63	10,500.21	0.00	5,600.42
<u>A 5530.400-06</u>	GARAGE - UNIFORMS	1,000.00	0.00	1,000.00	189.97	0.00	810.03
<u>A 5530.400-07</u>	GARAGE - HEAT	5,000.00	0.00	5,000.00	5,000.00	0.00	0.00
<u>A 5530.400-09</u>	GARAGE - HVAC	2,000.00	0.00	2,000.00	806.00	0.00	1,194.00
<u>A 5530.400-10</u>	GARAGE - RUGS/MOPS	1,000.00	0.00	1,000.00	935.87	0.00	64.13
<u>A 5530.400-11</u>	GARAGE - WATER SYSTEM MAINT.	500.00	1,000.00	1,500.00	1,249.98	0.00	250.02
<u>A 5530.400-12</u>	BUS WASH DISCHARGE	2,500.00	-2,250.00	250.00	0.00	0.00	250.00
<u>A 5530.400-13</u>	GARAGE - PHONE REPAIRS	500.00	-274.71	225.29	0.00	0.00	225.29
<u>A 5530.400-14</u>	GARAGE-LIFT INSPECTION	750.00	438.26	1,188.26	460.00	0.00	728.26
<u>A 5530.400-16</u>	GARAGE-GARAGE DOOR MAINT.	1,000.00	750.00	1,750.00	1,450.00	0.00	300.00
<u>A 5530.450</u>	GARAGE-PARTS	33,024.00	-218.24	32,805.76	30,801.83	0.00	2,003.93
<u>A 5530.450-01</u>	GARAGE-PARTS(EXTRA)	4,500.00	2,015.10	6,515.10	5,281.77	0.00	1,233.33
<u>A 5530.450-02</u>	GARAGE-MAINT SUPPLIES	11,000.00	10,667.97	21,667.97	18,868.43	0.00	2,799.54
<u>A 5530.450-03</u>	GARAGE-TRANS. SUPPLIES	1,500.00	1,142.63	2,642.63	2,595.29	0.00	47.34
<u>A 7140.400</u>	SUMMER RECREATION PROGRAM	1,000.00	0.00	1,000.00	500.00	0.00	500.00

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<u>A 9010.800</u>	EMPLOYEES RETIREMENT	179,770.00	13,471.00	193,241.00	178,241.00	0.00	15,000.00
<u>A 9020.800</u>	TEACHERS RETIREMENT	289,882.00	4,117.00	293,999.00	293,999.00	0.00	0.00
<u>A 9030.800</u>	FICA/MEDICARE-EMPLOYER	357,527.00	0.00	357,527.00	325,332.37	0.00	32,194.63
<u>A 9040.800</u>	WORKERS COMPENSATION	35,200.00	4,519.00	39,719.00	39,719.00	0.00	0.00
<u>A 9050.800</u>	UNEMPLOYMENT BENEFITS	15,000.00	-14,519.00	481.00	0.00	0.00	481.00
<u>A 9060.800</u>	HEALTH INSURANCE	1,600,850.00	-193,417.50	1,407,432.50	1,367,516.34	0.00	39,916.16
<u>A 9070.800</u>	DENTAL INSURANCE	41,429.00	0.00	41,429.00	17,335.47	0.00	24,093.53
<u>A 9731.600</u>	BONDS - SCHOOL CONSTRUCTION- PRINCIPAL	860,000.00	0.00	860,000.00	860,000.00	0.00	0.00
<u>A 9731.700</u>	BONDS-SCHOOLCONSTRUCTION- INTEREST	154,800.00	0.00	154,800.00	154,800.00	0.00	0.00
<u>A 9770.700</u>	REVENUE ANTICIPATION NOTE (RAN)- INTEREST	5,500.00	0.00	5,500.00	0.00	0.00	5,500.00
<u>A 9788.600</u>	PRINCIPLE - (IPA & Copier Leases)	0.00	39,666.67	39,666.67	39,666.67	0.00	0.00
<u>A 9788.700</u>	INTEREST - IPA & Copier Leases	0.00	2,684.01	2,684.01	2,684.01	0.00	0.00
<u>A 9901..01</u>	INTERFUND TRANSFER TO SLF	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
<u>A 9950.1</u>	TRANSFER-CAPITAL OUTLAY	100,000.00	0.00	100,000.00	100,000.00	0.00	0.00
<u>A 9950.2</u>	TRANSFER-CAPITAL-BUSES	0.00	367,096.00	367,096.00	367,096.00	0.00	0.00
Fund ATotals:		11,050,000.00	393,864.25	11,443,864.25	10,645,252.77	12,288.33	786,323.15
<u>C 2860.160</u>	SALARIES	127,500.00	-4,082.58	123,417.42	118,900.58	0.00	4,516.84
<u>C 2860.200</u>	EQUIPMENT	10,000.00	-3,539.93	6,460.07	3,653.20	0.00	2,806.87
<u>C 2860.400</u>	CONTRACTUAL/DUES/MEMBERSHIP	0.00	443.58	443.58	443.58	0.00	0.00
<u>C 2860.409</u>	CONTRACTUAL	4,000.00	-1,274.98	2,725.02	325.00	0.00	2,400.02
<u>C 2860.410</u>	FOOD PURCHASES	110,000.00	-893.65	109,106.35	108,537.35	0.00	569.00
<u>C 2860.410-1</u>	SURPLUS FOOD	15,000.00	684.26	15,684.26	14,748.26	0.00	936.00
<u>C 2860.450</u>	SUPPLIES	10,000.00	5,024.30	15,024.30	12,262.30	0.00	2,762.00
<u>C 2860.490</u>	BOCES MAINT AGREEMENT	4,250.00	0.00	4,250.00	2,969.88	0.00	1,280.12
<u>C 9030.800</u>	SOCIAL SECURITY	10,000.00	0.00	10,000.00	8,559.70	0.00	1,440.30
<u>C 9060.800</u>	HEALTH & DENTAL INSURANCE	40,000.00	3,639.00	43,639.00	43,639.00	0.00	0.00
Fund CTotals:		330,750.00	0.00	330,750.00	314,038.85	0.00	16,711.15
<u>F 1424.150</u>	2023-2024 Title IIA, Instructional	13,739.00	275.00	14,014.00	14,014.00	0.00	0.00
<u>F 1624.150</u>	2023-2024 Title IV, Instructional	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00

Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2023 To 6/30/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>F 2111.150-ES-SER</u>	2020-24 - Instructional Salaries - ESSER	125,340.77	-28,000.00	97,340.77	97,196.62	0.00	144.15
<u>F 2111.160-ES-SER</u>	2020-24 - Non-Instructional Salaries - ESSER	13,616.40	798.86	14,415.26	13,755.04	0.00	660.22
<u>F 2111.200-ES-SER</u>	2020-24 - Equipment - ESSER	62,163.51	-22,052.00	40,111.51	19,230.78	2,502.45	18,378.28
<u>F 2111.400-ES-SER</u>	2020-24 - Purchased Services - ESSER	68,972.00	-3,971.86	65,000.14	65,000.00	0.00	0.14
<u>F 2111.450-ES-SER</u>	2020-24 - Supplies & Materials ESSER	34,733.25	53,225.00	87,958.25	81,349.19	6,605.26	3.80
<u>F 2112.150-LL</u>	2020-24 - Instructional Salaries - LLoss	96,664.37	0.00	96,664.37	96,664.37	0.00	0.00
<u>F 2112.160-LL</u>	2020-24 - Non-Instructional Salaries - LLoss	13,378.01	0.00	13,378.01	13,378.01	0.00	0.00
<u>F 2112.450-LL</u>	2020-24 Supplies and Materials - LLoss	424.32	0.00	424.32	0.00	0.00	424.32
<u>F 2113.150-AS</u>	2020-24 - Instructional Salaries - After School	10,458.82	0.00	10,458.82	753.57	0.00	9,705.25
<u>F 2113.160-AS</u>	2020-24 - Non-Instructional - After School	4,368.07	0.00	4,368.07	3,642.26	0.00	725.81
<u>F 2113.450-AS</u>	2020-24 - Supplies & Materials - After School	14,849.40	0.00	14,849.40	96.50	0.00	14,752.90
<u>F 2114.150-SE</u>	2020-24 - Instructional Salaries - Sum Enr	12,019.92	13,373.00	25,392.92	15,445.33	0.00	9,947.59
<u>F 2114.160-SE</u>	2020-24 - Non-Instructional Salaries - Sum Enr	34,657.28	-13,373.00	21,284.28	8,046.67	0.00	13,237.61
<u>F 2114.450-SE</u>	2020-24 - Supplies and Materials - Sum Enr	14,239.48	0.00	14,239.48	9,045.25	0.00	5,194.23
<u>F 2123.150</u>	2022-23 Title I - Instructional Salaries	2,239.79	0.00	2,239.79	2,239.79	0.00	0.00
<u>F 2123.160</u>	2022-23 Title I - Non-Instructional Salaries	3,847.46	0.00	3,847.46	3,847.46	0.00	0.00
<u>F 2123.450</u>	2022-23 Title I - Supplies and Materials	4,281.75	0.00	4,281.75	4,281.75	0.00	0.00
<u>F 2124.150</u>	2023-2024 Title I, Instructional Salaries	100,549.00	0.00	100,549.00	94,450.69	0.00	6,098.31
<u>F 2124.160</u>	2023-2024 Title I, Non-Instructional Salaries	3,266.00	0.00	3,266.00	0.00	0.00	3,266.00
<u>F 2124.450</u>	2023-2024 Title I, Supplies and Materials	3,012.00	0.00	3,012.00	2,097.00	0.00	915.00
<u>F 2124.800</u>	2023-24 Title I - Employee Benefits	16,950.00	-507.00	16,443.00	16,443.00	0.00	0.00
<u>F 2253.472-24</u>	2023-24 SUMMER 4408 - TUITION	7,629.00	0.00	7,629.00	7,629.00	0.00	0.00
<u>F 2510.150-24</u>	2023-24 UPK - Instructional	102,347.00	181.42	102,528.42	102,528.42	0.00	0.00
<u>F 2510.160-24</u>	2023-24 UPK - Non-Instructional	37,000.00	-521.43	36,478.57	36,245.51	0.00	233.06
<u>F 2510.450-23</u>	2022-23 UPK - Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00
<u>F 2510.450-24</u>	2023-24 UPK - Supplies & Materials	19,670.00	340.01	20,010.01	20,010.01	0.00	0.00
<u>F 2510.800-24</u>	2023-24 UPK - Benefits	42,923.00	0.00	42,923.00	42,923.00	0.00	0.00
<u>F 2860.200-24</u>	2023-24 School Lunch Equipment Grant	10,250.00	0.00	10,250.00	9,754.74	0.00	495.26
<u>F 3224.150</u>	2023-24 IDEA 611 -Instructional Salaries	68,017.00	0.00	68,017.00	68,017.00	0.00	0.00
<u>F 3224.160</u>	2023-24 IDEA 611-Non-Instructional Salaries	41,527.00	0.00	41,527.00	41,373.40	0.00	153.60
<u>F 3224.450</u>	2023-24 IDEA 611 - Supplies & Materials	1,500.00	0.00	1,500.00	1,500.00	0.00	0.00
<u>F 3324.450</u>	2023-24 IDEA 619 - Supplies & Materials	452.00	0.00	452.00	452.00	0.00	0.00
<u>F 5510.450-24</u>	2023-24 Summer 4408 - Supplies & Materials	11,794.52	0.00	11,794.52	11,794.52	0.00	0.00

Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2023 To 6/30/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>F 8423.160</u>	2022-23 REAP - Non-Instructional	9,578.74	0.00	9,578.74	9,578.74	0.00	0.00
<u>F 8424.160</u>	2023-2024 REAP, Non-Instructional Salaries	29,614.00	0.00	29,614.00	8,245.16	0.00	21,368.84
Fund FTotals:		1,046,072.86	-232.00	1,045,840.86	931,028.78	9,107.71	105,704.37
<u>H 1620.27</u>	2023-24 Small Capital Outlay - Construction	92,000.00	-216.00	91,784.00	76,374.56	0.00	15,409.44
<u>H 1620.28</u>	2023-24 Capital Outlay Project - Architect	8,000.00	216.00	8,216.00	8,216.00	0.00	0.00
<u>H 2123.201</u>	\$5.2M Capital Proj - Construction Manager	0.00	190,000.00	190,000.00	84,279.00	105,721.30	-0.30
<u>H 2123.240</u>	\$5.2M Capital Project - Architect, Legal, Engineering	0.00	533,000.00	533,000.00	232,053.66	185,418.73	115,527.61
<u>H 2123.293</u>	\$5.2M Capital Proj - HVAC	0.00	766,000.00	766,000.00	0.00	0.00	766,000.00
<u>H 2123.293-1</u>	\$5.2M Capital Proj - Electrical	0.00	11,000.00	11,000.00	0.00	0.00	11,000.00
<u>H 2123.293-2</u>	\$5.2M Capital Proj - Plumbing	0.00	237,000.00	237,000.00	0.00	0.00	237,000.00
<u>H 2123.293-4</u>	\$5.2M Capital Proj - Site Work-Blacktop-Bylar Excavating	0.00	2,034,732.09	2,034,732.09	0.00	0.00	2,034,732.09
<u>H 2123.293-5</u>	\$5.2M Capital Proj-Mechanical/Boiler-Danforth	0.00	811,843.00	811,843.00	219,504.25	592,338.75	0.00
<u>H 2123.293-6</u>	\$5.2M Capital Proj - Playground Equipment-GameTime	0.00	445,935.66	445,935.66	0.00	445,935.66	0.00
<u>H 2123.293-7</u>	\$5.2M Capital Proj - Playground Surface-duraSafe	0.00	170,489.25	170,489.25	0.00	170,489.25	0.00
<u>H 5510.200</u>	BUS PAYMENTS	0.00	325,167.92	325,167.92	372,642.92	315,989.26	-363,464.26
Fund HTotals:		100,000.00	5,525,167.92	5,625,167.92	993,070.39	1,815,892.95	2,816,204.58
Grand Totals:		12,526,822.86	5,918,800.17	18,445,623.03	12,883,390.79	1,837,288.99	3,724,943.25

CLAIMS AUDIT REPORT

JUNE, 2024

Date	Payee	Check #	Issue	resolution
6-3	Business Card	24029	Claim form doesn't equal invoice	Claim form was changed
	Finger Lakes / Castle	31981	PO after purchase	Will speak to supervisor
	Leonard Bus Sales	31984	PO after purchase	Will speak to supervisor
	Shaughnessy + Associates	31989	Paying taxes	Voided
6-14	Hill + Markes	32780	No signature on invoice	added
6-17	Imagine Learning	40697	Wrong address	Voided
	Amazon	24068	Typo in invoice #	Void and reissue
6-26	Imagine Learning	40699	No signature on invoices	Being processed
	Hillcrest Educational Center	32036	No PO listed on check	PO was liquidated
	Tallmadge Tire Services	32037	No PO listed on check	PO was liquidated
	Northern Catskill Chapter	32029	Invoice items don't match PO items	Adjusted
	Imagine Learning	32040	Paying off a quote not a delivery	Done in order to use this fiscal year funds

Gilbertsville-Mt. Upton CSD

Check Warrant Report For A - 24: JUNE 2024 Cash Disbursement For Dates 6/1/2024 - 6/30/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
15	06/14/2024	3107	US BANK	125	937,400.00
16	06/30/2024	3252	Lifetime Benefit Solutions		558.72
31974	06/03/2024	3624	ABBIEY BEAVER		73.64
31975	06/03/2024	3251	BUELL FUELS LLC	*See Detail Report	22,451.14
31976	06/03/2024	1583	BUSINESS CARD		727.44
31977	06/03/2024	3757	COWBOY BBQ		1,300.00
31978	06/03/2024	188	DCMO BOCES	381	209,706.05
31979	06/03/2024	3324	DEWITT SCHOOL SERVICES & JOSTENS	594	211.27
31980	06/03/2024	248	DOUG EXLEY	119	349.40
31981	06/03/2024	3218	FINGER LAKES/CASTLE	595	210.60
31982	06/03/2024	2406	HEATHER WILCOX		52.14
31983	06/03/2024	318	HILL & MARKES INC.	266	787.38
31984	06/03/2024	382	LEONARD BUS SALES INC	598	796.69
31985	06/03/2024	3531	LYNNE OHL		150.00
31986	06/03/2024	3689	NYSID	457	1,200.00
31987	06/03/2024	1460	PRICE CHOPPER OPER. CO. INC	602	59.44
31988	06/03/2024	3203	SALLYE SADLOCHA		150.00
31989	06/03/2024	3657	SHAUGHNESSY AND ASSOCIATES	590	209.40
31989	06/03/2024	3657	**VOID** SHAUGHNESSY AND ASSOCIATES	590	-209.40
31990	06/03/2024	3338	TEAM VIEWER GERMANY GMBH		3,275.80
31991	06/03/2024	243	THE EVENING SUN	357	330.01
31992	06/03/2024	3756	VILLAGE VARIETY HARDWARE, LLC		654.40
31993	06/11/2024	16	ADVANCED FIRE PROTECTION	461	144.00
31994	06/11/2024	3476	AMY FAVINGER		54.66
31995	06/11/2024	1223	BLAINE WINDOW HARDWARE	554	267.51
31996	06/11/2024	2629	BROWN & BROWN OF GARDEN CITY INC	116	6,556.16
31997	06/11/2024	428	CDW GOVERNMENT	585	117.00
31998	06/11/2024	272	FRONTIER COMMUNICATIONS	255	974.97
31999	06/11/2024	3665	HANNAH BONCZKOWSKI		68.67
32000	06/11/2024	3742	Interport Maintenance Co., Inc.	592	5,545.00
32001	06/11/2024	407	MATTHEWS BUSES INC	254	359.13
32002	06/11/2024	3657	SHAUGHNESSY AND ASSOCIATES	590	195.00
32003	06/11/2024	781	TOWN OF GUILFORD		500.00
32004	06/11/2024	1507	UNIFIRST	265	617.40
32005	06/11/2024	2978	UTICA PLUMBING SUPPLY	596	1,520.00
32006	06/11/2024	3761	VINCENT ESPOSITO		67.16
32007	06/14/2024	16	ADVANCED FIRE PROTECTION	500	56.00
32008	06/14/2024	3251	BUELL FUELS LLC	136	866.25
32009	06/14/2024	188	DCMO BOCES	347	183.00
32010	06/14/2024	3604	FERRARA FIORENZA PC	122	1,217.00
32011	06/14/2024	1834	Gillie's Auto Truck & Marine	253	542.66
32012	06/14/2024	835	GRAINGER	275	568.84
32013	06/14/2024	350	J.W. PEPPER & SON INC	222	162.99
32014	06/14/2024	2718	PC UNIVERSITY	599	4,171.00
32015	06/14/2024	3599	SAMANTHA CARRABBA		33.70
32016	06/14/2024	752	THE DAILY STAR	324	29.48

Gilbertsville-Mt. Upton CSD

Check Warrant Report For A - 24: JUNE 2024 Cash Disbursement For Dates 6/1/2024 - 6/30/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
32017	06/14/2024	243	THE EVENING SUN	357	14.70
32018	06/14/2024	765	THE WATER BOTTLE	263	56.00
32019	06/14/2024	2283	W.B. MASON CO INC	565	1,200.00
32020	06/14/2024	3249	WASTE RECOVERY ENTERPRISES. LLC	259	450.00
32021	06/14/2024	1885	RURAL SCHOOLS ASSOCIATION OF NY		850.00
32022	06/17/2024	30	AMAZON.COM	604	118.79
32023	06/17/2024	54	AT & T	262	168.08
32024	06/17/2024	188	DCMO BOCES	381	213,178.57
32025	06/17/2024	350	J.W. PEPPER & SON INC	222	8.00
32026	06/17/2024	1809	LOWE'S	*See Detail Report	969.46
32027	06/17/2024	547	OTSEGO ELECTRIC COOP.	261	6,231.10
32028	06/17/2024	1970	RICHARD S. SMITH	269	660.00
32029	06/17/2024	3696	TALMADGE TIRE SERVICE	420	3,470.82
32030	06/17/2024	3627	VENTRIS LEARNING	605	160.00
32031	06/17/2024	788	TRI-COUNTY COMMUNICATIONS INC.	612	100.00
32032	06/17/2024	2222	Utica National Insurance Group		285.00
32033	06/20/2024	30	AMAZON.COM	608	86.96
32034	06/20/2024	3251	BUELL FUELS LLC	136	4,481.95
32035	06/20/2024	318	HILL & MARKES INC.	266	64.49
32036	06/20/2024	3700	HILLCREST EDUCATIONAL CENTERS		11,792.80
32037	06/20/2024	3696	TALMADGE TIRE SERVICE		837.92
32038	06/20/2024	2249	GMU CAFETERIA		1,060.00
32039	06/20/2024	1066	NORTHERN CATSKILLS CHAPTER	566	175.00
32040	06/24/2024	3754	IMAGINE LEARNING	615	68,067.30
32041	06/24/2024	3624	ABBAY BEAVER		115.72
32042	06/24/2024	3251	BUELL FUELS LLC	136	431.23
32043	06/24/2024	407	MATTHEWS BUSES INC	254	84.01
32044	06/24/2024	2109	MICROBAC LABORATORIES, INC	258	1,066.41
32045	06/24/2024	3599	SAMANTHA CARRABBA		61.31
32046	06/24/2024	407	MATTHEWS BUSES INC	569	279.00
32047	06/24/2024	350	J.W. PEPPER & SON INC	222	155.00
32048	06/24/2024	3280	DANIELLE RHONE		191.41
32049	06/25/2024	407	MATTHEWS BUSES INC	569	70.36
32050	06/25/2024	3599	SAMANTHA CARRABBA		60.52
32051	06/25/2024	3193	UNATEGO CSD		15,064.86
32052	06/25/2024	1507	UNIFIRST	265	71.80
32053	06/25/2024	817	UPS		9.82
32054	06/27/2024	188	DCMO BOCES		212.67
32055	06/27/2024	407	MATTHEWS BUSES INC	569	21.98
32056	06/27/2024	2222	Utica National Insurance Group	611	69,236.00
32057	06/30/2024	188	DCMO BOCES		470.00
32058	06/30/2024	3624	ABBAY BEAVER		42.08
32059	06/30/2024	1583	BUSINESS CARD		1,284.57
32060	06/30/2024	2908	Greg Bonczkowski		148.51
32061	06/30/2024	3706	WEX		43.29
32062	06/30/2024	318	HILL & MARKES INC.		293.76

Gilbertsville-Mt. Upton CSD

Check Warrant Report For A - 24: JUNE 2024 Cash Disbursement For Dates 6/1/2024 - 6/30/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
32063	06/30/2024	607	PUTNAM PEST CONTROL INC		60.00
Number of Transactions: 93					Warrant Total: 1,609,222.95
					Vendor Portion: 1,609,222.95

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

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 93 in number, in the total amount of \$1,609,222.95. 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.

7/10/2024
Date

Brianne Simons
Signature

Deputy Treasurer
Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$1,609,222.95. 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.

7-10-24
Date

JH Ewell
Auditor's Signature

Internal claims Auditor
Title

Gilbertsville-Mt. Upton CSD

Check Warrant Report For C - 12: JUNE 2024 Cash Disbursement For Dates 6/1/2024 - 6/30/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
32777	06/03/2024	188	DCMO BOCES	382	296.99
32778	06/11/2024	2062	BIMBO BAKERIES USA	310	347.51
32779	06/11/2024	3068	HERSHEY'S CREAMERY CO	314	383.44
32780	06/11/2024	318	HILL & MARKES INC.	315	852.67
32781	06/11/2024	3067	INSTANT WHIP-EASTERN NY INC	316	2,283.41
32782	06/14/2024	2907	Carlo Masi and Sons Inc.	311	1,450.77
32783	06/14/2024	188	DCMO BOCES	382	296.98
32784	06/14/2024	280	GINSBERG'S FOODS	313	6,833.96
32785	06/20/2024	2062	BIMBO BAKERIES USA	310	266.85
32786	06/20/2024	2907	Carlo Masi and Sons Inc.	311	265.31
32787	06/20/2024	280	GINSBERG'S FOODS	313	1,672.49
32788	06/20/2024	3067	INSTANT WHIP-EASTERN NY INC	316	1,256.23
32789	06/30/2024	181	D & D REFRIGERATION		443.58

Number of Transactions: 13

Warrant Total: 16,650.19

Vendor Portion: 16,650.19

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

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 13 in number, in the total amount of \$16,650.19. 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.

7/10/2024 Brianne Simach Deputy Treasurer
Date Signature Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$16,650.19. 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.

7-10-24 JK Cull Internal Claims Auditor
Date Auditor's Signature Title

Gilbertsville-Mt. Upton CSD

Check Warrant Report For F - 12: JUNE 2024 Cash Disbursement For Dates 6/1/2024 - 6/30/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40694	06/11/2024	3491	DOUGLAS EQUIPMENT	582	9,754.74
40695	06/11/2024	3695	UPSTATE SECURITY CONSULTANTS	361	6,500.00
40696	06/17/2024	428	CDW GOVERNMENT	607	9,860.00
40697	06/17/2024	3754	IMAGINE LEARNING	600	43,484.45
40697	06/17/2024	3754	**VOID** IMAGINE LEARNING	600	-43,484.45
40698	06/17/2024	3754	IMAGINE LEARNING	600	43,484.45
40699	06/24/2024	3754	IMAGINE LEARNING	600	18,189.52
40700	06/25/2024	3261	LISA RULAND		1,278.94

Number of Transactions: 8

Warrant Total: 89,067.65

Vendor Portion: 89,067.65

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 8 in number, in the total amount of \$89,067.65. 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.

6/26/2024 Brianne Dimas Deputy Treasurer
Date Signature Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 89,662.65. 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.

6-26-24 JH Cull Internal Claims Auditor
Date Auditor's Signature Title

Gilbertsville-Mt. Upton CSD

Check Warrant Report For H - 11: JUNE 2024 Cash Disbursement For Dates 6/1/2024 - 6/30/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40685	06/03/2024	407	MATTHEWS BUSES INC	506	325,167.92
40685	06/28/2024	407	**VOID** MATTHEWS BUSES INC	506	-325,167.92
40686	06/03/2024	3725	WILLIAMS TOYOTA OF BINGHAMTON	563	47,475.00
40687	06/14/2024	2858	C&S ENGINEERS INC	298	18,816.00
40688	06/20/2024	3716	JOHN W. DANFORTH COMPANY	573	123,411.84
40689	06/24/2024	3716	JOHN W. DANFORTH COMPANY	573	45,376.85
40690	06/30/2024	188	DCMO BOCES		324.00
40690	06/30/2024	188	**VOID** DCMO BOCES		-324.00
40691	06/30/2024	407	MATTHEWS BUSES INC	506	162,583.96
40692	06/30/2024	407	MATTHEWS BUSES INC	506	162,583.96
40693	06/30/2024	971	FISCAL ADVISORS & MARKETING INC		324.00

Number of Transactions: 11

Warrant Total: 560,571.61

Vendor Portion: 560,571.61

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 11 in number, in the total amount of \$560,571.61. 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.

7/10/2024 Brianne Smith Deputy Treasurer
Date Signature Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$560,571.61. 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.

7-10-24 JK Crowell Interim Claims Auditor
Date Auditor's Signature Title

Gilbertsville-Mt. Upton CSD

Check Warrant Report For TA - 21: JUNE 2024 Cash Disbursement For Dates 6/1/2024 - 6/30/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
24048	06/03/2024	2650	AFLAC		461.38
24049	06/03/2024	1583	BUSINESS CARD		87.36
24051	06/11/2024	3762	ANDREW STONE		500.00
24052	06/11/2024	3760	DEVON HARTWELL		500.00
24053	06/11/2024	3763	LEAH COTTON		250.00
24054	06/11/2024	3766	MORGAN BARNES		100.00
24055	06/11/2024	3759	NATALIE LIVELSBERGER		500.00
24056	06/11/2024	3767	SKYLAR LINDROTH		500.00
24057	06/11/2024	3764	TAYLOR GAGER		250.00
24058	06/11/2024	3765	THOMAS BRESLAU		100.00
24059	06/11/2024	3762	ANDREW STONE		300.00
24060	06/11/2024	3760	DEVON HARTWELL		250.00
24061	06/11/2024	3763	LEAH COTTON		250.00
24062	06/11/2024	3759	NATALIE LIVELSBERGER		250.00
24063	06/11/2024	3762	ANDREW STONE		500.00
24064	06/11/2024	3760	DEVON HARTWELL		250.00
24065	06/11/2024	3759	NATALIE LIVELSBERGER		100.00
24066	06/11/2024	3762	ANDREW STONE		1,000.00
24067	06/11/2024	3759	NATALIE LIVELSBERGER		250.00
24068	06/17/2024	30	AMAZON.COM		15.91
24068	06/17/2024	30	**VOID** AMAZON.COM		-15.91
24070	06/17/2024	30	AMAZON.COM		15.91
24074	06/25/2024	3769	LAUREN ROBERTS		146.00

Number of Transactions: 23

Warrant Total: 6,560.65

Vendor Portion: 6,560.65

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 23 in number, in the total amount of \$ 6,560.65. 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.

6/26/2024
Date

Brianne Simak
Signature

Deputy Treasurer
Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 6,560.65. 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.

6-26-24
Date

FR Cook
Auditor's Signature

Internal Claims Auditor
Title

Gilbertsville-Mount Upton Central School District
Community Bank and NYCLASS Bank Accounts
Monthly Treasurer's Report
July 1, 2024 through July 30, 2024

Cash Activity	General Community Interest	Cafeteria Community Interest	T & A Community Interest	Payroll Community Interest	Federal Community Interest	Student Community Interest	General MMA Comm Bank NYCLASS Interest	Capital Res NYCLASS Interest	Debt Res NYCLASS Interest	EBALR Res NYCLASS Interest	ERS Res NYCLASS Interest	Unemploy- ment-NYCLASS Interest	Liability Res NYCLASS Interest	Cap.Savings/Ckg Comm Bank NYCLASS Interest
Beginning Bal.	\$ 468,785.85	\$ 25,563.41	\$ 60,964.26	\$ 175.61	\$ 26,467.21	\$ 61,206.50	\$ 396,421.24	\$ 1,923,401.48	\$ 263,685.54	\$ 690,471.23	\$ 788,287.20	\$ 238,494.64	\$ 228,686.10	\$ 852,242.41
Cash Receipts	\$ 228,477.60	\$ 18,501.87	\$ 102,524.45	\$ 72,635.31	\$ 41,194.96	\$ 12.99	\$ 1,896.49	\$ 8,313.48	\$ 122,494.59	\$ 3,039.89	\$ 3,390.77	\$ 1,050.00	\$ 1,006.80	\$ 2,503,081.40
Other Adjust.														
TOTAL BEG BAL & CR	\$ 697,263.45	\$ 44,065.28	\$ 163,488.71	\$ 72,810.92	\$ 67,662.17	\$ 61,219.49	\$ 398,317.73	\$ 1,931,714.96	\$ 386,180.13	\$ 693,511.12	\$ 791,677.97	\$ 239,544.64	\$ 229,692.90	\$ 3,355,323.81
Cash Disburse.	\$ 558,324.07	\$ 5,706.04	\$ 102,691.83	\$ 72,162.86	\$ 14,332.09									\$ 109,915.36
Other Adjust.														
TOTAL CD & ADJ	\$ 558,324.07	\$ 5,706.04	\$ 102,691.83	\$ 72,162.86	\$ 14,332.09	\$ -	\$ 60,000.00		\$ -			\$ -	\$ -	\$ 109,915.36
Cash Balance End of Month	\$ 138,939.38	\$ 38,359.24	\$ 60,796.88	\$ 648.06	\$ 53,330.08	\$ 61,219.49	\$ 338,317.73	\$ 1,931,714.96	\$ 386,180.13	\$ 693,511.12	\$ 791,677.97	\$ 239,544.64	\$ 229,692.90	\$ 3,245,408.45

Reconciliation W/Bank Records	General Community	Cafeteria Community	T & A Community	Payroll Community	Federal Community	Student Community	General MMA NYCLASS/COMM	Capital Res NYCLASS	Debt Res NYCLASS	EBALR NYCLASS	ERS Res NYCLASS	Unemploy- ment-NYCLASS	Liability Res NYCLASS	Cap Savings/Ckg NYCLASS/COMM
Balance Per Bank	\$ 464,673.49	\$ 38,542.79	\$ 61,396.88	\$ 7,718.82	\$ 63,517.79	\$ 61,219.49	\$ 229,625.24	\$ 1,931,714.96	\$ 325,612.12	\$ 693,511.12	\$ 791,677.97	\$ 239,544.64	\$ 229,692.90	\$ 687,321.50
Bank Error							\$ 108,692.49							\$ 2,770,018.26
Outstanding Checks	\$ 326,204.15	\$ 183.55	\$ 600.00	\$ 6,600.72	\$ 10,187.71									\$ 211,931.31
Other Adjust.	\$ 470.04			\$ 470.04				\$ 60,568.01						
Available Cash Balance	\$ 138,939.38	\$ 38,359.24	\$ 60,796.88	\$ 648.06	\$ 53,330.08	\$ 61,219.49	\$ 338,317.73	\$ 1,931,714.96	\$ 386,180.13	\$ 693,511.12	\$ 791,677.97	\$ 239,544.64	\$ 229,692.90	\$ 3,245,408.45

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

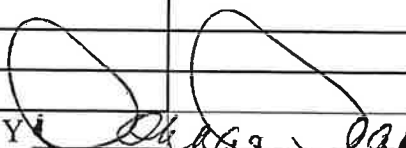
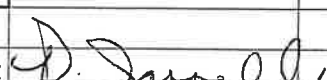

DOROTHY L. IANNELLO, DISTRICT TREASURER

Received by the Board of Education and Entered as part of the minutes of the Board of
Education on August 21, 2024


DONNA DEAN, CLERK OF THE BOARD OF EDUCATION

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL STUDENT ACCOUNTS

07/01/2024 through 07/31/2024

07/01/2024 through 07/31/2024						
ACTIVITY	ADVISOR	TREASURER	BEGINNING BALANCE	PAYMENTS	DEPOSITS	ENDING BALANCE
Class of 2025 (Seniors)	Lisa Ruland		\$8,643.13			\$ 8,643.13
Class of 2026 (Juniors)	Larisa Waghorn & Kaitlyn Wood		\$6,115.69			\$ 6,115.69
Class of 2027 (Sophomores)	Raquel Norton		\$3,762.32			\$ 3,762.32
Class of 2028 (Freshman)	Shania Speenburgh		\$1,864.07			\$ 1,864.07
Class of 2029 (8th Grade)	Linda Dickey		\$178.00			\$ 178.00
Class of 2030 (7th Grade)	Shania Speenburgh		\$0.00			\$ -
Theatre Club (Drama)	Jackie Turnbull		\$6,031.54			\$ 6,031.54
7-8 Student Council	Kaitlyn Woods		\$2,824.80			\$ 2,824.80
9-12 Student Council	Shania Speenburgh		\$1,032.33			\$ 1,032.33
Elementary Student Council	Alicia Cummings		\$4,096.34			\$ 4,096.34
Band Fund	William Gilchrest		\$8,868.11			\$ 8,868.11
Chorus Fund	Anne Monaco		\$2,770.58			\$ 2,770.58
National Honor Society	Raquel Norton		\$1,208.35			\$ 1,208.35
SADD	Jillian Parascandola		\$1,947.48			\$ 1,947.48
Safey Patrol Special	Shari Bennett		\$0			\$ -
Safety Patrol	Shari Bennett		\$3,956.99			\$ 3,956.99
Yearbook	Zea Beckwith		\$5,982.44		\$ 12.99	\$ 5,995.43
Acceptance Alliance (GSA)	Ashley Hughes & Lisa Ruland		\$118.48			\$ 118.48
Leadership Club (NJHS)	Rebecca Fuller		\$ -			\$ -
Language Club			\$448.74			\$ 448.74
Women For A Change			\$872.04			\$872.04
Cheerleaders			\$253.13			\$ 253.13
DUE TO OTHER FUNDS			\$ -			\$ -
SALES TAX	SALES TAX		\$231.94			\$ 231.94
		TOTALS	\$50,749.31	\$ -	\$ 12.99	\$ 61,219.49
<div style="display: flex; justify-content: space-between;"> <div> SUBMITTED BY:  </div> <div> REVIEWED BY:  </div> </div>						

Gilbertsville-Mt. Upton CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1010.400</u>	BOE - CONTRACTUAL	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
<u>A 1010.450</u>	BOE - SUPPLIES	250.00	0.00	250.00	0.00	0.00	250.00
<u>A 1010.490</u>	BOCES-STAFF DEV-SUPER EVAL	4,480.00	0.00	4,480.00	0.00	0.00	4,480.00
<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	0.00	1,600.00	900.00
<u>A 1240.150</u>	SUPERINTENDENT-SALARY	162,402.00	0.00	162,402.00	12,592.76	0.00	149,809.24
<u>A 1240.160</u>	SUPERINTENDENT SECRETARY	61,583.00	0.00	61,583.00	4,737.04	0.00	56,845.96
<u>A 1240.400</u>	DO - CONTRACTUAL	6,250.00	0.00	6,250.00	2,574.06	0.00	3,675.94
<u>A 1240.450</u>	DO - SUPPLIES	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 1310.160</u>	BO - NON INSTRUCTIONAL	132,486.00	0.00	132,486.00	10,021.02	0.00	122,464.98
<u>A 1310.400</u>	BO - CONTRACTUAL	5,000.00	0.00	5,000.00	627.87	0.00	4,372.13
<u>A 1310.450</u>	SUPPLIES	100.00	0.00	100.00	0.00	0.00	100.00
<u>A 1310.490</u>	BOCES-PAYROLL SERVICE	110,000.00	0.00	110,000.00	0.00	0.00	110,000.00
<u>A 1320.400</u>	AUDITOR SERVICES	20,000.00	0.00	20,000.00	9,750.00	9,750.00	500.00
<u>A 1325.160</u>	INTERNAL CLAIMS AUD	1,065.00	0.00	1,065.00	0.00	0.00	1,065.00
<u>A 1325.400</u>	TREAS - CONTRACTUAL	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 1325.450</u>	TREAS - SUPPLIES	480.00	0.00	480.00	0.00	0.00	480.00
<u>A 1330.160</u>	TAX COLLECTOR-SALARY	3,000.00	0.00	3,000.00	230.76	0.00	2,769.24
<u>A 1330.400</u>	TAX COLLECTOR-NOTICES	3,200.00	0.00	3,200.00	0.00	0.00	3,200.00
<u>A 1345.490</u>	BOCES - COOP BID	3,015.00	0.00	3,015.00	0.00	0.00	3,015.00
<u>A 1420.400</u>	LEGAL SERVICES	17,500.00	0.00	17,500.00	0.00	17,500.00	0.00
<u>A 1430.400</u>	ADVERTISING-PERSONNEL	2,500.00	0.00	2,500.00	34.22	2,465.78	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	55,000.00	0.00	55,000.00	0.00	0.00	55,000.00
<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	18,500.00	0.00	18,500.00	0.00	0.00	18,500.00
<u>A 1480.490</u>	BOCES - SAFETY	106,000.00	0.00	106,000.00	0.00	0.00	106,000.00
<u>A 1620.160</u>	BLDG MAINT MECHANIC-SALARY	60,000.00	0.00	60,000.00	4,776.92	0.00	55,223.08
<u>A 1620.200</u>	MAINT-EQUIPMENT	10,000.00	0.00	10,000.00	0.00	3,126.62	6,873.38
<u>A 1620.400</u>	MAINT-CONTRACTUAL	24,500.00	5,600.00	30,100.00	10,537.18	2,331.12	17,231.70
<u>A 1620.400-05</u>	MAINT-RUGS/MOPS	2,200.00	0.00	2,200.00	0.00	1,700.00	500.00
<u>A 1620.421</u>	MAINT-FUEL OIL	110,000.00	0.00	110,000.00	0.00	85,000.00	25,000.00

Gilbertsville-Mt. Upton CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1620.422</u>	MAINT-PROPANE	200.00	0.00	200.00	0.00	0.00	200.00
<u>A 1620.425</u>	MAINT-ELECTRIC	80,000.00	0.00	80,000.00	0.00	60,000.00	20,000.00
<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	10,000.00	1,500.00	11,500.00	970.59	10,529.41	0.00
<u>A 1620.450</u>	MAINT-SUPPLIES	30,500.00	2,681.00	33,181.00	496.46	11,359.54	21,325.00
<u>A 1620.450-01</u>	MAINT-SUPPLIES/STAFF/ADVISOR PURCHASES	1,500.00	0.00	1,500.00	699.00	0.00	801.00
<u>A 1620.471</u>	MAINT-SEPTIC	4,500.00	0.00	4,500.00	0.00	2,000.00	2,500.00
<u>A 1620.471-01</u>	MAINT-EXTERMINATOR	1,500.00	0.00	1,500.00	0.00	660.00	840.00
<u>A 1620.472</u>	MAINT-FIRE EXTING	5,000.00	0.00	5,000.00	0.00	2,500.00	2,500.00
<u>A 1620.474</u>	MAINT-GARBAGE	4,950.00	0.00	4,950.00	247.50	2,722.50	1,980.00
<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	1,450.00	350.00
<u>A 1621.160</u>	MAINT-SALARIES	163,262.00	0.00	163,262.00	12,506.68	0.00	150,755.32
<u>A 1621.160-21</u>	MAINT-SUMMER HELP	15,000.00	0.00	15,000.00	2,055.00	0.00	12,945.00
<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 1621.400-01</u>	MAINT-HVAC	5,000.00	0.00	5,000.00	0.00	1,500.00	3,500.00
<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	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 1621.400-04</u>	MAINT-WATER SYSTEM	3,000.00	150.00	3,150.00	172.42	2,977.58	0.00
<u>A 1621.400-06</u>	MAINT-HARDWARE REPAIRS	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<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-BCS-AUDITORIUM-PROJ INCIDENTALS	21,000.00	0.00	21,000.00	0.00	9,750.00	11,250.00
<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	0.00	3,500.00	0.00	1,200.00	2,300.00
<u>A 1622.400</u>	SECURITY - SCHOOL RESOURCE OFFICER (SRO)	68,500.00	0.00	68,500.00	0.00	65,000.00	3,500.00

Gilbertsville-Mt. Upton CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1670.450</u>	POSTAGE/PAPER/PC	24,155.00	0.00	24,155.00	319.25	6,000.00	17,835.75
<u>A 1670.490</u>	BOCES-PRINTING/Q-COPY	53,650.00	0.00	53,650.00	0.00	0.00	53,650.00
<u>A 1680.490</u>	BOCES-Central Data Processing	85,000.00	0.00	85,000.00	0.00	0.00	85,000.00
<u>A 1910.400</u>	INSURANCE-DISTRICT LIABILITY	50,745.00	0.00	50,745.00	6,426.00	0.00	44,319.00
<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	227,500.00	0.00	227,500.00	0.00	0.00	227,500.00
<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	97,944.00	0.00	97,944.00	7,380.70	0.00	90,563.30
<u>A 2020.160</u>	SECRETARIES-HS/ELEM-SALARY	39,290.00	0.00	39,290.00	2,494.36	0.00	36,795.64
<u>A 2020.160-01</u>	SUB CALLING	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
<u>A 2020.400</u>	MAIN OFFICE CONTRACTUAL	2,000.00	0.00	2,000.00	10.07	0.00	1,989.93
<u>A 2020.450</u>	MAIN OFFICE SUPPLIES	1,500.00	0.00	1,500.00	339.00	70.97	1,090.03
<u>A 2020.450-00-1</u>	MAIN OFFICE BRIDGING SUPPLIES	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2020.450-00-2</u>	MAIN OFFICE AWARDS	300.00	0.00	300.00	0.00	0.00	300.00
<u>A 2020.450-00-3</u>	MAIN OFFICE SUMMER SCHOOL	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2020.451-02</u>	MAIN OFFICE GRADUATION SUPPLIES	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 2020.490</u>	BOCES-STAFF DEVELOPMENT	50,051.00	0.00	50,051.00	0.00	0.00	50,051.00
<u>A 2060.490</u>	BOCES-Research,Planning & Evaluation	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 2070.490</u>	BOCES-IN SERVICE TRAINING	21,500.00	0.00	21,500.00	0.00	0.00	21,500.00
<u>A 2110.120</u>	SALARIES/K-6	779,383.00	0.00	779,383.00	0.00	0.00	779,383.00
<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	782,015.00	0.00	782,015.00	0.00	0.00	782,015.00
<u>A 2110.130-12</u>	SALARIES-TUTORING	5,000.00	-300.00	4,700.00	0.00	0.00	4,700.00
<u>A 2110.140</u>	SALARIES-SUB TEACHERS	62,200.00	0.00	62,200.00	0.00	0.00	62,200.00
<u>A 2110.160</u>	SALARIES-AIDES	143,685.00	0.00	143,685.00	0.00	0.00	143,685.00
<u>A 2110.160-01</u>	SALARIES-SUB CLERICAL	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
<u>A 2110.200</u>	EQUIPMENT-PREK-12 BUILDING	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 2110.200-06-S</u>	STEM Equipment	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2110.400-08</u>	CONTRACTUAL - ELEM ART	550.00	15.00	565.00	0.00	565.00	0.00
<u>A 2110.400-10</u>	CONTRACTUAL - MUSIC- PREK-12 Bldg	10,000.00	0.00	10,000.00	400.00	6,342.95	3,257.05
<u>A 2110.400-11</u>	CONTRACTUAL - PREK-12 BLDG.	18,500.00	0.00	18,500.00	0.00	0.00	18,500.00
<u>A 2110.400-19</u>	CONTRACTUAL-LANGUAGE	250.00	0.00	250.00	0.00	0.00	250.00

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2110.401-06-S</u>	STEM - CONTRACTUAL	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2110.401-09</u>	CONTRACTUAL - HS TECHNOLOGY	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2110.401-12</u>	CONTRACTUAL - HS SCIENCE	850.00	0.00	850.00	0.00	0.00	850.00
<u>A 2110.450</u>	SUPPLIES-K	500.00	13.95	513.95	372.86	126.79	14.30
<u>A 2110.450-01</u>	SUPPLIES-1ST GRADE	500.00	0.00	500.00	0.00	294.53	205.47
<u>A 2110.450-02</u>	SUPPLIES-2ND GRADE	500.00	0.00	500.00	179.42	52.68	267.90
<u>A 2110.450-03</u>	SUPPLIES-3RD GRADE	500.00	0.00	500.00	45.18	111.01	343.81
<u>A 2110.450-04</u>	SUPPLIES-4TH GRADE	500.00	0.00	500.00	0.00	149.33	350.67
<u>A 2110.450-05</u>	SUPPLIES-5TH GRADE	500.00	300.00	800.00	9.75	761.47	28.78
<u>A 2110.450-06</u>	SUPPLIES-6TH GRADE	300.00	31.57	331.57	256.15	75.42	0.00
<u>A 2110.450-08</u>	SUPPLIES-ELEM ART	1,600.00	0.00	1,600.00	0.00	197.53	1,402.47
<u>A 2110.450-09</u>	SUPPLIES-ELEM PE	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 2110.450-1</u>	SUPPLIES-PREK-12 BLD	1,525.00	0.00	1,525.00	0.00	0.00	1,525.00
<u>A 2110.450-10</u>	SUPPLIES-PREK-12 MUSIC	4,000.00	3,400.00	7,400.00	2,026.62	5,369.72	3.66
<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	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2110.450-21</u>	READING	250.00	721.54	971.54	713.68	185.12	72.74
<u>A 2110.451</u>	SUPPLIES- HS ENGLISH	500.00	0.00	500.00	0.00	192.21	307.79
<u>A 2110.451-01</u>	SUPPLIES- HS MATH	500.00	0.00	500.00	126.05	138.19	235.76
<u>A 2110.451-02</u>	SUPPLIES- HS SOCIAL STUDIES	300.00	0.00	300.00	0.00	105.54	194.46
<u>A 2110.451-03</u>	SUPPLIES- HS SCIENCE	4,000.00	0.00	4,000.00	1,320.97	527.37	2,151.66
<u>A 2110.451-04</u>	SUPPLIES - HS ART	2,000.00	0.00	2,000.00	932.31	563.04	504.65
<u>A 2110.451-05</u>	SUPPLIES - H.S. TECHNOLOGY	4,150.00	767.95	4,917.95	0.00	4,917.95	0.00
<u>A 2110.451-06</u>	SUPPLIES - H.S. BUSINESS	250.00	0.00	250.00	0.00	0.00	250.00
<u>A 2110.451-06-S</u>	STEM SUPPLIES	4,500.00	0.00	4,500.00	451.26	960.45	3,088.29
<u>A 2110.451-08</u>	SUPPLIES - HS MUSIC	0.00	155.76	155.76	89.74	66.02	0.00
<u>A 2110.451-09</u>	SUPPLIES- HS LANGUAGE	250.00	0.00	250.00	92.82	56.31	100.87
<u>A 2110.451-10</u>	SUPPLIES - HS PHYS ED.	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 2110.451-16</u>	SUPPLIES-H.S. HEALTH	300.00	0.00	300.00	0.00	0.00	300.00
<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-DISTRICT WIDE	20,504.00	0.00	20,504.00	1,033.82	5,594.69	13,875.49
<u>A 2110.490</u>	BOCES/REGULAR SCHOOL	100,000.00	0.00	100,000.00	0.00	0.00	100,000.00

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2250.150</u>	SPEC ED-SALARIES	486,467.00	0.00	486,467.00	0.00	0.00	486,467.00
<u>A 2250.160</u>	SPEC ED-SALARIES	187,082.00	0.00	187,082.00	0.00	0.00	187,082.00
<u>A 2250.400</u>	SPECIAL ED - CONTRACTUAL	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
<u>A 2250.400-05</u>	SPEC ED-TUITION	450,000.00	0.00	450,000.00	214.62	416,010.00	33,775.38
<u>A 2250.450</u>	SPEC ED-SUPPLIES ELEMENTARY	0.00	10.48	10.48	0.00	10.48	0.00
<u>A 2250.450-05</u>	SPEC ED-CSE SUPPLIES	3,000.00	0.00	3,000.00	1,605.93	1,121.96	272.11
<u>A 2250.490</u>	BOCES-SPECIAL EDUCATION	697,000.00	-6,071.97	690,928.03	0.00	0.00	690,928.03
<u>A 2280.490</u>	BOCES-OC ED	293,000.00	0.00	293,000.00	0.00	0.00	293,000.00
<u>A 2330.490</u>	BOCES - SUMMER SCHOOL	7,585.00	0.00	7,585.00	0.00	0.00	7,585.00
<u>A 2610.150</u>	LIBRARIAN-SALARY	71,240.00	0.00	71,240.00	0.00	0.00	71,240.00
<u>A 2610.160</u>	LIBRARY AIDES-SALARIES	20,735.00	0.00	20,735.00	0.00	0.00	20,735.00
<u>A 2610.450</u>	LIBRARY-SUPPLIES	250.00	0.00	250.00	0.00	24.93	225.07
<u>A 2610.460</u>	LIBRARY-BOOKS/PERIODICALS	9,000.00	955.72	9,955.72	2,238.28	7,717.44	0.00
<u>A 2610.490</u>	BOCES-MEDIA SERVICES	52,000.00	0.00	52,000.00	0.00	0.00	52,000.00
<u>A 2630.150-01</u>	COMPUTER - INSTRUCTIONAL	63,106.00	0.00	63,106.00	5,717.08	0.00	57,388.92
<u>A 2630.160-01</u>	COMPUTER - NON-INSTRUCTIONAL	9,000.00	0.00	9,000.00	570.00	0.00	8,430.00
<u>A 2630.220</u>	COMPUTER HARDWARE K-12	12,000.00	0.00	12,000.00	855.00	0.00	11,145.00
<u>A 2630.400</u>	COMPUTER-CONTRACTUAL	6,400.00	0.00	6,400.00	0.00	0.00	6,400.00
<u>A 2630.450</u>	COMPUTER-SUPPLIES	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 2630.460</u>	COMPUTER-SOFTWARE K-12	16,500.00	0.00	16,500.00	0.00	0.00	16,500.00
<u>A 2630.490</u>	BOCES - COMPUTER SERVICES	90,000.00	0.00	90,000.00	0.00	0.00	90,000.00
<u>A 2810.150</u>	GUIDANCE-SALARY	98,920.00	0.00	98,920.00	0.00	0.00	98,920.00
<u>A 2810.400-01</u>	GUIDANCE CONTRACTUAL/HS	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2810.400-02</u>	GUIDANCE-CONTRACTUAL/ES	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2810.450</u>	GUIDANCE-SUPPLIES/ES	600.00	0.00	600.00	109.15	131.79	359.06
<u>A 2810.450-01</u>	GUIDANCE-SUPPLIES/HS	350.00	0.00	350.00	8.09	78.79	263.12
<u>A 2815.160</u>	HEALTH OFFICE-SALARIES	57,654.00	0.00	57,654.00	0.00	0.00	57,654.00
<u>A 2815.400</u>	HEALTH OFFICE-CONTRACTUAL	7,028.00	0.00	7,028.00	0.00	0.00	7,028.00
<u>A 2815.450</u>	HEALTH OFFICE-SUPPLIES	2,550.00	0.00	2,550.00	815.59	395.92	1,338.49
<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	29,000.00	0.00	29,000.00	0.00	0.00	29,000.00
<u>A 2850.150</u>	MARCHING BAND	3,020.00	0.00	3,020.00	0.00	0.00	3,020.00
<u>A 2850.150-01</u>	EXTRA CHORAL	1,321.00	0.00	1,321.00	0.00	0.00	1,321.00

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2850.150-02</u>	COLOR GUARD	1,248.00	0.00	1,248.00	0.00	0.00	1,248.00
<u>A 2850.150-03</u>	HS STUDENT COUCIL	1,468.00	0.00	1,468.00	0.00	0.00	1,468.00
<u>A 2850.150-03-1</u>	ES STUDENT COUNCIL	707.00	0.00	707.00	0.00	0.00	707.00
<u>A 2850.150-04</u>	YEARBOOK	1,615.00	0.00	1,615.00	0.00	0.00	1,615.00
<u>A 2850.150-05</u>	DRAMA DIRECTOR	1,248.00	0.00	1,248.00	0.00	0.00	1,248.00
<u>A 2850.150-05-1</u>	ASST. DIRECTOR/COREOGRAPHER	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
<u>A 2850.150-05-2</u>	PIT AND DIRECTOR	725.00	0.00	725.00	0.00	0.00	725.00
<u>A 2850.150-06</u>	MUSICAL DIRECTOR	4,031.00	0.00	4,031.00	0.00	0.00	4,031.00
<u>A 2850.150-08</u>	SAFETY PATROL	587.00	0.00	587.00	0.00	0.00	587.00
<u>A 2850.150-09</u>	CHEERLEADING-V/JV	1,615.00	0.00	1,615.00	0.00	0.00	1,615.00
<u>A 2850.150-10</u>	HONOR SOCIETY	907.00	0.00	907.00	0.00	0.00	907.00
<u>A 2850.150-12</u>	SADD	587.00	0.00	587.00	0.00	0.00	587.00
<u>A 2850.150-13</u>	7TH GRADE	368.00	0.00	368.00	0.00	0.00	368.00
<u>A 2850.150-14</u>	8TH GRADE	440.00	0.00	440.00	0.00	0.00	440.00
<u>A 2850.150-15</u>	9TH GRADE	513.00	0.00	513.00	0.00	0.00	513.00
<u>A 2850.150-16</u>	10TH GRADE	1,765.00	0.00	1,765.00	0.00	0.00	1,765.00
<u>A 2850.150-17</u>	11TH GRADE	2,053.00	0.00	2,053.00	0.00	0.00	2,053.00
<u>A 2850.150-18</u>	12TH GRADE	2,344.00	0.00	2,344.00	0.00	0.00	2,344.00
<u>A 2850.150-19</u>	NATIONAL JHS	587.00	0.00	587.00	0.00	0.00	587.00
<u>A 2850.150-20</u>	MS STUDENT COUNCIL	783.00	0.00	783.00	0.00	0.00	783.00
<u>A 2850.150-21</u>	JAZZ BAND	1,518.00	0.00	1,518.00	0.00	0.00	1,518.00
<u>A 2850.150-23</u>	LANGUAGE CLUB	569.00	0.00	569.00	0.00	0.00	569.00
<u>A 2850.150-24</u>	MOCK TRIAL	907.00	0.00	907.00	0.00	0.00	907.00
<u>A 2850.150-26</u>	SKI CLUB	535.00	0.00	535.00	0.00	0.00	535.00
<u>A 2850.150-27</u>	GAY/STRAIGHT ALLIANCE	587.00	0.00	587.00	0.00	0.00	587.00
<u>A 2850.150-28</u>	Women for Change	587.00	0.00	587.00	0.00	0.00	587.00
<u>A 2850.150-29</u>	THEATER ADVISOR	587.00	0.00	587.00	0.00	0.00	587.00
<u>A 2850.150-30</u>	LIGHTS AND SOUND TECHNICIAN	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
<u>A 2850.160-00</u>	STUDENT ACCT TREAS STIPEND	1,500.00	0.00	1,500.00	115.50	0.00	1,384.50
<u>A 2855.150</u>	SOCCER/VARSITY-1/2 EACH	8,624.00	0.00	8,624.00	0.00	0.00	8,624.00
<u>A 2855.150-02</u>	SOCCER/MODIFIED-1/2 EACH	4,142.00	0.00	4,142.00	0.00	0.00	4,142.00
<u>A 2855.150-03</u>	BASKETBALL/VARSITY-1/2 EACH	10,766.00	0.00	10,766.00	0.00	0.00	10,766.00
<u>A 2855.150-04</u>	BASKETBALL/JV-1/2 EACH	8,214.00	0.00	8,214.00	0.00	0.00	8,214.00

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<u>A 2855.150-05</u>	BASKETBALL/MODIFIED-1/2 EACH	5,870.00	0.00	5,870.00	0.00	0.00	5,870.00
<u>A 2855.150-07</u>	BASEBALL/SOFTBALL-VSTY-1/2 EACH	8,140.00	0.00	8,140.00	0.00	0.00	8,140.00
<u>A 2855.150-08</u>	BASEBALL/SOFTBALL-MOD 1/2 EACH	4,142.00	0.00	4,142.00	0.00	0.00	4,142.00
<u>A 2855.150-10</u>	ATHLETIC DIRECTOR	5,539.00	0.00	5,539.00	0.00	0.00	5,539.00
<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	2,071.00	0.00	2,071.00	0.00	0.00	2,071.00
<u>A 2855.150-16</u>	VARSITY TRACK	4,070.00	0.00	4,070.00	0.00	0.00	4,070.00
<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	4,312.00	0.00	4,312.00	0.00	0.00	4,312.00
<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	2,050.00	0.00	18,200.00
<u>A 2855.450</u>	ATHLETIC-SUPPLIES	10,500.00	0.00	10,500.00	259.65	17.11	10,223.24
<u>A 2855.490</u>	BOCES-SPORTS COORD	5,500.00	0.00	5,500.00	0.00	0.00	5,500.00
<u>A 5510.160</u>	TRANS-SALARIES	320,314.00	0.00	320,314.00	5,480.63	0.00	314,833.37
<u>A 5510.160-01</u>	TRANS-OFFICE SALARIES	11,150.00	0.00	11,150.00	887.98	0.00	10,262.02
<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 5510.400</u>	TRANS-INSURANCE	13,500.00	0.00	13,500.00	0.00	0.00	13,500.00
<u>A 5510.400-01</u>	TRANS-CONF./WKSHOPS/DUES	1,500.00	0.00	1,500.00	255.00	0.00	1,245.00
<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	32.30	1,967.70	2,000.00
<u>A 5510.400-04</u>	TRANS-ROUTING SOFTWARE	5,500.00	0.00	5,500.00	2,730.00	0.00	2,770.00
<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	3,500.00	0.00	3,500.00	0.00	0.00	3,500.00
<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	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 5510.400-09</u>	TRANS-CONTRACTUAL	3,500.00	2,357.33	5,857.33	102.97	2,257.33	3,497.03
<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	68,500.00	-5,573.00	62,927.00	0.00	60,600.00	2,327.00
<u>A 5510.450-01</u>	TRANS-RIMS/TIRES	4,000.00	0.00	4,000.00	0.00	3,500.00	500.00
<u>A 5510.450-02</u>	TRANS-OIL & GREASE	2,400.00	0.00	2,400.00	-11.40	1,000.00	1,411.40
<u>A 5510.450-03</u>	TRANS-OFFICE SUPPLIES	500.00	0.00	500.00	0.00	0.00	500.00

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 5510.450-04</u>	TRANS-CLEANING SUPPLIES	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 5510.450-05</u>	TRANS-POSTAGE	250.00	0.00	250.00	0.00	0.00	250.00
<u>A 5510.450-06</u>	TRANS-JACKETS	700.00	0.00	700.00	0.00	0.00	700.00
<u>A 5510.450-07</u>	TRANS-UNLEADED GASOLINE	30,000.00	0.00	30,000.00	966.91	24,033.09	5,000.00
<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	8,275.00	0.00	8,275.00	0.00	0.00	8,275.00
<u>A 5530.160</u>	MECHANIC/BUS DRIVER-SALARY	49,577.00	2,423.00	52,000.00	3,813.62	0.00	48,186.38
<u>A 5530.160-01</u>	CLEANER/BUS GARAGE-SALARY	41,868.00	0.00	41,868.00	3,148.06	0.00	38,719.94
<u>A 5530.200</u>	GARAGE-TRANS. EQP'T. SMALL TOOLS	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 5530.200-01</u>	MAINT EQUIP	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 5530.400</u>	GARAGE-ELECTRIC	30,000.00	0.00	30,000.00	0.00	25,000.00	5,000.00
<u>A 5530.400-01</u>	GARAGE-INSURANCE, PROP & LIAB.	7,500.00	0.00	7,500.00	0.00	0.00	7,500.00
<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	247.50	2,722.50	1,030.00
<u>A 5530.400-05</u>	GARAGE-SNOW REMOVAL/ICE MELT	17,500.00	0.00	17,500.00	0.00	0.00	17,500.00
<u>A 5530.400-06</u>	GARAGE - UNIFORMS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 5530.400-07</u>	GARAGE - HEAT	5,000.00	0.00	5,000.00	0.00	5,000.00	0.00
<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	3,150.00	3,650.00	172.43	3,477.57	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	750.00	0.00	750.00	0.00	0.00	750.00
<u>A 5530.400-16</u>	GARAGE-GARAGE DOOR MAINT.	1,000.00	0.00	1,000.00	0.00	700.00	300.00
<u>A 5530.450</u>	GARAGE-PARTS	33,024.00	0.00	33,024.00	286.00	28,956.08	3,781.92
<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	136.73	10,863.27	0.00
<u>A 5530.450-03</u>	GARAGE-TRANS. SUPPLIES	1,500.00	0.00	1,500.00	0.00	600.00	900.00
<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	210,129.00	0.00	210,129.00	0.00	0.00	210,129.00
<u>A 9020.800</u>	TEACHERS RETIREMENT	293,686.00	0.00	293,686.00	0.00	0.00	293,686.00
<u>A 9030.800</u>	FICA/MEDICARE-EMPLOYER	349,507.00	0.00	349,507.00	6,169.61	0.00	343,337.39
<u>A 9040.800</u>	WORKERS COMPENSATION	40,200.00	0.00	40,200.00	37,475.00	0.00	2,725.00

Gilbertsville-Mt. Upton CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 9050.800</u>	UNEMPLOYMENT BENEFITS	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00
<u>A 9060.800</u>	HEALTH INSURANCE	1,625,000.00	0.00	1,625,000.00	279,091.38	1,309,263.39	36,645.23
<u>A 9070.800</u>	DENTAL INSURANCE	41,429.00	0.00	41,429.00	6,074.25	34,142.76	1,211.99
<u>A 9731.600</u>	BONDS - SCHOOL CONSTRUCTION- PRINCIPAL	895,000.00	0.00	895,000.00	0.00	895,000.00	0.00
<u>A 9731.700</u>	BONDS-SCHOOL CONSTRUCTION- INTEREST	111,800.00	0.00	111,800.00	0.00	111,800.00	0.00
<u>A 9770.700</u>	REVENUE ANTICIPATION NOTE (RAN)- INTEREST	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 9901..01</u>	INTERFUND TRANSFER TO SLF	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
<u>A 9950.1</u>	TRANSFER-CAPITAL OUTLAY	100,000.00	0.00	100,000.00	0.00	0.00	100,000.00
Fund ATotals:		11,385,000.00	12,288.33	11,397,288.33	459,667.35	3,283,438.95	7,654,182.03
<u>C 2860.160</u>	SALARIES	126,907.00	0.00	126,907.00	5,300.54	0.00	121,606.46
<u>C 2860.200</u>	EQUIPMENT	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
<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	133,928.00	0.00	133,928.00	0.00	0.00	133,928.00
<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	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
<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	10,000.00	0.00	10,000.00	405.50	0.00	9,594.50
<u>C 9060.800</u>	HEALTH & DENTAL INSURANCE	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00
Fund CTotals:		354,085.00	0.00	354,085.00	5,706.04	0.00	348,378.96
<u>F 2111.150-ES-SER</u>	2020-24 - Instructional Salaries - ESSER	144.00	0.00	144.00	0.00	0.00	144.00
<u>F 2111.160-ES-SER</u>	2020-24 - Non-Instructional Salaries - ESSER	660.00	0.00	660.00	0.00	0.00	660.00
<u>F 2111.200-ES-SER</u>	2020-24 - Equipment - ESSER	18,378.00	2,502.45	20,880.45	3,582.45	11,762.01	5,535.99
<u>F 2111.450-ES-SER</u>	2020-24 - Supplies & Materials ESSER	0.00	6,605.26	6,605.26	6,605.26	0.00	0.00
<u>F 2114.150-SE</u>	2020-24 - Instructional Salaries - Sum Enr	9,947.39	0.00	9,947.39	0.00	0.00	9,947.39
<u>F 2114.160-SE</u>	2020-24 - Non-Instructional Salaries - Sum Enr	13,237.61	0.00	13,237.61	0.00	0.00	13,237.61
<u>F 2114.450-SE</u>	2020-24 - Supplies and Materials - Sum Enr	5,194.00	0.00	5,194.00	23.75	0.00	5,170.25
<u>F 2124.150</u>	2023-2024 Title I, Instructional Salaries	6,098.00	0.00	6,098.00	924.39	0.00	5,173.61
<u>F 2124.160</u>	2023-2024 Title I, Non-Instructional Salaries	3,266.00	0.00	3,266.00	0.00	0.00	3,266.00
<u>F 2124.450</u>	2023-2024 Title I, Supplies and Materials	915.00	0.00	915.00	0.00	0.00	915.00

Gilbertsville-Mt. Upton CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>F 2510.150-25</u>	2024-25 UPK - Instructional	102,592.00	0.00	102,592.00	0.00	0.00	102,592.00
<u>F 2510.160-25</u>	2024-25 UPK - Non-Instructional	38,420.00	0.00	38,420.00	0.00	0.00	38,420.00
<u>F 2510.450-25</u>	2024-45 UPK - Supplies & Materials	19,834.00	0.00	19,834.00	0.00	6,032.71	13,801.29
<u>F 2510.800-25</u>	2024-25 UPK - Benefits	41,094.00	0.00	41,094.00	0.00	0.00	41,094.00
<u>F 3225.150</u>	2024-25 IDEA 611 - Instructional Salaries	68,301.00	0.00	68,301.00	0.00	0.00	68,301.00
<u>F 3225.160</u>	2024-25 IDEA Section 611 - Non-Instructional Salaries	42,926.00	0.00	42,926.00	3,196.24	0.00	39,729.76
<u>F 3325.450</u>	2024-35 IDEA 619 - SUPPLIES & MATERIALS	443.00	0.00	443.00	0.00	0.00	443.00
<u>F 8424.160</u>	2023-2024 REAP, Non-Instructional Salaries	21,368.84	0.00	21,368.84	0.00	0.00	21,368.84
<u>F 8425.160</u>	2024-25 REAP - Non Instructional Salaries	29,334.00	0.00	29,334.00	0.00	0.00	29,334.00
Fund FTotals:		422,152.84	9,107.71	431,260.55	14,332.09	17,794.72	399,133.74
<u>H 2123.201</u>	\$5.2M Capital Proj - Construction Manager	0.00	105,721.30	105,721.30	18,816.00	86,905.30	0.00
<u>H 2123.240</u>	\$5.2M Capital Project - Architect, Legal, Engineering	0.00	185,418.73	185,418.73	30,531.35	168,216.38	-13,329.00
<u>H 2123.293-5</u>	\$5.2M Capital Proj-Mechanical/Boiler-Danforth	0.00	592,338.75	592,338.75	0.00	592,338.75	0.00
<u>H 2123.293-6</u>	\$5.2M Capital Proj - Playground Equipment-GameTime	0.00	445,935.66	445,935.66	0.00	445,935.66	0.00
<u>H 2123.293-7</u>	\$5.2M Capital Proj - Playground Surface-duraSafe	0.00	170,489.25	170,489.25	0.00	170,489.25	0.00
<u>H 5510.200</u>	BUS PAYMENTS	0.00	315,989.26	315,989.26	0.00	315,989.26	0.00
Fund HTotals:		0.00	1,815,892.95	1,815,892.95	49,347.35	1,779,874.60	-13,329.00
Grand Totals:		12,161,237.84	1,837,288.99	13,998,526.83	529,052.83	5,081,108.27	8,388,365.73

Gilbertsville-Mt. Upton CSD

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



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>A 1001</u>	REAL PROPERTY TAXES	2,457,825.00	0.00	2,457,825.00	0.00	2,457,825.00
<u>A 1085</u>	STAR TAX REIMBURSEMENT	310,000.00	0.00	310,000.00	0.00	310,000.00
<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	22,500.00	0.00	22,500.00	2,005.44	20,494.56
<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	14,497.00	0.00	14,497.00	8,313.48	6,183.52
<u>A 2403</u>	INTEREST EARNINGS-LIABILITY RESERVE	3,000.00	0.00	3,000.00	1,006.80	1,993.20
<u>A 2404</u>	INTEREST EARNINGS-EBALR RESERVE	7,000.00	0.00	7,000.00	3,039.89	3,960.11
<u>A 2405</u>	INTEREST EARNINGS-ERS RESERVES	7,000.00	0.00	7,000.00	3,390.77	3,609.23
<u>A 2406</u>	INTEREST EARNINGS-UNEMPLOYMENT RES	1,000.00	0.00	1,000.00	1,050.00	-50.00
<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	5,800.00	6,700.00
<u>A 2701</u>	BOCES REFUND PRIOR YRS EXP	55,000.00	0.00	55,000.00	0.00	55,000.00
<u>A 2703</u>	REFUND OF PRIOR YEARS EXP	0.00	0.00	0.00	8,523.20	-8,523.20
<u>A 2770</u>	OTHER UNCLASSIFIED REVENUES	78,500.00	0.00	78,500.00	201.00	78,299.00
<u>A 3101</u>	BASIC AID GENERAL	4,806,250.00	0.00	4,806,250.00	0.00	4,806,250.00
<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	627,741.00	0.00	627,741.00	0.00	627,741.00
<u>A 3102</u>	LOTTERY AID	471,551.00	0.00	471,551.00	0.00	471,551.00
<u>A 3102..1</u>	LOTTERY GRANT AID	203,360.00	0.00	203,360.00	0.00	203,360.00
<u>A 3103</u>	BOCES AID	645,712.00	0.00	645,712.00	0.00	645,712.00
<u>A 3260</u>	TEXTBOOK AID	20,590.00	0.00	20,590.00	0.00	20,590.00
<u>A 3262</u>	SOFTWARE AID	4,684.00	0.00	4,684.00	0.00	4,684.00
<u>A 3262.B</u>	HARDWARE AID	5,506.00	0.00	5,506.00	0.00	5,506.00
<u>A 3263</u>	LIBRARY A/V AID	2,031.00	0.00	2,031.00	0.00	2,031.00
<u>A 4601</u>	MEDICAID	17,500.00	0.00	17,500.00	1,541.67	15,958.33
A Totals:		10,906,570.00	0.00	10,906,570.00	34,872.25	10,871,697.75
<u>C 1440</u>	SALE OF REIMBURSABLE MEALS	5,000.00	0.00	5,000.00	0.00	5,000.00
<u>C 1445</u>	OTHER CAFETERIA SALES	5,000.00	0.00	5,000.00	0.00	5,000.00
<u>C 2401</u>	INTEREST AND EARNINGS	50.00	0.00	50.00	7.66	42.34
<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	3,500.00	0.00	3,500.00	0.00	3,500.00

Gilbertsville-Mt. Upton CSD

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



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C 2772</u>	Catering - Internal	7,500.00	0.00	7,500.00	0.00	7,500.00
<u>C 3190</u>	STATE REIMB.-BREAKFAST	10,000.00	0.00	10,000.00	0.00	10,000.00
<u>C 3190..01</u>	STATE REIMB.-LUNCH	30,000.00	0.00	30,000.00	0.00	30,000.00
<u>C 3190..1</u>	BOCES AID	500.00	0.00	500.00	0.00	500.00
<u>C 4190</u>	FEDERAL REIMB.-BREAKFAST	60,000.00	0.00	60,000.00	0.00	60,000.00
<u>C 4190..01</u>	FEDERAL REIMB.-LUNCH	140,000.00	0.00	140,000.00	0.00	140,000.00
<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	73,750.00	0.00	73,750.00	0.00	73,750.00
C Totals:		354,085.00	0.00	354,085.00	7.66	354,077.34
<u>F 2401</u>	INTEREST	0.00	0.00	0.00	9.96	-9.96
<u>F 2510.25</u>	2024-25 UPK	201,940.00	0.00	201,940.00	0.00	201,940.00
<u>F 4121.24</u>	2023-2024 - Title I	10,279.00	0.00	10,279.00	0.00	10,279.00
<u>F 4146.22</u>	2020-2024 - ARP ESSER 3	19,182.00	0.00	19,182.00	0.00	19,182.00
<u>F 4147.22-SU.MMER</u>	2020-2024 - SUMMER ENRICHMENT	28,379.00	0.00	28,379.00	0.00	28,379.00
<u>F 4242.45</u>	2024-24 IDEA, SECTION 611	111,227.00	0.00	111,227.00	0.00	111,227.00
<u>F 4243.25</u>	2024-25 IDEA, Section 619	443.00	0.00	443.00	0.00	443.00
<u>F 6124</u>	2023-2024 REAP	21,368.84	0.00	21,368.84	0.00	21,368.84
<u>F 6125</u>	2024-25 REAP Grant	29,334.00	0.00	29,334.00	0.00	29,334.00
F Totals:		422,152.84	0.00	422,152.84	9.96	422,142.88
<u>H 2401</u>	INTEREST EARNED	0.00	0.00	0.00	3,081.40	-3,081.40
<u>H 5710</u>	SERIAL BONDS	0.00	0.00	0.00	2,500,000.00	-2,500,000.00
H Totals:		0.00	0.00	0.00	2,503,081.40	-2,503,081.40
<u>V 2401</u>	INTEREST EARNED	0.00	0.00	0.00	1,358.57	-1,358.57
V Totals:		0.00	0.00	0.00	1,358.57	-1,358.57
Grand Totals:		11,682,807.84	0.00	11,682,807.84	2,539,329.84	9,143,478.00

Gilbertsville-Mt. Upton CSD

Check Warrant Report For A - 2: JULY 2024 Cash Disbursement For Dates 7/1/2024 - 7/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1	07/31/2024	3252	Lifetime Benefit Solutions	305	1,173.61
32064	07/08/2024	248	DOUG EXLEY	231	349.40
32065	07/08/2024	186	D'ARCANGELO & CO., LLP	232	9,750.00
32066	07/08/2024	514	NYS COUNCIL OF SCHOOL SUPERINTENDENTS	234	1,800.06
32067	07/08/2024	488	NYAPT	235	175.00
32068	07/08/2024	188	DCMO BOCES		10,328.48
32069	07/08/2024	3357	PHILADELPHIA INSURANCE CO.		515.00
32070	07/08/2024	3420	AESHP	236	50.00
32071	07/08/2024	3058	TYLER TECH INC	237	2,730.00
32072	07/08/2024	512	ASBO NEW YORK		178.50
32073	07/08/2024	3505	LEADERSHIP FOR EDUCATIONAL ACHIEVEMENT FOUNDATION		774.00
32074	07/08/2024	752	THE DAILY STAR		339.00
32075	07/08/2024	2629	BROWN & BROWN OF GARDEN CITY INC	238	7,286.24
32076	07/08/2024	3244	CASEBP	239	134,188.00
32077	07/08/2024	272	FRONTIER COMMUNICATIONS	240	970.59
32078	07/08/2024	3485	TRI VALLEY ASSOCIATION	241	1,000.00
32079	07/08/2024	518	NYSPHSAA	243	1,050.00
32080	07/08/2024	1809	LOWE'S		69.22
32081	07/08/2024	3375	PENNYSAVER		98.30
32082	07/08/2024	3248	MADISON-ONEIDA-HERKIMER CONSORTIUM		37,475.00
32083	07/08/2024	512	ASBO NEW YORK		377.87
32084	07/08/2024	350	J.W. PEPPER & SON INC		140.00
32085	07/08/2024	446	MUSIC THEATRE INTERNATIONAL	244	400.00
32086	07/08/2024	898	NYSSMA	245	400.00
32087	07/09/2024	1809	LOWE'S	247	699.00
32088	07/11/2024	428	CDW GOVERNMENT		855.00
32089	07/11/2024	3604	FERRARA FIORENZA PC		1,847.00
32090	07/11/2024	1834	Gillee's Auto Truck & Marine		1,189.87
32091	07/11/2024	547	OTSEGO ELECTRIC COOP.		5,564.34
32092	07/18/2024	30	AMAZON.COM		2,428.45
32093	07/18/2024	512	ASBO NEW YORK	*See Detail Report	71.50
32094	07/18/2024	72	BLAKE EQUIPMENT	324	321.46
32095	07/18/2024	3244	CASEBP	239	128,371.00
32096	07/18/2024	199	DISCOUNT MAGAZINE SERVICE INC.	*See Detail Report	810.28
32097	07/18/2024	374	LAKESHORE LEARNING MATERIALS	*See Detail Report	474.68
32098	07/18/2024	3771	MASON PRENTICE		68.30
32099	07/18/2024	407	MATTHEWS BUSES INC	296	306.90
32100	07/18/2024	2109	MICROBAC LABORATORIES, INC	336	344.85
32101	07/18/2024	680	SCHOOL SPECIALTY, LLC	68	82.49
32102	07/18/2024	3652	SUMDOG, INC.	312	1,428.00
32103	07/18/2024	765	THE WATER BOTTLE	319	86.00
32104	07/18/2024	3249	WASTE RECOVERY ENTERPRISES. LLC	330	495.00
32105	07/23/2024	30	AMAZON.COM	*See Detail Report	744.15
32106	07/23/2024	196	BLICK ART MATERIALS	*See Detail Report	308.54
32107	07/23/2024	188	DCMO BOCES	337	11,338.40

Gilbertsville-Mt. Upton CSD

Check Warrant Report For A - 2: JULY 2024 Cash Disbursement For Dates 7/1/2024 - 7/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
32108	07/23/2024	3455	HAROLD IVES		
32109	07/23/2024	3700	HILLCREST EDUCATIONAL CENTERS		30.00
32110	07/23/2024	3471	MOSA MACK SCIENCE, INC		214.62
32111	07/23/2024	611	QUILL LLC	339	575.00
32112	07/23/2024	3755	RAIN FOR RENT	*See Detail Report	615.60
32113	07/23/2024	660	SARGENT - WELCH	601	5,432.88
32114	07/23/2024	679	SCHOOL NURSE SUPPLY INC	*See Detail Report	986.65
32115	07/23/2024	680	SCHOOL SPECIALTY, LLC	15	616.25
32116	07/23/2024	740	SYRACUSE TIME AND ALARM CO INC	*See Detail Report	395.60
32117	07/23/2024	788	TRI-COUNTY COMMUNICATIONS INC.	331	4,950.00
32118	07/23/2024	446	MUSIC THEATRE INTERNATIONAL	612	100.00
32119	07/23/2024	2085	PEARSON CLINICAL ASSESSMENT	244	1,620.00
32120	07/23/2024	660	SARGENT - WELCH	*See Detail Report	392.36
32121	07/23/2024	672	SCHOLASTIC INC.	146	53.00
32122	07/23/2024	3700	HILLCREST EDUCATIONAL CENTERS	266	230.34
32123	07/24/2024	3255	TOLLS BY MAIL		11,792.80
32124	07/24/2024	835	GRAINGER		2.97
32125	07/24/2024	835	GRAINGER	315	102.48
32126	07/24/2024	417	MEDCO SUPPLY COMPANY	315	34.25
32127	07/24/2024	660	SARGENT - WELCH	*See Detail Report	82.66
32128	07/24/2024	840	WARD'S SCIENCE	147	2.76
32129	07/24/2024	817	UPS	263	60.04
32130	07/29/2024	3251	BUELL FUELS LLC		329.32
32131	07/29/2024	292	GOPHER, SPORT	295	966.91
32132	07/29/2024	3417	REALLY GREAT READING, LLC	253	19.50
32133	07/29/2024	1975	RIFANBURG LAWN & LANDSCAPE	259	228.48
32134	07/29/2024	2222	Utica National Insurance Group		175.00
32135	07/29/2024	2212	FISHER SCIENTIFIC CO LLC		5,911.00
32136	07/29/2024	2676	FUN AND FUNCTION	141	88.11
32137	07/29/2024	660	SARGENT - WELCH	254	16.18
32138	07/29/2024	674	SCHOLASTIC SPORTS SALES LTD	140	19.30
32139	07/29/2024	752	THE DAILY STAR	5	8.90
				301	34.22

Gilbertsville-Mt. Upton CSD

Check Warrant Report For A - 2: JULY 2024 Cash Disbursement For Dates 7/1/2024 - 7/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 77				Warrant Total:	405,540.66
				Vendor Portion:	405,540.66

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

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 77 in number, in the total amount of \$ 405,540.66. 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.

8/8/2024
Date

Brianne Linnick
Signature

Deputy Treasurer
Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 405,540.66. 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.

8-8-24
Date

KR Carl
Auditor's Signature

Internal Claims Auditor
Title

Gilbertsville-Mt. Upton CSD

Check Warrant Report For F - 1: JULY 2024 Cash Disbursement For Dates 7/1/2024 - 7/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40701	07/08/2024	3770	MATTHEW JOHNSON		23.75
40702	07/11/2024	59	B&H PHOTO	614	2,502.45
40703	07/11/2024	428	CDW GOVERNMENT	180	420.00
40704	07/11/2024	3309	DELL MARKETING L.P.	610	6,605.26
40705	07/23/2024	428	CDW GOVERNMENT	180	660.00
Number of Transactions: 5				Warrant Total:	10,211.46
				Vendor Portion:	10,211.46

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 5 in number, in the total amount of \$ 10,211.46. 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.

7/29/2024 Brianne Jimenez Deputy Treasurer
Date Signature Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 10,211.46. 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.

7-29 JK C. Interim Claims Auditor
Date Auditor's Signature Title

Gilbertsville-Mt. Upton CSD

Check Warrant Report For H - 1: july 2024 Cash Disbursement For Dates 7/1/2024 - 7/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40694	07/11/2024	3063	ORRICK, HERRINGTON & SUTCLIFFE LLP		6,650.00
40695	07/18/2024	3477	ARCARDIS ARCHITECTS	299	17,202.35
40696	07/18/2024	2858	C&S ENGINEERS INC	298	18,816.00
40697	07/23/2024	971	FISCAL ADVISORS & MARKETING INC		6,679.00
Number of Transactions: 4				Warrant Total:	49,347.35
				Vendor Portion:	49,347.35

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 4 in number, in the total amount of \$ 49,347.35. 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.

7/29/2024 Brianne Smith Deputy Treasurer
Date Signature Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 49,347.35. 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.

7-29 TN Smith Internal Claims Auditor
Date Auditor's Signature Title

CLAIMS AUDIT REPORT

JULY, 2024

Date	Payee	Check #	Issue	resolution
7-10	None			
7-29	Mason Prentice	32098	Budget accounts on claim form and check don't match	Changed claim form to correct number
	Really Great Reading	32132	Incorrect address	Used separate envelope

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 \$2,767,825 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:

2024-25 Gilbertsville-Mount Upton School District

School Tax Levy \$ 2,767,825

August 21, 2024

Muni Code	Town	Total Accounts	School Taxable Assessed Value Tax Levy	Assessed Value Apportionment	Equalization Rate	Full Value	Percent of Tax Levy	Tax Levy Dollars	2024-25 Tax Rate
362201	Butternuts	1,431	129,731,523	145,009,593	74.11	195,668,052	65.370420%	1,809,338.82	13.946794
364201	Morris	83	6,787,626	6,990,995	77.82	8,983,545	3.001298%	83,070.68	12.238546
366201	Unadilla	173	9,314,346	9,356,249	44.00	21,264,202	7.104123%	196,629.68	21.110412
Otsego County Total		1,687	145,833,495	161,356,837		225,915,799	75.475841%	2,089,039.18	
084200	Norwich	1	14,000	14,000	34.00	41,176	0.013757%	380.76	27.197142
083200	Guilford	814	54,530,512	59,425,675	81.00	73,365,031	24.510400%	678,405.07	12.440834
Chenango County Total		815	54,544,512	59,439,675		73,406,207	24.524157%	678,786	
Grand Total		2,502	200,378,007	220,796,512		299,322,006	100.00%	2,767,825	

AND IT HEREBY DIRECTED THAT the Tax Warrant of the Board duly signed shall be affixed to the above described tax rolls authorizing the collection of said taxes to begin September 2, 2024 and end November 6, 2024, 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 2, 2024 -September 30, 2024 - No Penalty added

October 1, 2024 - October 31, 2024 - 2% Penalty added

November 1, 2024- November 6, 2024 - 3% Penalty added

The resolution was adopted on the 21st Day of August, 2024 at 6:00 p.m. with _____ members voting YES and _____ voting NO.

SIGNATURES OF MEMBERS, BOARD OF EDUCATION



"It's the Quality of Journey that counts"

Gilbertsville-Mount Upton Central School District

Main Office

August 12, 2024

Annette D. Hammond
Superintendent

Heather Wilcox
Principal/

Kristy Carey
Main Office
Administrative Assistant
Registrar

Deb Ostrander
Front Desk Clerk

Issy Clapp
Student Support Services
Administrative Assistant

Lisa Ruland
School Counselor

Lauren Roberts
School Counselor

To: Annette Hammond, Superintendent
CC: Board of Education
From: Heather Wilcox
Re: Surplus IM materials

I am requesting that we surplus the outdated Illustrative Mathematics student workbooks and teacher guides that are listed below. The district has upgraded to IM360 curriculum and we are receiving new materials for the 2024-2025 school year. Thank you for your consideration. Please let me know if you have questions.

Sincerely,

Heather Wilcox
Principal

IM Materials to be excessed:

7	<p>Workbooks: Unit 1-3: 40 Teacher Guides: 2 Teacher Resource Guide: 1 Unit 4-6: 62 Unit 7-9: 67</p>
8	<p>Workbooks: Unit 1-3: 8 Teacher Guides: 2 Teacher Resource Guide: 1 Unit 4-6: 15 Teacher Guide: 1 Unit 7-9: 16 Teacher Guide: 1</p>
Geometry	<p>Workbooks: Units 1-2: 5 Units 3-5: 2 Units 6-7: 2</p>
Algebra I	<p>Workbooks: Unit 1-2: 42 Teacher Guides: 3 Teacher Resource Guide: 2 Unit 3-5: 46 Teacher Guide: 1</p>
Algebra II	<p>Workbooks: Unit 1-2: 15 Teacher Guide: 1 Unit 3-5: 11 Unit 6-7: 21</p>



"It's the quality of Journey that counts"

Gilbertsville-Mount Upton Central School District

Maintenance Department

August 20, 2024

Annette D. Hammond
Superintendent

Heather Wilcox
Principal

Kristy Carey
Main Office
Administrative Assistant
Registrar

Deb Ostrander
Front Desk Clerk

Issy Clapp
Student Support Services
Administrative Assistant

Lisa Ruland
School Counselor

To: Annette Hammond, Superintendent
CC: Board of Education
From: Russell Card
Re: Surplus Assorted Equipment/Furniture/Supplies

I am requesting that we surplus the outdated inventory that is listed below. The maintenance department has been storing these items that are outdated, broken, or unsafe to use. Thank you for your consideration. Please let me know if you have questions.

3 push mowers	3 court floor finisher (5 gallon each)
1 floor buffing machine	Cafeteria tables
1 walk behind floor scrubber	9 outside lights
2 carpet extractors	Diesel pump
1 band saw	5 light fixtures
1 radial saw	1 classroom sink
1 table saw	7 paint/primer (5 gallons)
4 teacher desks	1 vacuum
1 printer/computer cart	Tractor rim
1 walk behind snow blower	1 bulletin board
2 brushes	24 chalk boards
4 exterior doors	Miscellaneous shelving
Metal folding chairs	8 interior doors
7 lights	4 boxes of foam gym materials
1 John Deere bagger	Auditorium chairs
1 Bus hood	3 boxes of soap dispensers
1 box TV	20 student desk/chair combo
2 file cabinets	1 box door handles
6 wooden chairs (small)	3 white conference chairs
Floor glue	35 door push bars and hardware
3 porcelain skinks	1 wooden teacher desk
Variety of cabinet fixtures	2 golf clubs
4 gym lights	2 combo warmers
	9 blue computer desks
	2 milk coolers – 2 milk bags
	5 wooden kinder chairs
	10 kinder blue chairs
	55 flip top student desks
	2 drinking fountains

1 octagon table
1 weight bench
1 table (no legs)
1 wooden rectangle table
2 privacy computer desks
1 red rectangle table
1 sink and cabinet
1 salad bar
11 boxes of scrubbing pads
4 bags of basketballs
2 boxes of anchors for canopy system
5 boxes of ceramics
2 piles of tiles
33 assorted colored plastic chairs

2 totes of K-6 PE snow shoes
1 croquet set
1 box of warm ups
Cabinet with baseball/softball equipment
15 light covers
2 car seats
Set of cubbies
5 boxes of 8ft lights
8 light fixtures
11 boxes disposable masks
4 boxes of locker lock combinations
Trashcan full of foam PE sticks
1 metal shelf

Sincerely,

Russ Card
Maintenance Department Supervisor

Gilbertsville-Mount Upton Board of Education
Regular Meeting
Wednesday, August 21, 2024

Personnel Consent Agenda

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

Substitute Cleaner (P1)

To appoint Dave Newell as a substitute cleaner, effective July 8, 2024.

Mentors (encl P2)

To appoint the following Mentors for the 2024-2025 school year:

Lauren Weidman for Alivia Bell (Elementary Teacher)

Tom Connell for Nicholas Ruff (ELA Teacher)

Becky Acla for Pamela Cooke (Mathematics Teacher)

Secondary Mathematics Teacher (encl P3)

To appoint Pamela Cooke as a full-time secondary Mathematics teacher effective 01 September 2024, beginning at Step 3 of the current GMUTA contract. Upon the recommendation of the Superintendent, the following probationary appointment is hereby made:

Name of appointee: Pamela Cooke

Tenure area: Mathematics Teacher

Date of commencement of probationary service: 01 September 2024

Expiration date of appointment: 30 June 2027

Certification Status: Mathematics 7-12, Initial

Secondary ELA Teacher (encl P4)

To appoint Nicholas Ruff as a full-time secondary ELA teacher effective 01 September 2024, beginning at Step 10 of the current GMUTA contract. Upon the recommendation of the Superintendent, the following probationary appointment is hereby made:

Name of appointee: Nicholas Ruff

Tenure area: Mathematics Teacher

Date of commencement of probationary service: 01 September 2024

Expiration date of appointment: 30 June 2028

Certification Status: ELA 7-12, Initial

Resignations (encl P5)

To accept the resignation of David Haynes as bus driver, effective August 2, 2024.

To accept the resignation of Cameron Race as physical education teacher, effective August 31, 2024.

To accept the resignation of Kathryn Hawkins as cleaner, effective September 5, 2024.

To accept the retirement of Issy Clapp, as CSE/CPSE Secretary, effective September 3, 2024.

Gilbertsville-Mount Upton Board of Education
Regular Meeting
Wednesday, August 21, 2024

To accept the resignation of Mackenzie Cherry, as an aide, effective August 20, 2024.

Substitutes (encl P6 & P7)

To appoint Devon Hartwell as **non-certified and aide** substitute for the 2024-2025 school year, pending fingerprint clearance.

To appoint the following **non-certified** substitutes for the 2024-2025 school year:
Carol Angelone, Phyllis Inman, Ashley Ferris, Matraca Harman, Devin Harris, Dawn Harris, Randi Conway, Scarlett Newman, Chelsea Nober, Hannah Bonczkowski, Kendra Hammond, Pam Welch, Jessica Palmatier, Mychele Cotton.

To appoint the following **certified** substitutes for the 2024-2025 school year:
Lynne Ohl, Jean Lackos, Katherine Becker, and Marge Johnson

To appoint the following as **RN-Nurse** substitutes for the 2024-2025 school year:
Carol Angelone, RN Nurse and Phyllis Inman, RN Nurse.

Substitute Bus Driver (encl P8)

To appoint David Haynes as a substitute bus driver for the 2024-2025 school year.

Bus Driver Trainees (encl P9)

To appoint Thomas Parkhurst to the position of bus driver trainee, effective July 25, 2024.

To appoint Gregory Ancewicz to the position of bus driver trainee, effective August 21, 2024.

Licensed Teaching Assistant (encl P10)

To appoint Mackenzie Cherry as a Licensed Teaching Assistant, effective September 1, 2024.

To: Board of Education

From: Russell Card
Buildings & Grounds

Date: July 8, 2024

Subject: Sub Cleaner Position

I am recommending Dave Newell start date of 7/8/ 24 for the position of Substitute cleaner at Gilbertsville-Mount Upton School. Dave was a former cleaner and is greatly needed to help us to fill in when needed.



"It's the Quality of Journey that counts"

Gilbertsville-Mount Upton Central School District

Main Office

July 31, 2024

Annette D. Hammond
Superintendent

Heather Wilcox
Principal

Kristy Carey
Main Office
Administrative Assistant
Registrar

Deb Ostrander
Front Desk Clerk

Issy Clapp
Student Support Services
Administrative Assistant

Lisa Ruland
School Counselor

Lauren Roberts
School Counselor

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

Please consider accepting the following recommendations as mentors for our new hires.

New Hires	Mentors
Pam Cooke	Becky Acla
Alivia Bell	Lauren Weidman
Nicholas Ruff	Tom Connell

Sincerely,

Heather Wilcox
Principal



"It's the Quality of Journey that counts"

Gilbertsville-Mount Upton Central School District

Main Office

Annette D. Hammond
Superintendent

Heather Wilcox
Principal

Kristy Carey
Main Office
Administrative Assistant
Registrar

Deb Ostrander
Front Desk Clerk

Issy Clapp
Student Support Services
Administrative Assistant

Lisa Ruland
School Counselor

Lauren Roberts
School Counselor

To: Annette Hammond, Superintendent

CC: Board of Education

From: Heather Wilcox

Re: Secondary Math Teacher Recommendation

I am recommending that Pamela Cooke be appointed as a Secondary Math Teacher beginning on September 1, 2024. Pamela has been filling this position as a long-term substitute since January 2, 2024 and has completed all of the requirements to earn her initial certificate Mathematics 7-12.

Thank you for your consideration of Pamela as secondary mathematics teacher. Please let me know if you have any questions.

Sincerely,

Heather Wilcox



"It's the quality of Journey that counts"

Gilbertsville-Mount Upton Central School District

Main Office

August 12, 2024

Annette D. Hammond
Superintendent

Heather Wilcox
Principal

Kristy Carey
Main Office
Administrative Assistant
Registrar

Deb Ostrander
Front Desk Clerk

Issy Clapp
Student Support Services
Administrative Assistant

Lisa Ruland
School Counselor

To: Annette Hammond, Superintendent
CC: Board of Education
From: Heather Wilcox
Re: English Teacher recommendation

I am recommending that Mr. Nicholas Ruff be appointed as an English teacher beginning on September 1, 2024. Nick is a veteran teacher with 6 years of teaching experience and holds his NYS initial certification for English Language Arts 7-12. His teaching experiences are inclusive of intermediate to advanced English learners in both rural and suburban areas.

Nick embraces teaching ELA to all learners, and prides himself in exposing students to a rigorous curriculum that challenges students. Nick promotes critical thinking and offers ample opportunities for student success.

Upon reviewing references, all mentioned Nick's dedication, rigor, and compassion for his students' success. This supports our mission statement at GMU for promoting lifelong learning. I am confident that Mr. Nicholas Ruff has the compassion, dedication, perseverance, and potential needed to become a successful teacher here at GMU. Please let me know if you have any questions.

Sincerely,

Heather Wilcox
Principal



"It's the Quality of Journey that counts"

Gilbertsville-Mount Upton Central School District

Main Office

August 12, 2024

Annette D. Hammond
Superintendent

Heather Wilcox
Principal

Kristy Carey
Main Office
Administrative Assistant
Registrar

Deb Ostrander
Front Desk Clerk

Issy Clapp
Student Support Services
Administrative Assistant

Lisa Ruland
School Counselor

Jillian Parascandola
School Counselor

To: Annette Hammond, Superintendent

CC: Board of Education

From: Heather Wilcox

Re: Substitute

I am recommending that the following candidate be approved as a substitute for our district with an effective date of **9/1/2024**.

PK-12 Non-certified Teacher Substitute & Aide Substitute

Devon Hartwell

Please let me know if you have any questions.

Sincerely,



Gilbertsville-Mount Upton Central School

PK-12 Main Office

Annette D. Hammond
Superintendent
Director of Special
Education

Heather Wilcox
Principal

Kristy Carey
HS Office
Administrative Asst.
Registrar

Deb Ostrander
Front Desk
Clerk

Issy Clapp
Student Support
Services
Administrative Asst.

Lisa Ruland
School Counselor

Jillian Parascandola
MS/HS
Counselor

**To: Gilbertsville-Mount Upton Central School
Board of Education
693 State Highway 51
Gilbertsville, NY 13776**

From: Kristy Carey, GMU Substitute Coordinator

Date: August 12, 2024

Re: Substitutes

To Whom It May Concern;

I have received a Reasonable Assurance Form from the following people with the intent to return to the Gilbertsville-Mount Upton School District for the 2024-25 school year in the capacity as an on-call substitute.

Non Certified Teacher:

**Carol Angelone
Phyllis Inman
Ashley Ferris
Matraca Harman
Devin Harris
Dawn Harris
Randi Conway
Scarlett Newman
Chelsea Nober
Hannah Bonczkowski
Kendra Hammond
Pam Welch
Jessica Palmatier
Mychele Cotton**

Certified Teacher:

**Lynne Ohl
Jean Lackos
Katherine Becker
Marge Johnson**

Substitute RN-Nurse:

**Carol Angelone
Phyllis Inman**



"It's the Quality of Journey that counts"

Gilbertsville-Mount Upton Central School District

Harold Ives, Transportation Supervisor

TO: Mrs. Hammond

FROM Harold Ives

SUBJECT Bus Driver Appointment

DATE August 12, 2024

I am recommending David Haynes for the position of Substitute Bus Driver. He stepped back from his full-time position, due to being the Highway Superintendent for the Town. I look forward to him helping us out when he's available. He was a valuable driver in his time here at GMU.

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



"It's the quality of Journey that counts"

Gilbertsville-Mount Upton Central School District

Harold Ives, Transportation Supervisor

TO: Mrs. Hammond

FROM Harold Ives

SUBJECT Bus Driver Trainee Appointment

DATE July 25, 2024

I am recommending Thomas Parkhurst for the position of Bus Driver Trainee. Tom worked here from 2011 to 2015. He let his License lapse with Covid and is now interested in getting back into full time driving. He should be able to get his license fairly quickly with his prior experience.

He will be working on obtaining his passenger and school student endorsements and completing all of his 19-A requirements to become a school bus driver. I feel he would be an asset to GMU Transportation Department, and I look forward to working with him.

I would like to make this effective July 25, 2024

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



"It's the Quality of Journey that counts"

Gilbertsville-Mount Upton Central School District

Harold Ives, Transportation Supervisor

TO: Mrs. Hammond

FROM Harold Ives

SUBJECT Bus Driver Trainee Appointment

DATE August 19, 2024

I am recommending Gregory Anczewicz for the position of Bus Driver Trainee. He will be residing in our school district and sold his Fuel Company on Long Island and looking to start a different path in his life. I feel his work experience will be an asset for GMU.

He will be working on obtaining his passenger and school student endorsements and completing all of his 19-A requirements to become a school bus driver. I feel he would be an asset to GMU Transportation Department, and I look forward to working with him.

I would like to make this effective August 21, 2024

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



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

Gilbertsville-Mount Upton Central School District

Main Office

August 20, 2024

Annette D. Hammond
Superintendent

Heather Wilcox
Principal

Kristy Carey
Main Office
Administrative Assistant
Registrar

Deb Ostrander
Front Desk Clerk

Issy Clapp
Student Support Services
Administrative Assistant

Lisa Ruland
School Counselor

To: Annette Hammond, Superintendent
CC: Board of Education
From: Heather Wilcox
Re: Licensed Teacher Assistant recommendation

I am recommending that Ms. MacKenzie Cherry be appointed as a Licensed Teacher Assistant for 3rd grade beginning on September 1, 2024.

MacKenzie is currently working towards a Bachelor of Arts in Early Childhood Education at Western Governor University. In addition, MacKenzie has been employed district as a teacher's aide during the 2023-24 school year. As an employee and a GMU alumni, MacKenzie has extensive understanding of the community and a well-established network of professional relationships within the district.

Mackenzie's educational philosophies align with ours, focusing on inclusivity and strong relationships. She understands the social, emotional, and academic needs of students and the expectations for their development. In addition, her cooperating teacher has mentioned that MacKenzie is a tremendous asset and support of the classroom environment. Her knowledge and experiences would make her an asset to our 3rd grade team.

I am confident that Ms. MacKenzie Cherry has the enthusiasm and potential to succeed as a Licensed Teacher Assistant for 3rd grade. Please let me know if you have any questions.

Sincerely,

Heather Wilcox
Principal

Gilbertsville-Mount Upton Board of Education
Regular Meeting
Wednesday, August 21, 2024

New Items Consent Agenda

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

Agreement between Norwich City School District and Gilbertsville-Mount Upton Central School (encl N1)

To approve the agreement between Norwich City School District and Gilbertsville-Mount Upton Central School for two GMU students to attend its special education 12:1:1 classroom.

Contract for Consulting Services (encl N2)

To approve the Consulting Services Agreement with Gilbertsville-Mount Upton CSD and Arcadis for the building condition survey.

Transportation Requests (encl N3)

To approve the following transportation requests to Otsego Christian Academy for the 2024-2025 school year for Bailey Lanphere and Joshua Whitehill.

Memorandum of Agreement (encl N4)

To approve the Memorandum of Agreement between the Gilbertsville-Mount Upton Central School and the GMUTA regarding substitute coverage for the 2024-2025, 2025-2026, and 2026-2027 school years.

Fire Inspection (encl N5)

To approve the fire inspection effective 18 July 2024 through 17 July 2025.

District-Wide Safety Plan (encl N6)

To approve the 2024-2025 District-Wide Safety Plan.

Amend Board Policies (encl N7)

To amend the Board Policies listed on behalf of the Superintendent and Ferrara Fiorenza PC:

Section 7000: Students
7110: Comprehensive Attendance
7310: Code of Conduct

Agreement

The parties to this agreement are the Norwich City School District, hereinafter Norwich, and the Gilbertsville Mount Upton Central School, hereinafter GMU. The Norwich City School District, having space in its 12:1:1 special education classroom and the GMU District having students in need of 12:1:1 placements hereby agree as follows:

1. Norwich will allow Joshua Lawton and Kylie Lawton, special education students, to attend its 12:1:1 special education classroom beginning September 5, 2024 through June 26, 2024.
2. Norwich agrees to provide the student's 12:1:1 special class program through the end of the 2024-2025 school year to be reimbursed at a rate of \$28,005 for each student.
3. Norwich agrees to participate in the student's CSE meetings to the extent necessary as long as given reasonable notice of the meetings.
4. Norwich reserves the right to recommend a change in placement if the 12:1:1 placement becomes inappropriate for either student. If a recommendation is made mid-year, tuition will be prorated.
5. GMU will be responsible for transporting the students between GMU and Norwich.
6. GMU will provide aide support for the students as recommended in the student's IEP.
7. This contract may be terminated if the student's placement is changed by either party. If the contract is terminated mid-year, the tuition will be prorated.
8. Norwich will bill GMU for the tuition at the end of the 2024-2025 school year.

President
Board of Education
Norwich City School District

DATE: _____

President
Board of Education
Gilbertsville-Mount Upton School District

DATE: _____



Arcadis
59-61 Court Street, Suite 300
Binghamton, NY 13901
tel 607 772 0007 fax 607 723 4121
arcadis.com

Short-Form Consulting Services Agreement

July 18, 2024

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

Attention: Dorothy Iannello, Treasurer

Dear Dorothy:

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT – BUILDING CONDITION SURVEY

Further to our recent discussions, we are pleased to provide you (the "Client") with this Agreement for architectural and engineering services for your project based on the information set out below.

Arcadis Architects, Engineers and Landscape Architects, a New York General Partnership ("Arcadis" or the "Consultant"), is a global team of dedicated and experienced architects, engineers, planners, designers, and technology professionals who share a common desire – to help our clients create liveable, sustainable and advanced urban environments. Since our founding in 1974, we have contributed to the success of our clients across six continents, from our 65 offices worldwide.

1. Our Services

In support of your project, Arcadis will provide you with the following services and deliverables (collectively, the "Services"):

Refer to the attached proposal letter dated February 6, 2024.

2. Your Schedule

Our Services will be delivered to you on the following schedule (the "Schedule"):

Services to commence on July 29, 2024, and be completed by February 28, 2025.

3. Payment

Based on the Schedule and the Services you will pay us on the following basis:

Lump Sum: you agree to pay Arcadis a fixed lump sum in the amount of Fifteen Thousand Two Hundred Forty-Nine and 00/100 Dollars \$[15,249.00], plus direct project related expenses.

We invoice for payment on a monthly basis. Thereafter, payment is due within thirty (30) days of your receipt of our invoice.

4. Designated Representatives:

Arcadis

Steve Thesier, RA, LEED AP BD+C
Associate Principal
steve.thesier@arcadis.com
607-772-0007 ext. 52028

Gilbertsville-Mount Upton Central School District

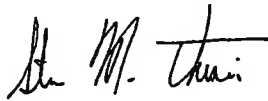
Dorothy Iannello, Treasurer
diannello@gmucsd.org
(607) 783-2207

The other terms relating to this project are set out in our Standard Terms & Conditions, as attached.

We look forward to working with you.

Yours truly,

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



Name: Steve Thesier, RA, LEED AP BD+C

Title: Associate Principal



Name: Dan Whelan, AIA

Title: Associate Principal

If this accurately sets out our understanding and is acceptable to you, please indicate your agreement by signing in the space below.

Agreed to and accepted effective the date of this Agreement.

Gilbertsville-Mount Upton Central School District

Name: _____

Title: _____

Name: _____

Title: _____

STANDARD TERMS & CONDITIONS

- 1. CLIENT RESPONSIBILITIES.** Client's Designated Representative is authorized to act on its behalf and all direction shall be by or through such designated representative. Client shall examine documents submitted by Arcadis and shall render decisions promptly, to avoid delay in the progress of Services. Client shall furnish Arcadis all existing available information, including reports, studies, testing results, operating records, existing plans, and other data pertinent to the Project, in a timely manner, and Arcadis shall be entitled to rely on it. As applicable, Client shall ensure Arcadis is afforded access to enter upon public and private land as required for the performance of the Services. Client shall instruct the making of applications for any consents or permits or other applicable applications required in connection with the Services and shall pay any charges, fees, expenses and disbursements in respect thereof.
- 2. STANDARD OF CARE.** In the performance of the Services, Arcadis will use that level of care and skill ordinarily exercised by reputable members of Arcadis' profession currently practicing in the same locality under similar conditions. Arcadis will conform to the professional standard of care relative to all applicable laws in the provision of the Services under this Agreement. No other representation, guarantee, or warranty, express or implied, is included or intended in this Agreement, or in any communication (written or oral), report, opinion, document, or instrument of service. Client acknowledges and agrees that nothing herein shall be construed as creating a fiduciary duty owed by Arcadis.
- 3. PAYMENT** Arcadis' fees and expenses will be paid in accordance with this Section 3 of the Agreement and Client represents and warrants that any payment to Arcadis hereunder is not contingent upon Client's receipt of monies by any third party. Client will, subject to Arcadis' performance of its obligations under this Agreement, pay Arcadis for the provision of the Services, plus applicable taxes, as set out in the Agreement. Arcadis' unpaid invoices will bear interest calculated monthly at the rate of seven (7) percent per annum, commencing forty-five (45) days after the date that Arcadis submits its invoice. Arcadis reserves the right, without penalty, to discontinue Services and or terminate this Agreement in the event of non-payment. Arcadis' fees and expenses are secured upon and run with title to the lands.
- 4. SUSPENSION OR TERMINATION.** Either party may, by notice in writing to the other party, suspend or terminate the Services or any portion thereof at any stage of the project. Upon receipt of such written notice, Arcadis shall perform no further Services other than those reasonably necessary to close out the Services. In the event of a suspension or termination, Arcadis shall be entitled to payment for all work completed, plus reasonable close-out costs. The limitation of liability and indemnity obligations in this Agreement shall survive any suspension or termination of this Agreement.
- 5. PROBABLE COSTS.** Arcadis does not guarantee the accuracy of probable costs for providing Services hereunder. Such probable costs represent only Arcadis' judgment as a professional entity and are supplied only for the general guidance of Client.
- 6. INDEMNIFICATION:** Arcadis shall indemnify and hold harmless Client from and against claims, actions, losses, expenses, costs or damages (the "Claims") which Client, its directors, officers, employees, or agents may suffer, only to the extent Arcadis is legally liable as a result of the negligent acts of Arcadis, its employees, officers or agents in the performance of this Agreement. Client agrees to indemnify and hold harmless Arcadis from and against Claims, which Arcadis, its directors, officers, employees, or agents may suffer arising out of or in any way connected with the presence, discharge, release or escape of contaminants of any kind, excluding only such liability as may arise out of the negligent acts of Arcadis in the performance of this Agreement.
- 7. LIMITATION OF LIABILITY.** Notwithstanding any other provision of this Agreement, the total liability of Arcadis, its directors, officers, employees and agents for liabilities, Claims, judgments, demands and causes of action arising under or related to this Agreement, whether based in contract or tort, shall be limited to the total compensation actually paid to Arcadis for the Services or \$500,000, whichever is less. All claims by Client shall be deemed relinquished unless filed within one (1) year after substantial completion of the Services. No party shall be liable for any consequential, incidental, indirect, special or punitive damages, damages related to loss of profit, loss of use in any way related to this Agreement.
- 8. INSURANCE.** Arcadis will maintain insurance for this Agreement in the following types: 1) workers' compensation insurance at statutorily required levels; 2) general and professional liability insurance; and 3) automobile liability insurance for bodily injury and property damage.

- 9. RESPONSIBILITY.** Arcadis is not responsible for the completion or quality of work that is dependent upon or performed by Client or third parties not under the direct control of Arcadis, nor is Arcadis responsible for their acts or omissions or for any damages resulting therefrom.
- 10. RELATIONSHIP OF PARTIES.** Arcadis will have no authority to contractually bind Client or to assume or create any legal obligation or responsibility, express or implied, on behalf of Client. Nothing in this Agreement will have the effect of creating a partnership, agency or employment relationship between Client and Arcadis or any of Arcadis' directors, officers, partners, agents, employees, affiliates, subconsultants or volunteers.
- 11. EXCLUSIVE USE.** Services provided under this Agreement, including all reports, designs, information or recommendations prepared or issued by Arcadis (the "Instruments"), are for the exclusive use of Client and only for the purpose specified. No other use is authorized under this Agreement. Client will not distribute or convey the Instruments to any person other than those identified in the project description without Arcadis' prior written approval. Client releases Arcadis from liability and agrees to indemnify and hold harmless Arcadis from Claims, arising, in whole or in part, from such unauthorized distribution or any unauthorized use.
- 12. SUBCONTRACTING AND ASSIGNMENT.** Neither party shall assign its interest in this Agreement without the prior written consent of the other. Except for subcontracting to an affiliate, Arcadis shall not subcontract any Services without the prior written consent of the Client.
- 13. CONFIDENTIAL INFORMATION.** Arcadis shall not divulge any specific information identified as confidential, communicated to or acquired, or disclosed by Client in the course of carrying out the Services. No such information shall be used by Arcadis on any other project without the written approval of Client. These obligations of confidentiality shall not apply to information which is in the public domain; which is provided to Arcadis by a third party without obligation of confidentiality; which is independently developed by Arcadis without use of Client's information; or which is required to be disclosed by law or by court order.
- 14. INTELLECTUAL PROPERTY.** Arcadis retains ownership of all right, title and interest (including copyright) in and to the intellectual property it provides through this Agreement. Nothing in these Terms and Conditions constitutes a transfer or conveyance of any right, title or interest in the intellectual property, except the limited license to use it for its intended purpose, which includes the general maintenance and management of the asset or project.
- 15. SUCCESSORS and ASSIGNS.** This Agreement shall be binding upon the parties, their partners, successors, assigns and legal representatives.
- 16. AMENDMENT.** This Agreement may be amended or modified only by written instrument executed by authorized representatives of both Client and Arcadis.
- 17. SEVERABILITY.** If any provision of this Agreement is for any reason held invalid or unenforceable, such provision shall be deemed separate and shall not affect the validity of the remaining provisions of this Agreement.
- 18. GOVERNING LAW.** This Agreement and legal actions concerning its validity, interpretation and performance shall be governed by and interpreted in accordance with the laws of the jurisdiction in which the project is located; and it is further agreed by the parties that any legal action arising under this Agreement will be brought in a court of competent jurisdiction in such jurisdiction.
- 19. THIRD PARTY BENEFICIARIES.** Nothing contained in this Agreement shall create a contractual relationship with or cause of action in favour of a third party against either Client or Arcadis. The Services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against Arcadis because of this Agreement or the performance or non-performance of Services hereunder. Client and Arcadis agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors and other entities involved in the project to carry out the intent of this provision.
- 20. PROMOTIONAL ACTIVITIES.** Client approves Arcadis to (i) undertake reasonable promotional activities, (ii) post signage and billboards at project locations, and (iii) brand all deliverables hereunder, in each case related to the provision of the Services by Arcadis under this Agreement.
- 21. FORCE MAJEURE.** In the event either party is unable to perform its obligations under the terms of this Agreement because of causes reasonably beyond its control, such party shall not be liable for damages to the other for any damages resulting from such failure to perform or otherwise from such causes.
- 22. ENTIRE AGREEMENT.** This Agreement, including attachments incorporated by reference, represents the entire agreement between Arcadis and Client and supersedes all prior negotiations, representations, or



agreements, either written or oral. Client agrees that its use of any purchase order or other form to procure Services is solely for administrative purposes and in no event shall Arcadis be bound to any terms and conditions on such form regardless of its signature on or reference to such form.

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("MOA") entered into by and between the Gilbertsville Mount Upton Central School District ("District") and the Gilbertsville Mount Upton Teachers Association ("Association"), collectively ("the parties") sets forth the following terms of agreement concerning: **Substitute Coverage**.

Recitals:

1. The District and the Association are parties to a Collective Bargaining Agreement effective July 1, 2024 through June 30, 2027 ("CBA").
2. Article XII – Teaching Load of the CBA states in part:
 - A. *Each elementary teacher shall have at least forty (40) minutes of duty-free time per day from assigned duties, exclusive of lunch time.*
 - B. *Each secondary teacher shall have at least one (1) duty free period per day, exclusive of lunch time.*
 - F. *A teacher has the right to refuse, without prejudice, any request by their building principal to forfeit his/her duty-free time in order to act as a substitute for another teacher.*
3. On certain school days, the District has experienced difficulties securing sufficient substitute coverage for bargaining unit members who are absent from work.
4. The parties recognize the importance of having adequate substitute coverage to minimize the disruption of the educational program.

Agreement:

1. Bargaining unit members who voluntarily accept the assignment to cover a class for a teacher who is absent will be compensated at the rate of twenty-nine dollars and three cents (\$29.03) per class period beginning July 1, 2024; thirty dollars and nineteen cents (\$30.19) per class period beginning July 1, 2025; thirty- one dollars and forty cents (\$31.40) per class period beginning July 1, 2026.
2. Said compensation shall be prorated for unit members who cover a partial class period.
3. In the event that any one or more of the provisions contained herein shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this Agreement unless the deletion of such provision or provisions would result in such a material change so as to cause completion of the transactions contemplated herein to be unreasonable.
4. This MOA is enforceable under Article IV – *Grievance Procedures* of the CBA.
5. This Agreement shall represent the full and complete agreement between the parties and shall become effective upon execution by the parties.
6. Neither party shall use this MOA to support any claim to future expectations or past practice.
7. No provision or provisions of this MOA may be added to, deleted or modified in any manner unless in writing signed by all the parties hereto.
8. This Agreement shall expire June 30, 2027.

Signatures:

Annette Hammond, District Superintendent

Date

Becky Acla, Association President

Date

To: Board of Education
Annette Hammond

From: Russell Card

Date: August 5, 2024

Re: 2024 Fire Inspection

On July 18, 2024 we conducted our annual Fire Safety Inspection of the K-12 Building, Bus Garage, Storage Building, Booster Club Concession, Softball Storage, Baseball Storage and Press Box. The inspection was conducted by Health and Safety Coordinator, Alison Bensely and myself.

I am very happy to report to the Board of Education that we had only three violations of the seven buildings inspected. A chair without fire rating on it witch was removed, door wedges we were in the process of cleaning after cleaning they were removed and hangings and art work covering more than 50%of a specific wall. After Board approval the submission to S.E.D. will generate our Certificate of Occupancy.

Gilbertsville-Mount Upton Central School

District-Wide School Safety Plan

2024-2025



GMU District Emergency Plan 2024-2025 Table of Contents

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GMU District Emergency Plan 2024-2025 General Information



Gilbertsville-Mount Upton Central School District

693 State Highway 51

Gilbertsville, NY 13776

Phone: 607-783-2207

Fax: 607-783-2254

[Website: https://www.gmucsd.org](https://www.gmucsd.org)

Follow @GMUCentral on Facebook and Twitter

INTRODUCTION

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

FOREWORD

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

AUTHORITY

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

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

The plan shall include but not limited to:

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

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

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

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

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

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

Incident Commander	Annette Hammond
Deputy Incident Commander	Heather Wilcox
Safety Officer	Harold Ives
Public Information Officer	Annette Hammond
Operation	Russell Card
Planning/Intelligence	Heather Wilcox
Scribe	Donna Dean
School Agency Liaison	Harold Ives
Logistics	Eric Voorhees
Administration/Finance	Dorothy Iannello/Brianne Simonds
Local Law Enforcement Liaison	State Troopers, Troop C, 911

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

The District Wide Safety Plan was adopted on **TBD**.

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

LEGAL BASIS FOR PLAN

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

STATEMENT OF PURPOSE

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

KEY COMPONENTS OF THE REGULATION

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

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

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

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

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

The plan must include:

1. Vital Educational Agency Information (pg. 11)
2. Risk Reduction/Prevention and Intervention Components and Strategies (pg. 12)
3. Training, Drills and Exercises (pg. 15)
4. Implementation of School Security (pg. 16)
5. Early Detection of Potentially Violent Behaviors (pg. 18)
6. Hazard Identification (pg. 18)
7. Response - Notification and Activation (pg. 19)
(Internal and External Communications)
8. Response Protocols (pg. 20)
9. Responses to Acts of Violence: Implied or Direct Threats
Acts of Violence (pg. 22)
10. Arrangements for Obtaining Emergency Assistance
from Local Government (pg. 32)
11. Procedures for Obtaining Advice and Assistance
from Local Government Officials (pg. 32)
12. District Resources Use and Coordination (pg. 32)
13. Recovery - District Support for Buildings (pg. 33)
14. Disaster Mental Health Services (pg. 33)
15. Communicable Disease - Pandemic Plan (pg. 34)
16. Remote Instruction (pg. 50)
17. Workplace Violence Prevention (pg. 55)

ASSUMPTIONS

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

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

CONCEPTS OF OPERATIONS

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

District Superintendent
Building and Grounds Supervisor
Business Administrator
Principal

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

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

The Incident Commander is responsible to:

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

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

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

School District Chief Emergency Officer

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

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

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

GMU Chain of Command during Emergency Response

DISTRICT-WIDE SCHOOL SAFETY TEAM

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

<u>Title</u>	<u>Name</u>	<u>Business Phone</u>
Superintendent	Annette Hammond	783-2207, ext. 140
Board Member	Jeremy Pain	353-2099
School Administrators/Treasurer	Dorothy Iannello	783-2207, ext. 144
	Heather Wilcox	783-2207, ext. 103
SRO	Ray Beach	783-2207, ext. 145
Community Member	Caroline Wilson	
Director of Facilities	Russell Card	783-2207, ext. 101
Teacher	Matthew Johnson	783-2207, ext. 103
Transportation Supervisor	Harold Ives	783-2275
Food Service	Susan Sebeck	783-2207, ext. 122
Technology Dept.	Eric Voorhees	783-2207, ext. 126
Fire/Emergency Dept.	Dave Robinson	783-2500 (Fire Dept.)
Liaisons	DCMO BOCES Health & Safety	335-1283
Otsego County Sheriff's Department		547-4270
Chenango County Sheriff's Department		334-4040
State Police	Oneonta	432-3211
State Police	Sidney	561-7400

Emergency Response Team

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

DESCRIPTION OF BUILDING AND OCCUPANTS

Location Factor

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

Vital Educational Agency Information

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

RISK REDUCTION/PREVENTION AND INTERVENTION STRATEGIES

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

District Wide:

New Teacher Orientation - We address instruction and classroom management.

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

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

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

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

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

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

Workplace Violence Prevention Training – District wide training for all staff to comply with state regulations.

Middle School/High School:

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

- **MS/HS Awards Ceremony** - Students in grades 7-12 are recognized for academic achievements and honor and high honor roll quarterly. These students receive recognition at a year-end ceremony and a certificate.
- **Annual Student Assembly** - This assembly is conducted by the Middle/High School Principal. On the first day of school the Principal meets with each class by grade level and reviews the following items that are in our Student/Parent Handbook: Code of Conduct, Sexual Harassment, Violence in Schools, Drug/Alcohol Use, Internet Use, etc...

Middle/High School Counselor Services

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

Elementary School: Grades PK-6

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

Elementary Counselor Services

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

Reporting Mechanisms for School Violence

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

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

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

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

TRAINING, DRILLS AND EXERCISES

The purpose of conducting drills is to practice, identify shortcomings and adjust as needed. The Elementary and High School/Middle School Crisis Response Teams meet before and after drills to critique, etc. Parents or guardians shall be notified in writing or through the district's electronic notification system at least one week prior to such drills.

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

Drills conducted during the school day with students present will be conducted in trauma-informed, developmentally, and age-appropriate manner and shall not include props, actors, or simulations or other tactics intended to mimic a school shooting or other act of violence or emergency. **Students and staff shall be informed of drills during the announcement of a drill, except for evacuation (a.k.a. fire) drills.**

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

Training

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

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

IMPLEMENTATION OF SCHOOL SECURITY

Visitor Badge/Sign in Procedures

GMU employs the following building security measures:

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

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

Dogs

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

Video Cameras in School and on School Buses

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

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

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

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

Fingerprinting of New Employees

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

Teacher Supervision/Hall Monitors

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

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

Hiring and Screening Process of School Security Personnel

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

EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS

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

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

HAZARD IDENTIFICATION

The Site of Potential Emergencies

Surrounding Woods - Hazards: trees, wild animals

Science Lab D127 - Hazards: chemicals, propane

Science Lab C111 - Hazards: chemicals, propane

Playground - Hazards: slides, swings, etc.

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

Bus Garage - Hazards: welding, gasoline, propane

Community* - State Highway 51, winter storms, animals

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

RESPONSE - NOTIFICATION AND ACTIVATION (Internal and External Communications)

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

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

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

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

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

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

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

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

Crisis Response Team

Superintendent	Annette Hammond
Crisis Team Facilitator	Annette Hammond
Principal	Heather Wilcox
Buildings and Grounds Supervisor	Russell Card
Transportation Supervisor	Harold Ives
School Nurse	Kelly Ingham
School Counselor	Lisa Ruland and Jillian Parascandola
Teacher Liaisons	Matthew Johnson

When there is a disaster/emergency condition that takes place within the district, the BOCES district

Superintendent is immediately notified and depending on the type of situation, the district would also contact other schools in the immediate area. There are no private schools in our vicinity. The State Education Department is notified of all emergency situations as required.

Notification of persons in parental control

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

Response Protocols

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

Emergencies include, but are not limited to:

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

General Information

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

Parent Notification

Parents are notified of Early District dismissals in several ways:

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

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

Messages regarding school early dismissal, sheltering in place or evacuation of a school will be called in to the

media as soon as the decision is made. The superintendent, or his/her designee, shall issue all public communications, prepare news releases, and brief the media as appropriate.

Threat Assessment

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

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

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

The District Threat Assessment Team shall consist of a representative from each of the areas listed below. The district will utilize Squad 9 as a tool to assess any safety risks.

Superintendent	Annette Hammond
Principal	Heather Wilcox
School Resource Officer (SRO)	Ray Beach
Other School Personnel	School Counselors, School Nurse
ChenTAC	State/Local Law Enforcement

RESPONSES TO ACTS OF VIOLENCE: IMPLIED OR DIRECT

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

I. Introduction

Consistent with our mission statement, the Board of Education is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver, quality educational services without disruption or interference. Responsible and respectful behavior by students, teachers, other district personnel, parents or persons in parental relations, and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity. The board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the board adopts this code of conduct ("code").

Unless otherwise indicated, this code applies to all students, school personnel, parents or persons in parental relations, and other visitors when on school property or attending a school function.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

III. Bill of Rights and Responsibility of Students

A. Student Rights

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

Take part in all district activities on an equal basis regardless of real or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex.
Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.

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

B. Student Responsibilities

All district students have the responsibility to:

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

IV. Essential Partners

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

All parents or parental relations are expected to:

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

All district and school personnel are expected to:

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

All members of the Board of Education are expected to:

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

V. Student Dress Code

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

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

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

Exceptions

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

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

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

OPT-OUT PROVISION:

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

VI. Prohibited Student and Employee Conduct

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

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

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

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

A. Engage in conduct that is disorderly or disruptive. Some examples of disorderly/disruptive conduct:

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

B. Engage in conduct that is insubordinate. Some examples of insubordinate conduct are:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for missing or leaving school without permission.
3. Wearing inappropriate/offensive clothing in school

C. Engage in conduct that is violent. Some examples of violent conduct are:

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

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

such conduct are:

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

VII. Reporting Violations

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

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

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

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

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

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

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

VII. Disciplinary Penalties

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

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

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

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

Discipline and Remedial Consequences

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

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

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

Remedial Consequences

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

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

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

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

Minimum Periods of Suspension

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

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

6. Other extenuating circumstances.

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

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

IX. Discipline of Students with Disabilities

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

X. Student Searches

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

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

XI. Visitors to the Schools

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

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

XII. Public Conduct on School Property

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

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

Prohibited Conduct

No person, either alone or with others, shall:

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

Penalties

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

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

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

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

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

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

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

District Resources Use and Coordination

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

RECOVERY/DISASTER MENTAL HEALTH SERVICES

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

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

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

Chenango County Mental Health: 337-1600

Otsego County Mental Health: 433-2343

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

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

Communicable Disease - Pandemic Plan

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

Prevention/Mitigation

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

Protection/Preparedness

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

Response

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

Prevention/Mitigation:

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

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

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

(1) Essential Positions/Titles

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

(2) Protocols Allowing Non-Essential Employees to Telecommute

Ensure Digital Equity for Employees

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

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

Technology & Connectivity for Students - Mandatory Requirements:

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

Mobile Devices Delivery:

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

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

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

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

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

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

Protection (Preparedness):

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

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

Primary Incident Commander	Annette D. Hammond	783-2207, ext. 140
Alternate Incident Commander	Heather Wilcox	607-783-2207, ext. 103
Primary Safety Officer	Harold Ives	607-783-2207, ext. 115
Alternate Safety Officer	Russell Card	607-783-2207, ext. 101
Primary Liaison Officer	Harold Ives	607-783-2207, ext. 115
Alternate Liaison Officer	Annette D. Hammond	607-783-2207, ext. 140
Primary Public Information Officer	Annette D. Hammond	607-783-2207, ext. 140
Alternate Public Information Officer	Heather Wilcox	607-783-2207, ext. 103
Primary Logistics Officer	Eric Voorhees	607-783-2207, ext. 126
Alternate Logistics Officer	Susan Sebeck	607-783-2207, ext. 122
Primary Operations Officer	Russell Card	607-783-2207, ext. 101
Alternate Operations Officer	Eric Voorhees	607-783-2207, ext. 126
Alternate Operations Officer	Duty Custodian	
Primary Planning/Intelligence Officer	Heather Wilcox	607-783-2207, ext. 103
Alternate Planning/Intelligence Officer	Eric Voorhees	607-783-2207, ext. 126
Alternate Planning/Intelligence Officer	Ray Beach	607-783-2207, ext. 145
Scribe	Donna Dean	607-783-2207, ext. 140
Alternate Scribe	Kristy Carey	607-783-2207, ext. 103
Primary Finance Officer	Dorothy Iannello	607-783-2207, ext. 14
Alternate Finance Officer	Brianne Simonds	607-783-2207, ext. 119

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

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

in the students and staff and are responsible for subsequent communication. Coordinators shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the public health emergency and plans implemented by the school.

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

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

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

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

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

PPE & Face Covering Availability:

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

PPE Supply Management

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

Group	Quantity per 100 per Group	12 Week Supply 100% Attendance	12 Week Supply 50% Attendance	12 Week Supply 25% Attendance

Students	25 Masks per Week	300	150	75
Teachers/Staff	25	300	150	75
Nurse/Health Staff	25	300	150	75

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

Response:

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

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

(5) Preventing Spread, Contact Tracing and Disinfection

Confirmed Infection Case Requirements & Protocols

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

CDC and NYSDOH Recommendations:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Opening outside doors and windows to increase air circulation in the area.
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long

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

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

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

School Decision Tree

All Schools Regardless of Community Spread



No Community Spread

- Prepare
- Teach and reinforce healthy hygiene
- Develop information sharing systems
- Intensify cleaning and disinfection
- Monitor for absenteeism
- Assess group gatherings and events – consider postponing non-critical gatherings and events
- Require sick students and staff stay home
- Establish procedures for someone becoming sick at school

Monitor changes in community spread

Minimal to Moderate OR Substantial Community Spread



Return to School After Illness:

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

Staff Absenteeism

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

Employee Assistance Program (EAP)

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

Medical Accommodations

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

New York State Contact Tracing Program

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

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

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

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

A contact tracer will:

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

If you test positive, a Contact Tracer will connect you with the support and resources you may need through quarantine, such as help getting groceries or household supplies, child-care, medical care or supplies. The Tracer

will work with you to identify and reach out via phone and text to anyone you've been in contact with while you were infectious to trace and contain the spread of the virus.

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

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

Your caller ID will say **"NYS Contact Tracing" (518-387-9993)**.

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

Facilities: Cleaning and Sanitizing

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

Routine cleaning of school settings includes:

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

Classroom/Therapy Rooms:

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

Common Areas:

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

Disinfecting:

Disinfecting kills germs on surfaces or objects by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after

cleaning, it can further lower the risk of spreading infection.

- Cleaning and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health will be adhered to.
- Custodial logs will be maintained that include the date, time and scope of cleaning and disinfection. Cleaning and disinfection frequency will be identified for each facility type and responsibilities will be assigned.
- Hand hygiene stations will be provided and maintained, including hand washing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where hand washing is not feasible.
- Regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables will be conducted.
- Regular cleaning and disinfection of restrooms will be performed.
- Cleaning and disinfection of exposed areas will be performed in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.
- Although cleaning and disinfection is primarily a custodial responsibility, appropriate cleaning and disinfection supplies will be provided to faculty and staff as approved by Administration.
- Additional paper towel dispensers may be installed in other designated spaces.

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

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

Hand Sanitizing:

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

Trash removal:

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

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

It is recognized that as the work environment changes to adapt to the emergency situation and typical work schedules are modified it can become more difficult to track employees especially if they conduct work off site or in numerous locations. The ability to identify these individuals will be extremely important if contact tracing

is necessary during a communicable disease crisis. Our plan to track such individuals can be found on the Essential Employee Worksheet, page 76.

(7) Emergency Housing for Essential Employees

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

1. Red Roof Inn, Norwich NY (607-334-2200)
2. Super 8, Norwich, NY (607-296-0524)
3. Fred's Inn, Norwich, NY (607-334-9282)
4. Super 8, Sidney, NY (607-583-8576)
5. On-site Nurses Office

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

Recovery:

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

SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST



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

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

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

1. Planning and Coordination:

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

☐☐☐

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

1. Planning and Coordination (cont.):

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

2. Continuity of Student Learning and Core Operations:

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

3. Infection Control Policies and Procedures:

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

4. Communications Planning:

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

4. Communications Planning (cont.):

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



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

Click on the link below for important information

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

Essential Employee Worksheet

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

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

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

Emergency Remote Instruction Plan

Introduction

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

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

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

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

Content Outline-Six Regulatory Components:

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

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

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

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

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

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

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

Procedures to ensure students will access internet connectivity:

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

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

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

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

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

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

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

Short term (snow days, emergency closings):

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

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

Students should contact their teachers for any questions or concerns.

Middle School:

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

Students should contact their teachers for any questions or concerns.

Elementary School:

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

Students should contact their teachers for any questions or concerns.

Long Term (extended closure):**Elementary School:**

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

Students should contact their teachers for any questions or concerns.

Middle School/High School:

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

Students should contact their teachers for any questions or concerns.

3. Internet is available to students who do not have access. Options include: community churches and library offering free Wi-Fi, and school parking lots. If Internet access is not available through the options listed, recorded instructional sessions will be provided through USB drive exchanges.
4. Students must use their school email accounts to communicate with any GMU staff.
5. Students will demonstrate digital etiquette & citizenship according to the GMU Code of Conduct.

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

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

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

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

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

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

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

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

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

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

Workplace Violence Prevention Plan

Purpose of this program:

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

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

Policy Statement

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

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

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

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

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

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

Designated Workplace Violence Officers Contact:

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

Workplace Risk Assessment

The District has conducted a workplace risk assessment consisting of:

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

Risk factors identified during the examination, assessment and evaluation are listed in Appendix 1 and includes a sample Risk Assessment Evaluation Form, along with the methods and means by which each risk is being addressed. The employer is responsible for addressing all risk factors that their employees are potentially exposed to.

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

Control Methods that the District will use to prevent workplace violence incidents

Hierarchy of Controls

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

Hierarchy of Controls

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

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

Examples include:

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

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

Examples include:

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

Personal Protective Equipment (PPE)

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

Examples include:

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

Prevention

Prevention of violence in the workplace is the responsibility of every employee. The following section focuses on early warning signs and workplace issues that have the potential to trigger violent behavior. Management, employees, and authorized employee representatives should be familiar with the issues below in order to become aware of and to reduce the likelihood of workplace violence.

Early warning signs of potential violence:

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

- A list of indicators of increased risk of violent behavior include, but are not limited to the following: Direct or veiled threats of harm
- Intimidation, belligerence, bullying or other inappropriate behavior directed at others
- Numerous conflicts with supervisors and employees; verbal comments indicating expressions of hostility directed at coworkers, supervisors, or others
- Bringing an unauthorized weapon to work, brandishing a weapon in the workplace, making inappropriate reference to guns or fascination with weapons
- Fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides
- Statements indicating an increased tone of desperation from the person, feeling that normal interventions to solve the problem will not work, feeling hopeless about a situation at work, with family, financial, and other personal problems

- Signs of abuse of drugs/alcohol on or off the job
- Extreme or uncharacteristic changes in behavior or displays of emotion
- Employees with ongoing domestic difficulties
- Employees with a temporary order of protection against any staff

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

Workplace issues that may trigger violence:

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

1. Employee issues (some examples include):

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

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

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

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

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

Please note:

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

Reporting an Incident

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

Any District employee, upon becoming aware of an instance of physical assault, threatening behavior, or verbal abuse occurring in the work setting must immediately report the facts and circumstances of said incident to their supervisor and/or to the contact person identified in the Policy Statement. In the event that employees observe or experience an

incident of violence involving an employee or visitor to a District/BOCES in which there is an immediate threat to their safety or the safety of others or where an injury has occurred, the employee will immediately obtain law enforcement and medical assistance by calling 911 and in addition notify their immediate supervisor. The supervisor will immediately conduct a preliminary inquiry into the facts and circumstances of the incident and make a prompt report to the Workplace Violence Officers using the Incident Report in Appendix 3.

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

Retaliation against an employee who makes a good faith report of violence or other disruptive behavior is strictly prohibited and shall be subject to appropriate corrective or disciplinary measures. An employee who, in bad faith makes a false report, is also subject to disciplinary action.

Post-Incident Response

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

- Assure that injured employees receive prompt and appropriate medical care (This includes, but is not limited to, providing transportation of the injured to medical care. Prompt first aid and emergency medical treatment can minimize the harmful consequences of a violent incident.)
- Report the incident to the appropriate authorities as required by applicable laws and regulations
- Inform management about the incident in writing
- Secure the premises to safeguard evidence and reduce distractions during the post incident response process
- Prepare an incident report immediately after the incident, noting details that might be forgotten over time (Appendix 3 contains a sample incident report form)
- Address the need for appropriate treatment for victimized employees (In addition to physical injuries, victims and witnesses may suffer psychological trauma, fear of returning to work, feelings of incompetence, guilt, powerlessness, and fear of criticism by supervisors or managers.)

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

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

Employee Training

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

Training of every employee will be performed before initial assignment and annually thereafter. Retraining is required any time there is a significant change to the program, a risk factor, or work control. Required training topics are listed in the Training Outline in Appendix 2.

Recordkeeping Requirements

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

In addition to Part 801, all incidents will be investigated and documented to ensure that all threats and workplace violence incidents are reported to management. These reports will provide written notification when a violence incident occurs so that management can develop an appropriate response. The Incident Report will also create a historical record that can be used in the annual review and program update. (A sample incident reporting form is attached as Appendix 3 of this document)

Program Review Plan

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

Review of Incident Reports

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

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

Program Review

Review of the program, where the mitigating actions taken in response to any incident, shall be reviewed at least annually and the review will need to focus on trends, addressing root cause, and the effectiveness of the control measures in place or the need to make changes. The review will also assess whether the reporting and recordkeeping systems have been effective in collecting all relevant information. (See Appendix 4)

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

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

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

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

Facility Name: _____
Date of Survey: _____
Facility Address: _____

Names/Titles/Organization for those conducting assessment:

Employer Rep's: _____

Employee Rep's: _____

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

Is security or law enforcement present at this location? If yes list # present per shift:			
Is security/law enforcement posted at entrances If yes, list entrances			
Do security/law enforcement personnel patrol facility			
Are I.D. badges required to be worn by all personnel			
Are students required to use school issued I.D. badges when on premises			
Is card reader or equivalent required for entry to facility			
Is facility equipped with metal detectors			
Is facility equipped with security cameras			
Is facility equipped with panic buttons			
Are visitors permitted to enter facility			
Are visitors required to wear visitor I.D. badges			
Are emergency contact names and phone numbers posted in each occupied room			
Is each room equipped with a telephone or radio to call for help when needed			
Parking Lots:			
Are parking areas protected with security/ law enforcement personnel			
Are parking areas patrolled by security/law enforcement personnel			
Are parking areas equipped with security cameras			
Are parking areas equipped with lights			
Offices:			
Do office areas have controlled access			
Is office area separated from entrance with privacy glass			

Is office area equipped with panic alarm			
Are offices equipped with telephones to call 911			
Are telephones or radios used to communicate with facility personnel			
Are office doors equipped with door locks to prevent unauthorized access			
Do employees receive De-escalation training			
Classrooms:			
Are evacuation maps posted in each classroom			
Are classroom doors equipped with locks to restrict access			
Are classrooms equipped with telephones			
Are classroom personnel equipped with radios			
Is personal protective equipment provided to all classroom personnel as needed			
Are classroom personnel exposed to violent behavior from students			
Do classroom personnel receive De-escalation training			
Are classroom personnel informed of students with behavioral issues prior to student placement in classroom			
Have classroom personnel been provided with training on working with students with behavioral issues			
Are windows locked to prevent uncontrolled access			
Is availability to items that can be used as weapons by students minimized			
Are classrooms equipped with security cameras			
Cafeteria:			
Is access restricted to authorized personnel only			

Does cafeteria personnel exchange money with students and staff			
Are cafeteria personnel provided with necessary personal protective equipment			
Is cafeteria equipped with security cameras			
Is cafeteria locked when not in use			
Is cafeteria staff provided with telephones and/or radios			
Are evacuation maps posted at all exits			
Auditorium:			
Are all entrances kept locked when not in use			
Is auditorium, stage, backstage equipped with security cameras			
Is auditorium, stage, backstage equipped with security lighting			
Is backstage entrance restricted to authorized personnel only during events			
Are catwalks, light towers, etc. restricted to authorized personnel only			
Is auditorium patrolled by security/law enforcement during events			
Gymnasium:			
Does gymnasium have exterior lighting around all entrances and exits			
Are locker rooms locked or monitored to prevent unauthorized entry			
Is the area patrolled by security/law enforcement during events			
Is gymnasium equipped with security cameras			
Athletic Fields			
Is security/law enforcement present for all sporting events home & away			

Are athletic fields protected from unauthorized entry with fences			
Are athletic fields equipped with security/event lighting			
Are I.D.s required to be worn by school personnel at sporting events			
Bus Garage & Busses			
Are all busses equipped with radios			
Are all busses equipped with security cameras			
Is somebody available to respond to all radio calls from drivers that are on road			
Are I.D.s required by individuals getting on busses			
Do all bus runs have two employees on board for each run			
Are busses secured or locked when not in use			
Is bus garage equipped with security cameras			
Is bus garage locked when vacant			
Field Trips:			
Do school personnel have a copy of emergency contact names and numbers for administration			
Does school personnel verify I.D. of each student at beginning and end of trip			
Do chaperones receive security briefings prior to trip			
Building & Grounds:			
Are buildings equipped with security cameras			
Are buildings equipped with security lighting			
Are buildings/rooms locked when not in use			
Are employees provided with radios			
Is equipment locked up when not in use			
Staff Meetings & Conferences:			

Do security/law enforcement personnel patrol facility during these events			
Do school personnel receive de-escalation training			
Are metal detectors utilized for after hour activities such as conferences & meetings			

Assessment completed by:

Name(s):	
Title(s):	
Signature(s):	

Identified Risks and Control Methods

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

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

Workplace Violence Prevention Training Outline

Information and training for all employees:

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

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

A.

GMU Central School - Identified Risk	Measures Employees Can Take
Security Camera (playground)	Employees should be aware of their surroundings, carry a radio with them at the playground with students, follow proper emergency procedures.
Additional Signage Needed	Employees should be aware of their surroundings, watch students arriving or being dismissed through parent pick-up or buses. No other vehicles should be in the circle with buses. have entered the circle. Bus Drivers should sound the horn if a vehicle is passing a bus while in the circle to alert staff in the area. Employees should follow proper emergency procedures
Lockdown Button	In case of an emergency lockdown, the main office will push the lockdown button (once installed) to close access to the building. Employees should follow proper emergency procedures.
Radios	Staff who use a radio for recess, or gym should communicate emergencies to the main office, district office, SRO, school nurse and custodial staff. Employees should follow proper emergency procedures.

- B. Measures that employees can take to protect themselves from the identified risks including specific

procedures that the employer has implemented such as:

- i. Incident alert and notification procedures
- ii. Appropriate work practices
- iii. Emergency procedures
- iv. Use of security alarms and other devices
- v. Other existing policies, procedures, and work practices relevant to WPV
- vi. Procedures to report incidents of workplace violence

III. Location of the written workplace violence prevention program and how to obtain a copy (only employers with 20 or more full-time permanent employees are required to maintain a program in writing).

IV. Privacy Concerns

A. How will sensitive information be handled?

Note: Information otherwise kept confidential for security reasons does not have to be disclosed to all employees. Examples of confidential information include but are not limited to information that would interfere with law enforcement investigations or judicial proceedings, would deprive a person of a right to a fair trial, would identify a confidential source or disclose confidential information relating to a criminal investigation, would reveal criminal investigative techniques or procedures except routine techniques and procedures, or would endanger the life or safety of any person.



Workplace Violence Incident Report

Complainant Information:

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

Witness Information:

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

Nature of Complaint:

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

Any Supporting Documentation:

Attach any relevant documents or evidence (if applicable).

Nature & Extent of Injuries Arising from Incident:

Description of Injuries:

Confidentiality Statement:

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

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

Complainant Signature (unless privacy concern): _____

Print Name (unless privacy concern): _____

Date Submitted: _____

(Office Use Only Below Line)

Immediate Action Taken (if any):

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

Investigation Details:

Person Conducting Investigation:

Date of Investigation:

Summary of Investigation:

Recommendations/Actions Taken:

Recommendations for resolution:

Actions taken by the organization:

Follow-Up:

Follow-up actions required:

Date of follow-up:

Person responsible for follow-up:

Workplace Violence Program Maintenance and Review

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

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

Plan and Contact information:

The most current version of this plan will be made available to employees, their authorized representatives, and to representatives of the NYS Department of Labor by contacting or visiting the district website

<http://www.gmucsd.org>.

Designated Workplace Violence Officer Contact:

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

Code of Conduct

I. Introduction

Consistent with our mission statement, the Board of Education is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver, quality educational services without disruption or interference. Responsible and respectful behavior by students, teachers, other district personnel, parents or persons in parental relations, and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity. The board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the board adopts this code of conduct ("code").

Unless otherwise indicated, this code applies to all students, school personnel, parents or persons in parental relations, and other visitors when on school property or attending a school function.

II. Definitions

For purposes of this code, the following definitions apply.

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

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

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

“Disability” means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or

(b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law §11[4] and Executive Law §292[21]).

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

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

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

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

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

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

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

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

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

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

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

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

III. Bill of Rights and Responsibility of Students

A. Student Rights

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

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

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

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

B. Student Responsibilities

All district students have the responsibility to:

1. Come to school on time and ready and willing to learn.
2. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.

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

IV. Essential Partners

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

All parents or parental relations are expected to:

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

All district and school personnel are expected to:

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

creation of a positive learning environment for all students.

7. Report occurrences of bullying, cyber-bullying, or harassment to the appropriate school staff members; School Counselors and DASA Coordinators, Lisa Ruland and Clara Tanner.

All members of the Board of Education are expected to:

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

V. Student Dress Code

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

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

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

drugs, the use of controlled substances, is of a sexual nature, depicts violence, is racist or harassing based on cultural or ethnic differences and/or endorse illegal or violent activities.

Exceptions

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

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

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

OPT-OUT PROVISION:

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

VI. Prohibited Student and Employee Conduct

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

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

To this end, the Board condemns and strictly prohibits all forms of harassment, hazing, bullying and cyber-bullying on school grounds, school buses, and at all school-sponsored activities, programs, and events including those that take place at a location outside the district that

materially and substantially disrupt the educational process of the school environment or impinge on the rights of others.

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

A. Engage in conduct that is disorderly or disruptive. Some examples of disorderly/disruptive conduct:

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

B. Engage in conduct that is insubordinate. Some examples of insubordinate conduct are:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving school without permission.
3. Wearing inappropriate/offensive clothing in school

C. Engage in conduct that is violent. Some examples of violent conduct are:

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

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

1. Lying to school personnel.
2. Using vulgar or abusive language, cursing or swearing.
3. Stealing the property of other students, school personnel or any other person on school property or attending a school function.
4. Defamation, which includes making false or unprivileged statements or representations about

an individual or identifiable group of individuals that harms the reputation of the person or the identifiable group by demeaning them.

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

VII. Reporting Violations

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

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

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

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

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

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

VII. Disciplinary Penalties

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

authorized to impose disciplinary penalties will consider the following:

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

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

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

Discipline and Remedial Consequences

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

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

Remedial Consequences

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

- 1.Peer support groups; corrective instruction or other relevant learning or service experience.
- 2.Supportive intervention.

3. Behavioral assessment or evaluation.
4. Behavioral management plans, with benchmarks that are closely monitored.
5. Student counseling and parent conferences.

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

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

Minimum Periods of Suspension

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

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

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

Any student who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for one to

five days. The superintendent has the authority to modify the minimum suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

IX. Discipline of Students with Disabilities

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

X. Student Searches

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

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

XI. Visitors to the Schools

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

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

7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

XII. Public Conduct on School Property

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

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

Prohibited Conduct

No person, either alone or with others, shall:

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

Penalties

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

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

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

XIII. Personal Communications Device Procedure

Purpose: To create a learning environment that minimizes distractions and maximizes educational opportunities while teaching students responsible use of personal communication devices.

Scope: This procedure applies to all students during school hours (8:00am – 3:00pm) upon entering each academic period. Personal communication devices may include, but are not limited to:

- Cell phones
- iPods and MP3 players
- iPads, tablets, and other eReaders
- Wearable devices/smart wearables including smart watches
- Headphones, headsets, or in-ear headphones, such as ear buds
- Any other device capable of recording audio, photographic or video content, or capable of viewing or playing back such content

Procedure:

1. General Use:

- a. All personal communication devices must be turned off or set to silent mode during all instructional times. Exceptions will be passing times, study hall, homeroom and lunch.
- b. Personal communication devices shall be kept out of use and sight. It is recommended that students store personal communication devices in lockers, backpacks, or areas designated areas in each learning space unless explicitly allowed by school personnel for educational purposes.

2. Classroom Use:

- a. Unauthorized use of communication devices and failure to comply with district procedures during class time will result in progressive disciplinary actions listed below in consequences for violations (at the discretion of building administrators).

3. Non-instructional Time:

- a. Students may use their cell phones during lunch breaks, passing periods, homeroom and study halls, provided they do not disrupt the school environment.
- b. Use of cell phones in restrooms and school offices is prohibited.

4. Emergency Use:

- a. In case of emergencies, students may use their cell phones to contact parents or guardians with permission from a school administrator.

- b. Parents are encouraged to contact the school office for urgent messages rather than calling or texting their children during school hours.

5. Consequences for Violations:

- a. 1st offense: If a personal communications device is seen (or heard) in an instructional setting during school hours:
 - i. The student will be given a verbal warning by school personnel and the student shall store their personal communication devices in the district's device holder within the classroom for the remainder of the period.
 - ii. If the personal communication device isn't immediately stored in the district's device holder, the student will be sent to the main office where the personal communication device will be confiscated by an administrator and can be picked up by the student at the end of the school day.
- b. 2nd offense: If a personal communications device is seen (or heard) in an instructional setting during school hours:
 - i. The student will be sent to the main office where the personal communication device will be confiscated by an administrator for the remainder of that school day and the following school day. Parent/guardian will be notified. Students can pick up their personal communication devices at the end of each school day.
- c. 3rd offense: If a personal communications device is seen (or heard) in an instructional setting during school hours:
 - i. The student will be sent to the main office where the personal communication device will be confiscated by an administrator for the remainder of that school day and the next 2 school days. Parent/guardian will be notified and invited to a meeting to discuss possible further disciplinary action. Parent/guardian will be provided their student's personal communication devices following the meeting.
- d. 4th offense: If a personal communications device is seen (or heard) in an instructional setting during school hours:
 - i. The student will be sent to the main office where the personal communication device will be confiscated by an administrator for the remainder of that school day and their phone will remain the office for next 20 school days. Parent/guardian will be notified.
- e. In addition, administrators have the discretion to assign a more significant consequence if the student(s) demonstrate behaviors or actions that violate the code of conduct or student handbook, including but not limited to insubordination and non-compliance.

6. Exceptions:

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- a. Students with documented medical conditions or other special needs may be granted exceptions to this procedure with prior approval from the Committee on Special Education and school administration.
- 7. **Implementation:**
 - a. This procedure will be communicated to students, parents, and staff at the beginning of each school year.
Teachers and staff will receive training on how to enforce the procedure consistently and fairly.
- 8. **Staff personal communication device use:**
 - a. Staff and other school personnel shall not use personal communication devices in front of students unless it is for educational purposes.

Adopted: 7/6/93

Revised & Adopted: 11/16/22

Revised & Adopted:

COMPREHENSIVE ATTENDANCE POLICY

A. Objectives

The objectives of the Comprehensive Attendance Policy are:

1. to accurately ~~track~~ **monitor** the attendance, absence, tardiness, and early departure of students to and from the school, ~~and to work toward identifying and addressing cases of educational neglect.~~
2. to ensure sufficient pupil attendance ~~of classes~~ so that pupils may achieve state-mandated education standards.
3. to track student location for safety reasons and to account to parents regarding the location of children during school hours.
4. **to help students develop strong work habits of responsibility and reliability to thereby achieve excellence to the best of their abilities in all areas**
5. **to provide academic support for students who miss class time out of necessity**
6. **to ensure continuity of instruction**

B. Definitions

Whenever used within the Comprehensive Attendance Policy, the following terms shall mean:

1. Absent: The pupil is not present for the entire period of the pupil's scheduled instruction
2. Tardy: The pupil arrives later than the starting time of the pupil's scheduled instruction.
3. Early departure: The pupil leaves prior to the end of the pupil's scheduled instruction.
4. Excused: Any absence, tardiness, or early departure for which the pupil has a valid school approved excuse. Such excused nonappearance shall include: personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical visits, approved college visits, military obligations, absences approved in advance by the Principal, and other reasons as may be approved by the Commissioner of Education.
5. Unexcused: Any absence, tardiness, or early departure for which the pupil has no valid school approved excuse. Such unexcused nonappearance shall include shopping trips to the local mall, family vacation, oversleeping, skipping class, and any other absence that is not excused.
6. **Pupil: A child enrolled in a public or nonpublic elementary, including**

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- prekindergarten middle, or secondary school.
7. Register of Attendance: Any written or electronic record maintained for the purpose of recording the attendance, absence, tardiness or early departure of a pupil.
 8. Scheduled instruction: Every period that a pupil is scheduled to attend actual instruction or supervised study activities during the course of a school day during the school year.
 9. Teacher: A member of the teaching or supervisory staff of a public or nonpublic elementary, middle, or secondary school.
 10. Employee other than a teacher: A suitable person other than a teacher employed by a public or nonpublic elementary, middle, or secondary school in a position appropriate for maintaining pupil records.

Coding System

The following coding system shall be used to indicate the nature and reason for a pupil's missing all or part of scheduled instruction:

AE = absent, excused

AU = Absent, unexcused

TE = Tardy, excused

TU= Tardy, unexcused

ED = Early Dismissal

I = Present part of class ISS – In-School Suspension

H = Music Lesson

FT = field trip

OSS = Suspended Out of School

OSSI = Suspended Out of School with tutoring

S = Suspended in School - ALC

M = Long-Term Medical

MT = Long-Term Medical with tutoring

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OO = Other

CV = College Visit

BR = Bereavement

EN = Excused by Nurse

DT = Dentist Appointment

DA = Doctor Appointment

HT = Home Tutoring

~~E = excused~~

~~U = unexcused~~

~~D = early departure~~

~~S = suspended~~

~~T = tardy~~

~~I = illness~~

~~F = family~~

~~M = medical appointment~~

~~T = travel~~

~~O = other~~

~~The time that the pupil arrived or departed will be recorded next to the entry code describing the nature and reason for the student missing all or part of scheduled instruction.~~

~~For example, if a student left at 11:30 a.m. for a doctor's appointment, the code would read: E/D/M: 11:30 a.m.~~

~~A written excuse, signed by parent/legal guardian, should be presented by the student on the day when returning to school following such absence. The Board directs the Superintendent to develop rules and regulations dealing with truancy and excessive illegal absences.~~

C. Reporting Absences

1. Attendance is a student-parent/guardian responsibility. The progress of a student depends upon the punctuality and regularity of attendance. It is the responsibility of the parent/guardian to notify the school Attendance Clerk between 8:00 - 9:00 a.m. when a child will not be in

school/class. The school will contact the parent/guardian through ParentSquare messaging if a student is absent and we have not heard from the parent/guardian. It is important to understand that the primary purpose for messaging is to confirm that the parent/guardian has been notified that their child is not in school. The ParentSquare message alone does not mean the student will receive an excused absence. In order for the absence to be considered excused, it needs to meet one of the criteria listed under the heading “Examples of Excused Absence.”

2. A student who is not in school and whose parent/guardian expects them to be in school is considered truant.

3. A student under the compulsory age of attendance who is absent from school with parent/guardian approval but is not absent for a legal/excused reason, is considered truant. Disciplinary responses and notification of the authorities will occur if a student is habitually absent for illegal reasons despite the approval of a parent/guardian.

4. If a student must leave school during the school day because of sudden illness or any other reason, the student must report first to the Health Office. The school nurse will determine the necessary steps. The school nurse is authorized to release a student through the verbal directive of a parent in an emergency situation.

D. Attendance Procedures

Students are expected to be in class no later than 8:00 a.m. Please note: Students should not be dropped off at school before 7:50 a.m. as doors are not unlocked until then. Students arriving early are not allowed to sit in the halls due to fire and safety regulations.

1. Students arriving at school after 8:00 a.m. will be marked tardy and must report to the Attendance Clerk. A student who arrives late must bring a written note signed by the parent/guardian upon arrival at school. The note must be submitted to the Attendance Office when the student signs in.

2. Excessive tardiness will result in disciplinary action. Regardless of tardies, students who are late are expected to bring a note of explanation. Failure to do so will result in their being referred to the principal.

a. 1st-2nd unexcused tardies - Note required for these and all subsequent tardies.

b. 3rd unexcused tardy – Lunch detention issued by administration.

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c. 4th – 6th unexcused tardies – One (1) lunch detention assigned for each tardy (i.e. one for the 4th tardy, one for the 5th tardy, and one for the 6th tardy) and parent/guardian will be notified.

d. 7th -10th unexcused tardies – After school detention for each tardy, parent/guardian will be notified

e. 11 or more unexcused tardies – In-school suspension assigned, parent/guardian contacted by administrator. One or more of the following may also occur:

i. Loss of driving privileges

ii. Loss of senior privileges

iii. Loss of unstructured time or extra-/co-curricular activities.

f. Failure to sign in immediately at the Attendance Office when arriving late to school may result in detention(s).

g. In the case of unique or extenuating circumstances or chronic tardiness, administrators may use their discretion in determining appropriate consequences for students being late to school.

E. Strategies to Achieve Objectives:

1. At the high school level, attendance will be taken and sent electronically to the main office during homeroom. Attendance will be taken at the start of each period and any discrepancy between the homeroom attendance and class attendance will be forwarded to the main office promptly.

2. A record of student absences and attendance for each class will be kept by individual teachers electronically in SchoolTool.

3. Students will be required to report to class for attendance before being allowed to sign out to any other places in the building.

4. In grades 7-12 the teacher will send notices home to inform parents/guardians if any student exceeds 10% lack of attendance in any course. Copies of all notices will go to the principal and be kept in the student's permanent record file.

F. Strategies/Incentives to encourage student attendance (MS/HS):

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1. Minimum Attendance for Course Credit (7-12)

a. According to the state policy, anything in excess of 10% absenteeism is considered chronic absenteeism. A student must be noted as present at 90% of a course's scheduled classes in order to earn credit for the course.

b. Excused absences do not count against students in meeting attendance requirements.

i. Excused absences require the student to make up work or class information and assignments.

ii. Excused absences include but are not limited to band/music lessons and approved co-curricular activities (i.e. sports, mock trial, NYSSMA, drama productions). Whether an absence is considered excused or unexcused will be determined by the building principal.

c. For purposes of being marked present, a student must be in a class for at least 50% of the class period.

i. Students of compulsory attendance age suspended from school instruction may not be marked absent unless they fail to attend scheduled alternative education that day.

ii. Students over the compulsory attendance age suspended from school instruction will be marked absent unless they have been assigned alternative education. If alternative education has been assigned, only failure to attend scheduled alternative education shall count as an absence.

2. Class Attendance Procedures

a. Any student who is tardy to class must obtain a pass from the previous teacher stating either the reason for tardiness, or that the student was excused from class on time.

b. Any student who has cut a class will receive no credit for any class work from that class (test, quiz, homework assignments due, written reports, term paper, oral presentation, speech, projects, etc.). Students may be subjected to progressive disciplinary consequences.

c. Any student who is in violation of the district's 90% minimum attendance policy may not receive credit for the course.

In order to prevent a loss of credit for failing to attend, the district will take the following preventative steps:

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1. When a student is approaching the limit of absences, the district shall notify the parents/guardians according to the following chart:

Course Length	Maximum Quarterly Absences	Parent Contacted by Teacher	Warning Letter Guidance/CST Referral	Total Loss of Course Credit
40 weeks	18	9	12	Absences exceeding 10% of total class time.
30 weeks	13	6	9	
20 weeks	9	4	6	
10 weeks	4	2	3	

2. When a student is in jeopardy of losing credit for excessive absences and prior contact has been made by the teacher, the Building Principal or their designee shall be responsible for reviewing attendance records, determining eligibility for make-up work for excused absences, and arranging student make-up opportunities with teachers, including deadlines for submission of work.

3. Notice of Absences: Where a pupil has not been marked as present for the first period of scheduled instruction and the school has not been previously notified of an absence, the district shall attempt to contact the pupil's parents/guardians to obtain the nature of the absence. A follow-up notification will be sent via ParentSquare.

4. Disciplinary Procedures: The student may also be subject to disciplinary procedures for unexcused absences, tardiness, or early departures, up to and including verbal and written warnings, detentions, in-school suspensions, and loss of extra-curricular privileges, as described in the Code of Conduct.

5. Counseling: The District shall provide appropriate counseling to students with chronic attendance problems. The student may also be referred to CST for intervention.

G. BOCES Career and Technical Education

The high school offers complete career & technical programs at DCMO BOCES. All school rules and regulations also apply at BOCES. Students who exceed the number of absences allowed under Gilbertsville Mount Upton Central School attendance policy in either their regular school classes or in their BOCES program will jeopardize their ability to participate in the BOCES occupational program. Attendance will be monitored closely and evaluated every 10 weeks following the report card schedule.

~~D. In order to encourage student attendance, the following strategies and incentives shall apply:~~

~~1. Minimum Attendance for Course Credit~~

~~a. A student must be noted as present at 75% of a course's scheduled classes in order to earn credit for the course. Any excused absence, for which the student has completed assigned make up work, will not be counted as an absence for the purposes of determining whether the student has attended sufficient classes to receive course credit under this provision.~~

~~i. For purposes of minimum attendance requirements, a student shall not be counted as present for a class if the student misses more than 10 minutes of class, whether through tardiness or early departure.~~

~~ii. Students of compulsory attendance age suspended from school instruction may not be marked as absent unless they fail to attend scheduled alternative education on that day.~~

~~iii. Students over the compulsory attendance age suspended from school instruction will be marked absent unless they have been assigned alternative education. If alternative education has been assigned, only failure to attend scheduled alternative education shall count as an absence.~~

~~b. In order to prevent loss of credit for failure to attend, the district will take the following steps:~~

~~i. when a student has been marked as absent for 15% of a course's classes, the district shall notify the student and his parent(s) or persons in parental relation that the student is approaching the limit of absences for losing course credit for failure to attend class. The notice will include the school's attendance for credit policy, the actual number of classes the student may miss before forfeiting the right to earn credit, and the actual number of classes missed to date.~~

~~ii. a student and his parent(s) or persons in parental relation will be advised one month before the completion of the course if the student is in jeopardy of losing credit for failure to attend. The notice will include the school's attendance for credit policy, the actual number of classes the student may miss before forfeiting the right to earn credit, and the actual number of classes missed to date.~~

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iii. ~~teachers will provide makeup work upon request so that students who are in jeopardy of forfeiting class credits due to excused absences have the opportunity to earn credit for the course.~~

iv. ~~where a student is in jeopardy of losing credit for excessive absences, the Building Principal shall be responsible for reviewing attendance records, determining eligibility for makeup work for excused absences, and arranging student makeup opportunities with teachers, including deadlines.~~

2. ~~Notice of Absences~~

~~The pupil's parent(s) or person in parental relation shall be notified of a pupil's unexcused absence, tardiness, or early departure according to the following:~~

a. ~~where a pupil has not been marked as present for the first period of scheduled instruction and the school has not been previously notified of the absence, the district shall attempt to contact the pupil's parent(s) or person in parental relation to learn the nature of the pupil's absence and notify the parent that the pupil has not arrived at school.~~

b. ~~for every 3 unexcused absences, tardies, early departures, or any combination thereof, the pupil's parent(s) or persons in parental relation shall receive a notice containing the dates, times, and the nature of the pupil's unexcused no-presence.~~

c. ~~In addition, the designated staff member will contact local Child Protective Services (CPS) if they suspect that a child is being educationally neglected. The designated staff member will provide CPS with the information necessary to initiate a report. If other staff members suspect education neglect, they must follow the procedures set forth in the District's child abuse policy and advise the [insert appropriate title: district attendance monitor].~~

3. ~~Disciplinary Procedures~~

~~The pupil may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure, including verbal and written warnings, detentions, in-school suspensions, and loss of extra-curricular privileges, as described in the Code of Conduct.~~

4. ~~Incentives~~

~~District teachers shall work with the Building Principal and Attendance Supervision Officer to create and implement classroom-based incentive programs for excellent attendance, including but not limited to extra credit and additional privileges.~~

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~~5. Intervention Strategy Development~~

~~The Building Principal shall meet each marking period with the Attendance Supervision Officer and other administrators and teachers as the Principal determines necessary to review student attendance records, address identified patterns of unexcused pupil absence, tardiness and early departure, and review current intervention methods. Where the Principal determines that existing intervention policies or practices are insufficient, the Principal shall notify the Board of Education prior to its annual review of the building's attendance records, of both insufficient practices and any proposed changes needing Board approval to implement.~~

~~6. Counseling~~

~~The District shall provide consistent counseling to students with chronic attendance problems.~~

~~E. Attendance Supervision Officer~~

~~The Board shall designate a person as the Attendance Supervision Officer. The Attendance Supervision Officer is responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness, and early departure consistent with the Comprehensive Attendance Policy.~~

First Reading: 7/6/93

Revised: 8/22/06

Revised and Adopted: