

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

GILBERTSVILLE-MT. UPTON CENTRAL SCHOOL DISTRICT

693 State Highway 51

Gilbertsville, New York 13776

Wednesday, September 15, 2021

Public Hearing and Regular Meeting, 6:30 pm, Cafeteria

AGENDA

CALL TO ORDER & PLEDGE OF ALLEGIANCE

COMMUNICATIONS / POSITIVE HIGHLIGHTS

INFORMATION FOR MEMBERS

-2021 Student Enrollment at GMU-Superintendent Annette Hammond

PUBLIC COMMENT

REPORTS

-Public Hearing: District-Wide Safety Plan

-Summer Journey-Teresa Titus, Coordinator

-Bus Purchases-Harold Ives, Head Bus Driver (**Enclosure 2**)

-School Nutrition Program-Susan Sebeck, Cafeteria Supervisor

BOARD DISCUSSION

-Diversity, Equity and Inclusion (BP 5620), Second Reading (**Enclosure 3**)

-Ramsey Solutions "Foundations in Personal Finance"-Heather Wilcox, Principal and Annette Hammond, Superintendent

EXECUTIVE SESSION

-Employment history of a particular persons

I. RECOMMENDED ACTIONS – ROUTINE MATTERS

APPROVE MINUTES

RESOLVED, to approve the minutes from the Regular Board of Education Meeting on 18 August 2021. (**Enclosure 4**)

APPROVE AGENDA

RESOLVED, to approve the 15 September 2021, consent agenda. (**Enclosure 1**)

II. RECOMMENDED ACTIONS – NEW BUSINESS

COMMITTEE ON SPECIAL EDUCATION/COMMITTEE ON PRESCHOOL SPECIAL EDUCATION CONSENT AGENDA (Enclosure 5**)**

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 15 September 2021, Committee on Special Education/Committee on Preschool Special Education Consent Agenda. The meeting date includes 24 August & 1 September 2021.

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

FINANCIAL CONSENT AGENDA

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 15 September 2021, Financial Consent Agenda.

PERSONNEL CONSENT AGENDA

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 15 September 2021, Personnel Consent Agenda.

NEW ITEMS CONSENT AGENDA

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 15 September 2021, New Item Consent Agenda.

EXECUTIVE SESSION

SECOND PUBLIC COMMENT

ADJOURNMENT

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

Memo To: Annette Hammond
Dorothy Iannello

From: Harold Ives

Re: Bus Purchases

Date: September 8, 2021

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

We would be replacing 2 Buses, which will be decided at time of delivery on the new buses. The useful life is nearing its end due to rusting issues and repair costs. The cost of paint and body work would not be cost effective to remain in the fleet. Some of the vehicles are 10 or 11 years old and were listed in prior replacement schedules.

The 66 passenger bus can be purchased off of State Contract Bid #PC67617, Group #40524-23000. The cost of the bus would be \$133,098.32. (2 Bus total \$266,196.64)

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

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

GMU Bus Replacement Schedule 2021-2022

<u>Bus#</u>	<u>Capacity</u>	<u>Mileage</u>	<u>Yr/Chassis</u>	<u>Body</u>	<u>Condition</u>	<u>Replacement Year</u>
56	66 C/43A	78434	2011 Frgt.	Thomas	Spare/Fair	2020-2021
57	66 C/43A	77021	2012 Frgt.	Thomas	Fair	2021-2022
58	66 C/43A	68539	2012 Frgt.	Thomas	Poor	2021-2022
59	66 C/43A	86143	2014 Frgt.	Thomas	Poor	2022-2023
61	8 A	105710	2014 Chev.	Traverse	Good	2023-2024
62	66 A/43A	69659	2014 Frgt.	Thomas	Poor \$	2023-2024
64	12/2WC	49228	2015 Chev.	Trans Tec	Good	2024-2025
65	66 C/43A	38124	2016 Frgt.	Thomas	Good	2024-2025
66	66 C/43A	32425	2017 Frgt.	Thomas	Excellent	2025-2026
67	66 C/43A	35710	2017 Frgt.	Thomas	Excellent	2024-2026
68	28 C/18A	47202	2018 Chev.	Thomas	Excellent	2026-2027
69	28 C/18A	52891	2018 Chev.	Thomas	Excellent	2026-2027
70	8 A	32751	2017 Chev.	Traverse	Excellent	2026-2027
71	28c/18 A	29867	2017 Chev	Transtec	Excellent	2027-2028
72	66 C43A	27458	2019 Frgt.	Thomas	Excellent	2027-2028
73	66C/43A	16254	2020 Frgt	Thomas	New	2028-2029-
74	66C/43A	31296	2020 Frgt	Thomas	New	2028-2029
75	66C/43A	5968	2020 Frgt.	Thomas	New	2029-2030
76	7 A	7938	2020 Toyota	Van	New	2029-2030

DIVERSITY, EQUITY, AND INCLUSION

The Board understands and embraces the idea that all students benefit from diversity, equity, and inclusion. While the District has been implementing processes and procedures to create a learning environment which embraces diversity, equity and inclusion, the Board is directing the Superintendent or designee to:

1. Establish a District-wide Diversity, Equity and Inclusion Committee which will include representatives of all District stakeholders, including students. The Committee will be charged with monitoring the District's diversity, equity and inclusion efforts and implementing new programs, processes or procedures as needed. The Superintendent shall establish the committee as soon as practicable;
2. Monitor the engagement of District families and community members to ensure engagement practices are based on mutual trust, confidence, and respect. Participation of all communities should be actively encouraged through conversations and reduction of language barriers;
3. Work to recruit and train a diverse workforce in all areas and at all levels within the District, so that District students are well prepared for an increasingly global society;
4. Create Employee programs and practices designated to enhance all students' self-identity, self-confidence and self-esteem by implementing non-discriminatory policies and practices, focusing on the wellbeing of the whole child and always considering and addressing the full range of student developmental pathways;
5. Seek to diversify schools and learning opportunities by finding creative steps to enhance the level of socioeconomic and racial diversity within the District's schools, examining the use of language which prevents some students from accessing and fully participating in District programs and implementing practices to reduce language which perpetuates negative stereotypes, and work to ensure programs and classes are accessible to all individuals equally;
6. Work with staff to expand inclusive and culturally responsive teaching and learning in all content areas, classroom grouping, professional development, student support systems, and all other opportunities for students. The following should be considered as part of this process:
 - a. Specifically acknowledging the role that racism and bigotry have played and continue to play in the American story;

POLICY

2021

5620
2 of 2

Non-Instructional/Business
Operations

- b.** Adoption of a Culturally Responsive-Sustaining Framework which embeds the ideals of diversity, equity and inclusion by creating student centered learning environments which affirm cultural identities;
- c.** Endeavoring to include the contributions of all groups in the telling of the American story;
- d.** Creating coherent opportunities for students to actively participate in experiences that prepare them for a lifetime of civic engagement and contributions to social justice.

First Reading: August 18, 2021

Second Reading & Adoption:

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Gilbertsville-Mount Upton Central School Board of Education

Regular Meeting

18 August 2021

Board Room D131

Members present at the start of the meeting were President, Jeremy Pain, Vice-President, Larry Smith, Jed Barnes, Sean Barrows and Whitney Talbot and two guests.

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

The meeting was called to order at 6:30 P.M. by President Pain.

ORDER

The board acknowledged Thank You cards from Kyle Meyers, Emily Hammond and Gavin Bonczkowski, 2021 graduates and recipients of the Board of Education Scholarship.

COMMUNICATIONS

The Principal and Superintendent provided the following Positive Highlights:

POSITIVE
HIGHLIGHTS

- New Assistant Principal, Kevin Walsh, started on August 16, 2021.
- Kevin introduced himself to the board and gave a brief introduction of himself.
- Very busy preparing for opening day of school.
- Veteran teachers met with mentees on August 18 for Professional Development.
- Bridging for PK and K was the first week of August. Family style breakfast on the first day and students spend Monday-Thursday in the building.
- Summer School students completed all their classes for credits.

The Oath of Office was administered to Vice President Larry Smith and re-elected member by the Board President.

OATHS OF OFFICE

The Board discussed the following:

- Community member Christopher Ostrander addressed the board about their interest in the vacant board seat.

BOARD
DISCUSSION

The board convened in executive session at 6:42 p.m. to discuss vacant board seat candidates, Collective Bargaining Agreement and employment history of a particular person with the Assistant Principal present on a motion by Smith, seconded by Barnes and passed unanimously.

EXECUTIVE
SESSION

The board reconvened in open session at 7:27 p.m. on a motion by Barrows, seconded by Barnes and passed unanimously.

Superintendent Annette Hammond informed the board of the reopening plan.

INFORMATION FOR
MEMBERS

8/18/21

District Clerk Jarrin Hayen informed the board of the following:

- Save the Date for The Chenango School Boards Association Fall Legislative Dinner on September 30, 2021 at 6:00 p.m. at the DCMO BOCES Alan D. Pole Campus in Norwich.
- District-Wide Safety Plan Public Hearing on September 15, 2021 at 6:30 p.m., for the purpose of receiving any comments with respect to the plan for GMU.
- Audit Committee meeting will be on September 15, 2021, at 5:30 p.m., before the Regular Board meeting at 6:30 p.m.

No topics raised from the floor.

PUBLIC COMMENT

Superintendent Annette Hammond updated the board on the 2021-2022 District Goals and LINKS plan.

REPORTS, District Goals & LINKS Plan

The board discussed the following:

BOARD DISCUSSION

- School Resource officer-The board agreed not to have an SRO right now but maybe down the road.
- Policy, First Reading: Diversity, Equity and Inclusion
- The Mission and Vision Statement of the district- The board was in consent with revising it.
- The District Instructional Calendar-The board was in consent with the proposed changes.
- Vacant Board Seat-Member Sean Barrows nominated Christopher Ostrander, the board was in consent with his approval.
- Pain-Yes
- Smith-Yes
- Barnes-Yes
- Barrows-Yes
- Talbot-Yes
- Vacant Board Seat –Member Sean Barrows nominated Sarah Green, the board was in consent with his approval.
- Pain-Yes
- Smith-Yes
- Barnes-Yes
- Barrows-Yes
- Talbot-Yes

Minutes from the 01 July 2021 reorganizational meeting were unanimously approved on a motion by Barnes, seconded by Barrows. For the motion five, opposed none. Motion carried.

MINUTES

The proposed 18 August 2021 Regular Consent Agenda was unanimously adopted as amended on a motion by Barrows, seconded by Talbot. For the motion five, opposed none. Motion carried.

AGENDA

Board Member Talbot made the motion, seconded by Board Member Barrows, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 18 August 2021, Financial Consent Agenda as amended. For the motion five, opposed none. Motion carried.

FINANCIAL
CONSENT AGENDA

8/18/21

Financial Reports

To accept the financial reports for June 2021.

Financial Reports

To accept the financial reports for July 2021.

Tax Warrant

To approve the proposed tax warrant for the 2021-2022 school year.

School Meals

To approve the School Meal and Snack Pricing for the 2021-2022 school year:

Breakfast Pre-K -12	\$1.55
Lunch Pre-K – 6	\$2.25
Lunch 7-12	\$2.40
Milk	\$0.55
Adult Breakfast	\$3.00
Adult Lunch	\$4.50
Snacks	\$0.75-\$1.50

Surplus

To approve the Chevy Equinox as surplus and to be sold retroactive to November 18, 2020.

Board Member Smith made the motion, seconded by Board Member Barrows, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 18 August 2021, Personnel Proposal Agenda. For the motion five, opposed none. Motion carried.

PERSONNEL
PROPOSAL AGENDA

Create Assistant Principal Position

To approve creating an Assistant Principal position.

Board Member Barrows made the motion, seconded by Board Member Barnes, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 18 August 2021, Personnel Consent Agenda as amended. For the motion five, opposed none. Motion carried.

PERSONNEL
CONSENT AGENDA

Resignation

To accept the resignation of Matthew Carlin as full-time Secondary Physical Education Teacher, effective July 7, 2021.

Rescind Mentor

To rescind the appointment of Greg Bonczkowski as mentor for Matthew Carlin for the 2021-2022 school year.

Per-Diem Employee

To approve Cindy Ketchum as a per-diem employee, on an as needed basis, at an hourly rate of \$15.25 from August 17, 2021 through June 30, 2022.

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Resignation

To accept the resignation of Dawn Wheeler as summer school aide, effective July 15, 2021.

Resignation

To accept the resignation of Theresa Bennett as Elementary Teacher, effective August 30, 2021 with regret and gratitude.

Rescind Mentor

To rescind the appointment of Theresa Bennett as mentor for Mackenzie Henry for the 2021-2022 school year.

Rescind Mentor

To rescind the appointment of Theresa Bennett as mentor for Courtney Baker for the 2021-2022 school year.

Director of Special Education

To appoint Annette Hammond as Director of Special Education for the 2021-2022 school year, effective July 1, 2021.

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 2021-2022 school year, effective July 1, 2021:

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

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- A representative of the Municipality of the preschool child's residence.
- **Chairperson**
To approve the following Chairperson for the 2021-2022 school year:
Heather Wilcox, Principal.
- **Alternate Chairperson**
To approve the following Alternate Chairperson for the 2021-2022 school year:
Theresa Yantz, School Psychologist at the rate of pay \$25.54/hour per meeting.

Rescind Musical Director

To rescind the appointment of Jennifer McDowall as Musical Director for the 2021-2022 school year.

Resignation

To accept the resignation of Tyler Lindsley as Recess Monitor, effective July 28, 2021.

Aide

To appoint Tyler Lindsley as a full-time Aide, effective September 1, 2021.

Annual Positions/Advisors

PAID ANNUAL POSITIONS

POSITION	NAME
Musical Director	Winnie Sortman
Assistant Director/Choreographer	Anne Monaco
Language Club	Calvin Locke
Safety Patrol Co-Advisor	Lisa Ruland & Shari Bennett
Alternate Chairperson	Terri Yantz

Elementary Teacher

To appoint Kimberly Hromada as a full-time Elementary Teacher effective 01 September 2021, beginning at a Step 22 of the current GMUTA contract. Upon the recommendation of the Superintendent, the following probationary appointment is hereby made:

Name of appointee: Kimberly Hromada

Tenure area: Elementary Teacher

Date of commencement of probationary service: 01 September 2021

Expiration date of appointment: 01 September 2024

Certification Status: Nursery, Kindergarten & Grades 1-6, Permanent

Summer Food Service Helper

To appoint Andrew Sebeck as a Summer Food Service helper, effective July 20, 2021.

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Long-Term Substitute

To appoint Abbey Beaver as a long-term substitute as a Physical Education and Health teacher with an effective date of September 1, 2021 through June 30, 2022.

Mentors

To appoint the following Mentors for the 2021-2022 school year:

Kaitlyn Woods for Abbey Beaver (PE/Health Teacher)

Becky Acla for Kimberly Hromada (Elementary Teacher)

Assistant Principal

To appoint Kevin Walsh as Assistant Principal, effective August 19, 2021.

Substitutes

To appoint the following **certified** substitutes for the 2021-2022 school year:

Denise Marshall.

To appoint the following **non-certified** and **retired RN** substitutes for the 2021-2022 school year:

Carol Angelone

Coaching Recommendations

To appoint the following coach for the 2021-2022 Fall sports season:

Boys' Varsity Soccer – Greg Bonczkowski

Girls' Modified Soccer - Ken Held

Girls' Modified Soccer Volunteer Assistant – Raquel Norton

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

Summer Helper

To appoint Isaiah Stockdale as a Summer Helper, effective July 20, 2021 through August 24, 2021 at the rate of pay \$12.50/hour.

Resignation

To accept the resignation of Kari Stockdale as an Aide, effective August 9, 2021.

Aide

To appoint Randi Conway as an Aide, effective September 1, 2021.

Aide

To appoint Brittany Scheriff as an Aide, effective September 1, 2021.

Aide

To appoint Jaime Fuller as an Aide, effective September 1, 2021.

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Aide

To appoint Meghan Kerr as an Aide, effective September 1, 2021.

Resignation

To accept the resignation of Amy Hoyt as an Aide, effective August 17, 2021.

Substitute Bus Driver

To appoint Bruce Giuda as a substitute Bus Driver for the 2021-2022 school year.

Resignation

To accept the resignation of Jill O'Hara, Elementary Teacher, effective August 17, 2021.

Board Member Talbot made the motion, seconded by Board Member Barrows, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 18 August 2021 New Items Consent Agenda as amended. For the motion five, opposed none. Motion carried.

NEW ITEMS
CONSENT AGENDA

Memorandum of Agreement

To approve the Memorandum of Agreement to provide facilitation services for the Gilbertsville-Mount Upton Central School District and the Unadilla Valley Central School District shared services initiative.

TCCC Articulation Agreement

To approve the Articulation and Service Agreement with Tompkins Cortland Community College for the 2021-2022 school year.

Traversa Software Agreement Amendment

To approve the amendment to the Tyler Technologies, Inc. agreement for Traversa Bus Routing Software (originally approved April 19, 2021).

Sports Merger

To approve the following sports merger for the 2021-2022 school year: Varsity and Modified Boys' Soccer-GMU & Unadilla Valley.

Sports Merger

To approve the following sports merger for the 2021-2022 school year: Varsity and Modified Cross Country-GMU & Unadilla Valley.

Sports Merger

To approve the following sports merger for the 2021-2022 school year: Varsity and Modified Golf-GMU & Unadilla Valley

Calendar

To approve the amended 2021-2022 District Instructional Calendar.

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District Goals

To approve the 2021-2022 District Goals.

Links Plan

To approve the 2021-2022 LINKS Plan.

No topics raised from the floor.

PUBLIC COMMENT

The meeting adjourned at 8:20 p.m. on a motion by Barrows, seconded by Barnes, and passed unanimously.

ADJOURNMENT



GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL

693 State Highway 51 • Gilbertsville, New York 13776-1104

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

Heather Wilcox, Principal / Director of Special Education

TO: Board of Education

FROM: Heather Wilcox
Principal/CSE Chair Person

RE: Recommendations Regarding Students with Disabilities

DATE: September 8, 2021

The following were reviewed by the CSE/CPSE Committee(s) at its meeting of August 24th & September 1st, 2021. The CSE/CPSE Committee's recommendations regarding each student are set forth here. The tests, reports or other information upon which the recommendations are based, and a summary of the discussions, deliberations, and rationale for the recommendations are available upon request.

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

Gilbertsville-Mt. Upton Board of Education
Regular Meeting
Wednesday, September 15, 2021

Financial Consent Agenda

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

Financial Reports (encl F1)

To accept the financial reports for August 2021.

External Audit (encl F2)

To approve the external audit, year ending June 30, 2021.

Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2021 To 8/31/2021



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1010.400</u>	BOE - CONTRACTUAL	8,600.00	0.00	8,600.00	0.00	0.00	8,600.00
<u>A 1010.450</u>	BOE - SUPPLIES	250.00	0.00	250.00	56.79	33.61	159.60
<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	1,000.00	1,500.00
<u>A 1240.150</u>	SUPERINTENDENT-SALARY	141,419.00	0.00	141,419.00	24,190.40	0.00	117,228.60
<u>A 1240.160</u>	SUPERINTENDENT SECRETARY	41,500.00	0.00	41,500.00	7,165.49	0.00	34,334.51
<u>A 1240.400</u>	DO - CONTRACTUAL	5,000.00	0.00	5,000.00	830.33	444.00	3,725.67
<u>A 1240.450</u>	DO - SUPPLIES	1,000.00	0.00	1,000.00	382.46	95.69	521.85
<u>A 1310.160</u>	BO - NON INSTRUCTIONAL	93,780.00	0.00	93,780.00	20,404.99	0.00	73,375.01
<u>A 1310.400</u>	BO - CONTRACTUAL	5,000.00	0.00	5,000.00	4.00	0.00	4,996.00
<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	82,215.00	0.00	82,215.00	0.00	0.00	82,215.00
<u>A 1320.400</u>	AUDITOR SERVICES	17,500.00	0.00	17,500.00	8,500.00	8,500.00	500.00
<u>A 1325.160</u>	INTERNAL CLAIMS AUD	1,000.00	0.00	1,000.00	62.00	0.00	938.00
<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	116.51	363.49
<u>A 1330.160</u>	TAX COLLECTOR-SALARY	3,000.00	0.00	3,000.00	519.21	0.00	2,480.79
<u>A 1330.400</u>	TAX COLLECTOR-NOTICES	3,200.00	0.00	3,200.00	0.00	0.00	3,200.00
<u>A 1345.490</u>	BOCES - COOP BID	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
<u>A 1420.400</u>	LEGAL SERVICES	15,000.00	0.00	15,000.00	807.10	14,192.90	0.00
<u>A 1430.400</u>	ADVERTISING-PERSONNEL	2,500.00	0.00	2,500.00	0.00	2,500.00	0.00
<u>A 1430.400-01</u>	PERSONNEL-FINGER PRINTING	520.00	0.00	520.00	67.32	0.00	452.68
<u>A 1430.490</u>	BOCES-REC/WC/EPA	34,280.00	0.00	34,280.00	0.00	0.00	34,280.00
<u>A 1460.400</u>	RECORDS MANAGEMENT	546.00	0.00	546.00	0.00	0.00	546.00
<u>A 1460.490</u>	BOCES-RECORD MANAGEMENT	11,350.00	0.00	11,350.00	0.00	0.00	11,350.00
<u>A 1480.490</u>	BOCES - SAFETY	70,345.00	0.00	70,345.00	0.00	0.00	70,345.00
<u>A 1620.160</u>	BLDG MAINT MECHANIC-SALARY	73,560.00	0.00	73,560.00	12,646.72	0.00	60,913.28
<u>A 1620.200</u>	MAINT-EQUIPMENT	10,000.00	0.00	10,000.00	0.00	500.00	9,500.00
<u>A 1620.400</u>	MAINT-CONTRACTUAL	24,500.00	0.00	24,500.00	3,585.00	7,327.00	13,588.00
<u>A 1620.400-05</u>	MAINT-RUGS/MOPS	2,200.00	0.00	2,200.00	218.82	1,281.18	700.00
<u>A 1620.421</u>	MAINT-FUEL OIL	73,705.00	0.00	73,705.00	0.00	70,000.00	3,705.00
<u>A 1620.422</u>	MAINT-PROPANE	200.00	0.00	200.00	0.00	0.00	200.00

Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2021 To 8/31/2021



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1620.425</u>	MAINT-ELECTRIC	75,000.00	0.00	75,000.00	2,346.82	72,653.18	0.00
<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	7,885.00	1,500.00	9,385.00	1,821.55	7,563.45	0.00
<u>A 1620.450</u>	MAINT-SUPPLIES	26,000.00	1,000.00	27,000.00	429.01	8,434.77	18,136.22
<u>A 1620.450-01</u>	MAINT-SUPPLIES/STAFF/ADVISOR PURCHASES	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 1620.450-CO-VID</u>	Supplies - COVID-19	19,500.00	-1,500.00	18,000.00	0.00	0.00	18,000.00
<u>A 1620.470</u>	MAINT-COPIER	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 1620.471</u>	MAINT-SEPTIC	3,000.00	0.00	3,000.00	1,760.00	1,240.00	0.00
<u>A 1620.471-01</u>	MAINT-EXTERMINATOR	1,500.00	0.00	1,500.00	110.00	390.00	1,000.00
<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	0.00	2,350.00	2,600.00
<u>A 1620.474-01</u>	MAINT-HAZARD WASTE DISP	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 1620.475</u>	MAINT-PORT A FACILITIES	1,800.00	0.00	1,800.00	0.00	1,800.00	0.00
<u>A 1621.160</u>	MAINT-SALARIES	147,250.00	0.00	147,250.00	20,163.71	0.00	127,086.29
<u>A 1621.160-21</u>	MAINT-SUMMER HELP	15,000.00	0.00	15,000.00	9,193.76	0.00	5,806.24
<u>A 1621.160-22</u>	MAINT-OVERTIME	5,000.00	0.00	5,000.00	89.94	0.00	4,910.06
<u>A 1621.160-LO-NG</u>	NON-INSTRUCTIONAL-LONGEVITY	1,600.00	0.00	1,600.00	0.00	0.00	1,600.00
<u>A 1621.400-01</u>	MAINT-HVAC	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 1621.400-02</u>	MAINT-TEL.REPAIRS	2,600.00	0.00	2,600.00	0.00	0.00	2,600.00
<u>A 1621.400-03</u>	MAINT-BOILER/MAINTENANCE	4,000.00	0.00	4,000.00	0.00	1,900.00	2,100.00
<u>A 1621.400-04</u>	MAINT-WATER SYSTEM	3,000.00	0.00	3,000.00	184.96	815.04	2,000.00
<u>A 1621.400-06</u>	MAINT-HARDWARE REPAIRS	1,150.00	0.00	1,150.00	0.00	0.00	1,150.00
<u>A 1621.400-07</u>	MAINT-MECH./ELECTRICAL REPAIR	10,000.00	0.00	10,000.00	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	3,571.50	2,928.50
<u>A 1621.400-09</u>	MAINT-ROOF MAINT.	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 1621.400-10</u>	MAINT-CLOCK MAINT.& REPAIR	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 1621.423</u>	MAINT-BUILDING COND SURVEY-PROJECT INCIDENTALS	12,500.00	0.00	12,500.00	0.00	0.00	12,500.00
<u>A 1621.429</u>	MAINT-TURF MAINT.	4,350.00	0.00	4,350.00	430.50	2,069.50	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	14,282.00	17,782.00	0.00	16,032.00	1,750.00

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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	2,710.03	2,318.11	19,126.86
<u>A 1670.490</u>	BOCES-PRINTING/Q-COPY	50,145.00	0.00	50,145.00	0.00	0.00	50,145.00
<u>A 1680.490</u>	BOCES-Central Data Processing	60,895.00	0.00	60,895.00	0.00	0.00	60,895.00
<u>A 1910.400</u>	INSURANCE-DISTRICT LIABILITY	50,745.00	0.00	50,745.00	41,880.00	0.00	8,865.00
<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	215,034.00	0.00	215,034.00	0.00	0.00	215,034.00
<u>A 2010.150</u>	CURRICULUM DEVELOPMENT- STIPENDS	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 2020.150-01</u>	PRINCIPAL-SALARY PRE-K-12	90,000.00	0.00	90,000.00	14,297.17	0.00	75,702.83
<u>A 2020.160</u>	SECRETARIES-HS/ELEM-SALARY	28,325.00	0.00	28,325.00	4,517.33	0.00	23,807.67
<u>A 2020.160-01</u>	SUB CALLING	1,591.00	0.00	1,591.00	0.00	0.00	1,591.00
<u>A 2020.160-LO-NG</u>	NON-INSTRUCTIONAL-LONGEVITY	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 2020.400</u>	MAIN OFFICE CONTRACTUAL	2,000.00	0.00	2,000.00	295.00	0.00	1,705.00
<u>A 2020.450</u>	MAIN OFFICE SUPPLIES	1,500.00	0.00	1,500.00	275.88	78.60	1,145.52
<u>A 2020.450-00-1</u>	MAIN OFFICE BRIDGING SUPPLIES	500.00	0.00	500.00	264.17	177.29	58.54
<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	9,716.00	0.00	9,716.00	259.31	0.00	9,456.69
<u>A 2060.490</u>	BOCES-Research,Planning & Evaluation	950.00	0.00	950.00	0.00	0.00	950.00
<u>A 2070.490</u>	BOCES-IN SERVICE TRAINING	14,000.00	0.00	14,000.00	0.00	0.00	14,000.00
<u>A 2110.120</u>	SALARIES/K-6	738,500.00	0.00	738,500.00	840.00	0.00	737,660.00
<u>A 2110.120-01</u>	SALARIES-BRIDGING	2,000.00	0.00	2,000.00	510.75	0.00	1,489.25
<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	700,516.00	0.00	700,516.00	5,200.00	0.00	695,316.00
<u>A 2110.130-12</u>	SALARIES-TUTORING	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 2110.130-CS</u>	SALARIES-STEAM SALARY	44,828.00	0.00	44,828.00	0.00	0.00	44,828.00
<u>A 2110.140</u>	SALARIES-SUB TEACHERS	39,250.00	0.00	39,250.00	362.50	0.00	38,887.50
<u>A 2110.160</u>	SALARIES-AIDES	145,974.00	0.00	145,974.00	1,546.88	0.00	144,427.12
<u>A 2110.160-01</u>	SALARIES-SUB CLERICAL	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
<u>A 2110.160-CS</u>	Non-Instructional-Community School Aid	15,950.00	0.00	15,950.00	0.00	0.00	15,950.00
<u>A 2110.160-LO-NG</u>	NON-INSTRUCTIONAL-LONGEVITY	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 2110.200</u>	EQUIPMENT-PREK-12 BUILDING	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
<u>A 2110.200-06-S</u>	STEM Equipment	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 2110.200-10</u>	EQUIPMENT-HS PE	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 2110.220-08</u>	EQUIPMENT-MUSIC	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2110.400-10</u>	CONTRACTUAL - ELEM MUSIC	6,850.00	859.00	7,709.00	1,758.08	1,270.00	4,680.92
<u>A 2110.400-11</u>	CONTRACTUAL - PREK-12 BLDG.	16,307.00	0.00	16,307.00	2,438.46	6,035.42	7,833.12
<u>A 2110.401-06-S</u>	STEM - CONTRACTUAL	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 2110.401-07</u>	CONTRACTUAL - HOME & CAREERS	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2110.401-08</u>	CONTRACTUAL - HS MUSIC/BAND	7,520.00	0.00	7,520.00	0.00	2,475.00	5,045.00
<u>A 2110.401-09</u>	CONTRACTUAL - HS TECHNOLOGY	500.00	0.00	500.00	0.00	250.00	250.00
<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	300.00	0.00	300.00	47.56	52.83	199.61
<u>A 2110.450-01</u>	SUPPLIES-1ST GRADE	300.00	0.00	300.00	0.00	356.84	-56.84
<u>A 2110.450-02</u>	SUPPLIES-2ND GRADE	350.00	0.00	350.00	0.00	99.13	250.87
<u>A 2110.450-03</u>	SUPPLIES-3RD GRADE	150.00	0.00	150.00	31.94	267.10	-149.04
<u>A 2110.450-04</u>	SUPPLIES-4TH GRADE	150.00	0.00	150.00	0.00	0.00	150.00
<u>A 2110.450-05</u>	SUPPLIES-5TH GRADE	150.00	0.00	150.00	0.00	103.96	46.04
<u>A 2110.450-06</u>	SUPPLIES-6TH GRADE	100.00	4.24	104.24	24.95	79.29	0.00
<u>A 2110.450-08</u>	SUPPLIES-ELEM ART	1,500.00	0.00	1,500.00	126.30	919.76	453.94
<u>A 2110.450-09</u>	SUPPLIES-ELEM PE	650.00	0.00	650.00	0.00	0.00	650.00
<u>A 2110.450-1</u>	SUPPLIES-PREK-12 BLD	6,004.00	-65.13	5,938.87	2,810.40	416.68	2,711.79
<u>A 2110.450-10</u>	SUPPLIES-ELEM MUSIC	1,560.00	0.00	1,560.00	120.00	297.93	1,142.07
<u>A 2110.450-14</u>	SUPPLIES-ELEM COMPUTER LAB	100.00	0.00	100.00	0.00	0.00	100.00
<u>A 2110.450-19</u>	SUPPLIES-ELEM AGENDAS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 2110.450-20</u>	SUPPLIES-PRE-K	550.00	0.00	550.00	517.90	478.63	-446.53
<u>A 2110.450-21</u>	READING	200.00	0.00	200.00	0.00	38.46	161.54
<u>A 2110.451</u>	SUPPLIES- HS ENGLISH	300.00	0.00	300.00	0.00	0.00	300.00
<u>A 2110.451-01</u>	SUPPLIES- HS MATH	350.00	0.00	350.00	139.50	271.48	-60.98
<u>A 2110.451-02</u>	SUPPLIES- HS SOCIAL STUDIES	100.00	0.00	100.00	0.00	81.94	18.06
<u>A 2110.451-03</u>	SUPPLIES- HS SCIENCE	2,500.00	0.00	2,500.00	38.17	265.83	2,196.00
<u>A 2110.451-04</u>	SUPPLIES - HS ART	650.00	0.00	650.00	0.00	0.00	650.00
<u>A 2110.451-05</u>	SUPPLIES - H.S. TECHNOLOGY	2,850.00	0.00	2,850.00	0.00	2,656.80	193.20
<u>A 2110.451-06</u>	SUPPLIES - H.S. BUSINESS	100.00	0.00	100.00	0.00	0.00	100.00
<u>A 2110.451-06-S</u>	STEM SUPPLIES	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 2110.451-08</u>	SUPPLIES - HS MUSIC	1,500.00	0.00	1,500.00	271.65	594.98	633.37
<u>A 2110.451-09</u>	SUPPLIES- HS LANGUAGE	100.00	55.88	155.88	0.00	155.88	0.00
<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

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2110.451-16</u>	SUPPLIES-H.S. HEALTH	100.00	0.00	100.00	0.00	0.00	100.00
<u>A 2110.471</u>	Tuition - Paid to Other Districts	16,000.00	0.00	16,000.00	0.00	0.00	16,000.00
<u>A 2110.480-1</u>	TEXTBOOKS-DISTRICT WIDE	19,500.00	3,636.82	23,136.82	4,702.08	10,773.82	7,660.92
<u>A 2110.480-1.-CS</u>	TEXTBOOKS FONTAS & PINNELL	0.00	5,470.29	5,470.29	5,330.85	165.00	-25.56
<u>A 2110.490</u>	BOCES/REGULAR SCHOOL	165,912.00	0.00	165,912.00	0.00	0.00	165,912.00
<u>A 2250.150</u>	SPEC ED-SALARIES	404,685.00	0.00	404,685.00	0.00	0.00	404,685.00
<u>A 2250.160</u>	SPEC ED-SALARIES	159,935.00	0.00	159,935.00	181.25	0.00	159,753.75
<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	340,000.00	0.00	340,000.00	0.00	0.00	340,000.00
<u>A 2250.450-05</u>	SPEC ED-CSE SUPPLIES	2,060.00	445.55	2,505.55	451.97	371.09	1,682.49
<u>A 2250.490</u>	BOCES-SPECIAL EDUCATION	567,489.00	0.00	567,489.00	0.00	0.00	567,489.00
<u>A 2280.490</u>	BOCES-OC ED	216,761.00	0.00	216,761.00	0.00	0.00	216,761.00
<u>A 2330.490</u>	BOCES - SUMMER SCHOOL	14,925.00	0.00	14,925.00	0.00	0.00	14,925.00
<u>A 2610.150</u>	LIBRARIAN-SALARY	62,685.00	0.00	62,685.00	0.00	0.00	62,685.00
<u>A 2610.160</u>	LIBRARY AIDES-SALARIES	15,600.00	0.00	15,600.00	0.00	0.00	15,600.00
<u>A 2610.450</u>	LIBRARY-SUPPLIES	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2610.460</u>	LIBRARY-BOOKS/PERIODICALS	7,882.00	0.00	7,882.00	775.37	6,547.38	559.25
<u>A 2610.490</u>	BOCES-MEDIA SERVICES	40,500.00	0.00	40,500.00	0.00	0.00	40,500.00
<u>A 2630.150-01</u>	COMPUTER-HS/STIPEND	66,390.00	0.00	66,390.00	11,546.15	0.00	54,843.85
<u>A 2630.220</u>	COMPUTER HARDWARE K-12	9,000.00	15,519.88	24,519.88	5,307.00	21,361.28	-2,148.40
<u>A 2630.400</u>	COMPUTER-CONTRACTUAL	3,000.00	0.00	3,000.00	2,570.00	0.00	430.00
<u>A 2630.450</u>	COMPUTER-SUPPLIES	1,250.00	0.00	1,250.00	490.00	961.24	-201.24
<u>A 2630.460</u>	COMPUTER-SOFTWARE K-12	13,910.00	385.00	14,295.00	2,875.00	0.00	11,420.00
<u>A 2630.490</u>	BOCES - COMPUTER SERVICES	60,000.00	0.00	60,000.00	0.00	0.00	60,000.00
<u>A 2810.150</u>	GUIDANCE-SALARY	41,468.00	0.00	41,468.00	0.00	0.00	41,468.00
<u>A 2810.150-CS</u>	GUIDANCE SALARY CS	40,930.00	0.00	40,930.00	0.00	0.00	40,930.00
<u>A 2810.400-01</u>	GUIDANCE CONTRACTUAL/HS	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 2810.400-02</u>	GUIDANCE-CONTRACTUAL/ES	350.00	0.00	350.00	0.00	0.00	350.00
<u>A 2810.450</u>	GUIDANCE-SUPPLIES/ES	450.00	0.00	450.00	92.02	316.14	41.84
<u>A 2810.450-01</u>	GUIDANCE-SUPPLIES/HS	350.00	0.00	350.00	0.00	0.00	350.00
<u>A 2815.160</u>	HEALTH OFFICE-SALARIES	50,000.00	-665.00	49,335.00	0.00	0.00	49,335.00
<u>A 2815.400</u>	HEALTH OFFICE-CONTRACTUAL	8,500.00	0.00	8,500.00	0.00	800.00	7,700.00
<u>A 2815.450</u>	HEALTH OFFICE-SUPPLIES	2,550.00	0.00	2,550.00	45.48	87.98	2,416.54

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2816.450</u>	SCREENING-K	215.00	0.00	215.00	0.00	0.00	215.00
<u>A 2820.490</u>	BOCES - PSYCHOLOGIST	30,000.00	0.00	30,000.00	0.00	0.00	30,000.00
<u>A 2850.150</u>	MARCHING BAND	2,737.00	0.00	2,737.00	0.00	0.00	2,737.00
<u>A 2850.150-01</u>	EXTRA CHORAL	1,198.00	0.00	1,198.00	0.00	0.00	1,198.00
<u>A 2850.150-02</u>	COLOR GUARD	1,131.00	0.00	1,131.00	0.00	0.00	1,131.00
<u>A 2850.150-03</u>	HS STUDENT COUCIL	1,331.00	0.00	1,331.00	0.00	0.00	1,331.00
<u>A 2850.150-03-1</u>	ES STUDENT COUNCIL	641.00	0.00	641.00	0.00	0.00	641.00
<u>A 2850.150-04</u>	YEARBOOK	1,464.00	0.00	1,464.00	0.00	0.00	1,464.00
<u>A 2850.150-05</u>	DRAMA DIRECTOR	1,131.00	0.00	1,131.00	0.00	0.00	1,131.00
<u>A 2850.150-05-1</u>	ASST. DIRECTOR/COREOGRAPHER	657.00	0.00	657.00	0.00	0.00	657.00
<u>A 2850.150-05-2</u>	PIT AND DIRECTOR	657.00	0.00	657.00	0.00	0.00	657.00
<u>A 2850.150-06</u>	MUSICAL DIRECTOR	3,652.00	0.00	3,652.00	0.00	0.00	3,652.00
<u>A 2850.150-08</u>	SAFETY PATROL	531.00	0.00	531.00	0.00	0.00	531.00
<u>A 2850.150-09</u>	CHEERLEADING-V/JV	1,464.00	0.00	1,464.00	0.00	0.00	1,464.00
<u>A 2850.150-10</u>	HONOR SOCIETY	822.00	0.00	822.00	0.00	0.00	822.00
<u>A 2850.150-12</u>	SADD	547.00	0.00	547.00	0.00	0.00	547.00
<u>A 2850.150-13</u>	7TH GRADE	334.00	0.00	334.00	0.00	0.00	334.00
<u>A 2850.150-14</u>	8TH GRADE	399.00	0.00	399.00	0.00	0.00	399.00
<u>A 2850.150-15</u>	9TH GRADE	465.00	0.00	465.00	0.00	0.00	465.00
<u>A 2850.150-16</u>	10TH GRADE	1,600.00	0.00	1,600.00	0.00	0.00	1,600.00
<u>A 2850.150-17</u>	11TH GRADE	1,861.00	0.00	1,861.00	0.00	0.00	1,861.00
<u>A 2850.150-18</u>	12TH GRADE	2,125.00	0.00	2,125.00	0.00	0.00	2,125.00
<u>A 2850.150-19</u>	NATIONAL JHS	531.00	0.00	531.00	0.00	0.00	531.00
<u>A 2850.150-20</u>	MS STUDENT COUNCIL	710.00	0.00	710.00	0.00	0.00	710.00
<u>A 2850.150-21</u>	JAZZ BAND	1,376.00	0.00	1,376.00	0.00	0.00	1,376.00
<u>A 2850.150-23</u>	SPANISH CLUB	515.00	0.00	515.00	0.00	0.00	515.00
<u>A 2850.150-24</u>	MOCK TRIAL	822.00	0.00	822.00	0.00	0.00	822.00
<u>A 2850.150-26</u>	SKI CLUB	484.00	0.00	484.00	0.00	0.00	484.00
<u>A 2850.160-00</u>	STUDENT ACCT TREAS STIPEND	1,250.00	0.00	1,250.00	216.27	0.00	1,033.73
<u>A 2855.150</u>	SOCCER/VARSITY-1/2 EACH	7,588.00	0.00	7,588.00	0.00	0.00	7,588.00
<u>A 2855.150-02</u>	SOCCER/MODIFIED-1/2 EACH	3,644.00	0.00	3,644.00	0.00	0.00	3,644.00
<u>A 2855.150-03</u>	BASKETBALL/VARSITY-1/2 EACH	9,474.00	0.00	9,474.00	0.00	0.00	9,474.00
<u>A 2855.150-04</u>	BASKETBALL/JV-1/2 EACH	7,226.00	0.00	7,226.00	0.00	0.00	7,226.00

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2855.150-05</u>	BASKETBALL/MODIFIED-1/2 EACH	5,164.00	0.00	5,164.00	0.00	0.00	5,164.00
<u>A 2855.150-07</u>	BASEBALL/SOFTBALL-VSTY-1/2 EACH	7,162.00	0.00	7,162.00	0.00	0.00	7,162.00
<u>A 2855.150-08</u>	BASEBALL/SOFTBALL-MOD 1/2 EACH	3,644.00	0.00	3,644.00	0.00	0.00	3,644.00
<u>A 2855.150-10</u>	ATHLETIC DIRECTOR	5,020.00	0.00	5,020.00	0.00	0.00	5,020.00
<u>A 2855.150-11</u>	CHAPERONES	3,500.00	0.00	3,500.00	0.00	0.00	3,500.00
<u>A 2855.150-15</u>	MOD TRACK/ASST VARSITY	1,822.00	0.00	1,822.00	0.00	0.00	1,822.00
<u>A 2855.150-16</u>	VARSITY TRACK	3,581.00	0.00	3,581.00	0.00	0.00	3,581.00
<u>A 2855.150-17</u>	TIMERS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 2855.150-18</u>	Cross Country	3,794.00	0.00	3,794.00	0.00	0.00	3,794.00
<u>A 2855.200</u>	ATHLETIC-EQUIPMENT	5,500.00	0.00	5,500.00	0.00	0.00	5,500.00
<u>A 2855.400</u>	OFFICIALS/CONTRACTUAL	20,250.00	0.00	20,250.00	810.00	15,000.00	4,440.00
<u>A 2855.450</u>	ATHLETIC-SUPPLIES	10,500.00	0.00	10,500.00	0.00	784.77	9,715.23
<u>A 2855.490</u>	BOCES-SPORTS COORD	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
<u>A 5510.160</u>	TRANS-SALARIES	255,150.00	0.00	255,150.00	17,749.13	0.00	237,400.87
<u>A 5510.160-01</u>	TRANS-OFFICE SALARIES	11,150.00	0.00	11,150.00	1,501.58	0.00	9,648.42
<u>A 5510.160-22</u>	TRANS-EXTRA RUNS	14,000.00	0.00	14,000.00	48.00	0.00	13,952.00
<u>A 5510.160-23</u>	TRANS-SUB RUNS	17,500.00	0.00	17,500.00	0.00	0.00	17,500.00
<u>A 5510.160-24</u>	TRANS-SUMMER RUNS	8,320.00	0.00	8,320.00	0.00	0.00	8,320.00
<u>A 5510.160-LO-NG</u>	NON-INSTRUCTIONAL-LONGEVITY	2,800.00	0.00	2,800.00	0.00	0.00	2,800.00
<u>A 5510.400</u>	TRANS-INSURANCE	13,500.00	0.00	13,500.00	12,798.00	0.00	702.00
<u>A 5510.400-01</u>	TRANS-CONF./WKSHOPS/DUES	1,500.00	0.00	1,500.00	318.86	0.00	1,181.14
<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	10.20	0.00	3,989.80
<u>A 5510.400-04</u>	TRANS-ROUTING SOFTWARE	2,500.00	7,800.00	10,300.00	0.00	7,800.00	2,500.00
<u>A 5510.400-05</u>	TRANS-FIRE EXTINGUISHERS	625.00	0.00	625.00	0.00	0.00	625.00
<u>A 5510.400-06</u>	TRANS-DRIVER PHYSICALS	1,250.00	0.00	1,250.00	0.00	0.00	1,250.00
<u>A 5510.400-07</u>	TRANS-COPIER CHARGES	1,366.00	0.00	1,366.00	0.00	0.00	1,366.00
<u>A 5510.400-08</u>	TRANS-PHONE (NOT REPAIRS)	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 5510.400-09</u>	TRANS-CONTRACTUAL	1,000.00	0.00	1,000.00	0.00	829.70	170.30
<u>A 5510.400-10</u>	TRANS-FINGERPRINTING/HEP.B SHOTS	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 5510.450</u>	TRANS-DIESEL	55,000.00	0.00	55,000.00	0.00	50,500.00	4,500.00
<u>A 5510.450-01</u>	TRANS-RIMS/TIRES	4,000.00	0.00	4,000.00	253.00	247.00	3,500.00
<u>A 5510.450-02</u>	TRANS-OIL & GREASE	2,400.00	0.00	2,400.00	0.00	500.00	1,900.00

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 5510.450-03</u>	TRANS-OFFICE SUPPLIES	500.00	1,631.00	2,131.00	0.00	1,757.44	373.56
<u>A 5510.450-04</u>	TRANS-CLEANING SUPPLIES	500.00	0.00	500.00	0.00	300.00	200.00
<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	25,000.00	0.00	25,000.00	1,430.40	23,569.60	0.00
<u>A 5510.450-08</u>	TRANS-PROPANE	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
<u>A 5510.490</u>	BOCES-TRAINING/TESTING/TOWERS	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
<u>A 5530.160</u>	MECHANIC/BUS DRIVER-SALARY	44,240.00	0.00	44,240.00	7,694.33	0.00	36,545.67
<u>A 5530.160-01</u>	CLEANER/BUS GARAGE-SALARY	37,300.00	0.00	37,300.00	6,317.01	0.00	30,982.99
<u>A 5530.200</u>	GARAGE-TRANS. EQP'T. SMALL TOOLS	2,000.00	0.00	2,000.00	569.05	0.00	1,430.95
<u>A 5530.200-01</u>	MAINT EQUIP	2,500.00	0.00	2,500.00	65.98	45.99	2,388.03
<u>A 5530.400</u>	GARAGE-ELECTRIC	30,000.00	0.00	30,000.00	2,346.82	27,653.18	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	0.00	10,000.00	0.00	0.00	10,000.00
<u>A 5530.400-03</u>	GARAGE-HARDWARE REPAIR	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 5530.400-04</u>	GARAGE-GARBAGE REMOVAL/MOSA	4,000.00	0.00	4,000.00	741.66	1,358.34	1,900.00
<u>A 5530.400-05</u>	GARAGE-SNOW REMOVAL/ICE MELT	15,000.00	0.00	15,000.00	0.00	15,000.00	0.00
<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	0.00	5,000.00
<u>A 5530.400-09</u>	GARAGE - HVAC	2,000.00	0.00	2,000.00	0.00	1,500.00	500.00
<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	500.00	1,000.00	0.00	1,000.00	0.00
<u>A 5530.400-12</u>	BUS WASH DISCHARGE	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 5530.400-13</u>	GARAGE - PHONE REPAIRS	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 5530.400-14</u>	GARAGE-LIFT INSPECTION	400.00	0.00	400.00	0.00	0.00	400.00
<u>A 5530.400-16</u>	GARAGE-GARAGE DOOR MAINT.	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00
<u>A 5530.450</u>	GARAGE-PARTS	23,124.00	0.00	23,124.00	1,133.63	9,861.37	12,129.00
<u>A 5530.450-01</u>	GARAGE-PARTS(EXTRA)	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
<u>A 5530.450-02</u>	GARAGE-MAINT SUPPLIES	11,000.00	0.00	11,000.00	481.56	7,000.08	3,518.36
<u>A 5530.450-03</u>	GARAGE-TRANS. SUPPLIES	400.00	0.00	400.00	0.00	0.00	400.00
<u>A 7140.400</u>	SUMMER RECREATION PROGRAM	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 9010.800</u>	EMPLOYEES RETIREMENT	179,770.00	0.00	179,770.00	0.00	0.00	179,770.00
<u>A 9020.800</u>	TEACHERS RETIREMENT	283,880.00	0.00	283,880.00	0.00	0.00	283,880.00

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 9030.800</u>	FICA/MEDICARE-EMPLOYER	280,000.00	0.00	280,000.00	15,603.85	0.00	264,396.15
<u>A 9040.800</u>	WORKERS COMPENSATION	31,700.00	2,086.00	33,786.00	33,786.00	0.00	0.00
<u>A 9050.800</u>	UNEMPLOYMENT BENEFITS	22,000.00	0.00	22,000.00	0.00	0.00	22,000.00
<u>A 9060.800</u>	HEALTH INSURANCE	1,679,850.00	-17,445.12	1,662,404.88	208,996.88	1,239,137.15	214,270.85
<u>A 9070.800</u>	DENTAL INSURANCE	41,429.00	0.00	41,429.00	9,850.42	787.36	30,791.22
<u>A 9731.600</u>	BONDS - SCHOOL CONSTRUCTION- PRINCIPAL	780,000.00	0.00	780,000.00	0.00	0.00	780,000.00
<u>A 9731.700</u>	BONDS-SCHOOL CONSTRUCTION- INTEREST	229,900.00	0.00	229,900.00	0.00	0.00	229,900.00
<u>A 9770.700</u>	REVENUE ANTICIPATION NOTE (RAN)- INTEREST	28,950.00	0.00	28,950.00	0.00	0.00	28,950.00
<u>A 9901..01</u>	INTERFUND TRANSFER TO SLF	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:		10,300,655.00	35,500.41	10,336,155.41	561,844.61	1,694,068.18	8,080,242.62
<u>C 2860.160</u>	SALARIES	110,500.00	0.00	110,500.00	13,511.21	0.00	96,988.79
<u>C 2860.160-LO-NG</u>	NON-INSTRUCTIONAL-LONGEVITY	400.00	0.00	400.00	0.00	0.00	400.00
<u>C 2860.200</u>	EQUIPMENT	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>C 2860.409</u>	CONTRACTUAL	4,000.00	0.00	4,000.00	481.50	2,750.00	768.50
<u>C 2860.410</u>	FOOD PURCHASES	80,500.00	0.00	80,500.00	6,251.85	74,698.15	-450.00
<u>C 2860.410-1</u>	SURPLUS FOOD	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00
<u>C 2860.450</u>	SUPPLIES	7,500.00	0.00	7,500.00	540.04	8,207.85	-1,247.89
<u>C 2860.490</u>	BOCES MAINT AGREEMENT	4,250.00	0.00	4,250.00	0.00	0.00	4,250.00
<u>C 9030.800</u>	SOCIAL SECURITY	7,000.00	0.00	7,000.00	1,033.62	0.00	5,966.38
<u>C 9060.800</u>	HEALTH & DENTAL INSURANCE	46,185.00	0.00	46,185.00	0.00	0.00	46,185.00
Fund CTotals:		280,335.00	0.00	280,335.00	21,818.22	85,656.00	172,860.78
<u>F 1422.150</u>	21-22 Title IIA - Instructional Salaries	14,648.00	0.00	14,648.00	0.00	0.00	14,648.00
<u>F 1622.150</u>	21-22 Title IV - Instructional Salaries	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
<u>F 2110.160-CR-RSA</u>	2020-2023 - Non-Instructional Salaries	110,000.00	0.00	110,000.00	0.00	0.00	110,000.00
<u>F 2110.200-CR-RSA</u>	2020-2023 - Equipment - CRRSA	312,439.00	0.00	312,439.00	0.00	29,495.00	282,944.00
<u>F 2110.450-AR-P-LL</u>	2020-24 - Supplies & Materials - ARP-LL	0.00	0.00	0.00	1,884.55	521.80	-2,406.35
<u>F 2110.450-CR-RSA</u>	2020-23 - Supplies & Materials - CRRSA	0.00	0.00	0.00	6,250.00	0.00	-6,250.00
<u>F 2110.450-ES-SER</u>	2020-24 - Supplies & Materials ESSER	0.00	0.00	0.00	3,059.70	500.00	-3,559.70

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>F 2110.800-ES-SER</u>	2020-2023 - Benefits - ESSER	278.00	0.00	278.00	0.00	0.00	278.00
<u>F 2111.150-ES-SER</u>	2020-24 - Instructional Salaries - ESSER	353,100.00	0.00	353,100.00	3,295.50	0.00	349,804.50
<u>F 2111.160-ES-SER</u>	2020-24 - Non-Instructional Salaries - ESSER	45,000.00	0.00	45,000.00	0.00	0.00	45,000.00
<u>F 2111.200-ES-SER</u>	2020-24 - Equipment - ESSER	265,752.00	0.00	265,752.00	0.00	12,985.82	252,766.18
<u>F 2111.400-ES-SER</u>	2020-24 - Purchased Services - ESSER	247,000.00	0.00	247,000.00	0.00	0.00	247,000.00
<u>F 2111.450-ES-SER</u>	2020-24 - Supplies & Materials ESSER	37,885.00	0.00	37,885.00	4,500.00	26,974.24	6,410.76
<u>F 2112.150-AP-RLL</u>	2020-24 - Instructional Salaries - LLoss	338,271.00	0.00	338,271.00	0.00	0.00	338,271.00
<u>F 2112.150-AP-RLLS</u>	2020-24 - Instructional Salaries - Summer	37,068.00	0.00	37,068.00	9,973.93	0.00	27,094.07
<u>F 2112.150-LL-AS</u>	2020-24 - Instructional Salaries-After School	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
<u>F 2112.160-AR-PLL</u>	2020-24 - Non-Instructional Salaries - LLoss	37,500.00	0.00	37,500.00	0.00	0.00	37,500.00
<u>F 2112.160-AR-PLLS</u>	2020-24 - Non-Instructional Salaries - Summer	22,208.00	0.00	22,208.00	4,756.03	0.00	17,451.97
<u>F 2112.160-LL-AS</u>	2020-24 - Non-Instruct Salaries- After School	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
<u>F 2112.200-AR-P-LL</u>	2020-24 - Equipment - LLoss	14,102.00	0.00	14,102.00	0.00	0.00	14,102.00
<u>F 2112.400-AR-P-LL</u>	2020-24 - Purchased Services- LLoss	100,000.00	0.00	100,000.00	0.00	0.00	100,000.00
<u>F 2112.450-AR-PLL</u>	2020-24 Supplies & Materials - LLoss	10,125.00	0.00	10,125.00	0.00	0.00	10,125.00
<u>F 2112.450-AR-PLLS</u>	2020-24 - Supplies & Materials- Summer	40,726.00	0.00	40,726.00	1,956.43	65.82	38,703.75
<u>F 2121.150</u>	20-21 Title I - Instructional Salaries	12,100.51	0.00	12,100.51	10,727.01	0.00	1,373.50
<u>F 2121.160</u>	20-21 Title I - Non Structional Salaries	9,128.49	0.00	9,128.49	612.80	0.00	8,515.69
<u>F 2121.400</u>	20-21 Title I - Purchased Services	4,800.00	0.00	4,800.00	1,600.00	3,200.00	0.00
<u>F 2121.450</u>	20-21 Title I - Materials and Supplies	703.18	0.00	703.18	252.39	0.00	450.79
<u>F 2510.450-22</u>	2021-22 UPK - Supplies and Materials	0.00	0.00	0.00	7,895.00	0.00	-7,895.00
<u>F 3222.150</u>	21-22 IDEA, Section 611 - Instructional Salaries	67,991.00	0.00	67,991.00	1,211.54	0.00	66,779.46
<u>F 3222.160</u>	21-22 IDEA, Section 611 - Non Instructional Salaries	38,083.00	0.00	38,083.00	6,418.17	0.00	31,664.83
<u>F 3322.450</u>	21-22 IDEA, Section 619 - Materials and Supplies	234.00	0.00	234.00	0.00	0.00	234.00
<u>F 8421.160</u>	20-21 REAP - Non-Instructional Salaries	3,727.38	0.00	3,727.38	12.50	0.00	3,714.88
Fund FTotals:		2,232,869.56	0.00	2,232,869.56	64,405.55	73,742.68	2,094,721.33
<u>H 1620.22</u>	2021-22 Endwell Rug Fair - Capital Outlay Project	67,697.91	0.00	67,697.91	0.00	67,697.91	0.00
<u>H 1620.23</u>	21-22 Lighting - Small Capital Outlay Project	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
<u>H 1620.24</u>	21-22 Architect Fees - Small Capital Outlay	12,302.09	0.00	12,302.09	0.00	0.00	12,302.09
Fund HTotals:		100,000.00	0.00	100,000.00	0.00	67,697.91	32,302.09

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Revenue Status Report From 7/1/2021 To 8/31/2021



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>A 1001</u>	REAL PROPERTY TAXES	2,220,150.00	0.00	2,220,150.00	0.00	2,220,150.00
<u>A 1085</u>	STAR TAX REIMBURSEMENT	375,000.00	0.00	375,000.00	0.00	375,000.00
<u>A 1090</u>	INTEREST AND PENALTY ON TAXES	13,500.00	0.00	13,500.00	0.00	13,500.00
<u>A 2401</u>	INTEREST AND EARNINGS	325.00	0.00	325.00	7.16	317.84
<u>A 2401.PR</u>	INTEREST PAYROLL ACCOUNT	3.00	0.00	3.00	0.00	3.00
<u>A 2402</u>	INTEREST EARNINGS-CAPITAL RESERVE	325.00	0.00	325.00	29.60	295.40
<u>A 2403</u>	INTEREST EARNINGS-LIABILITY RESERVE	100.00	0.00	100.00	3.54	96.46
<u>A 2404</u>	INTEREST EARNINGS-EBALR RESERVE	102.00	0.00	102.00	10.92	91.08
<u>A 2405</u>	INTEREST EARNINGS-ERS RESERVES	100.00	0.00	100.00	8.92	91.08
<u>A 2406</u>	INTEREST EARNINGS-UNEMPLOYMENT RES	45.00	0.00	45.00	3.70	41.30
<u>A 2666</u>	SALE OF TRANS EQUIP-BUSES	12,500.00	0.00	12,500.00	0.00	12,500.00
<u>A 2701</u>	BOCES REFUND PRIOR YRS EXP	55,000.00	0.00	55,000.00	0.00	55,000.00
<u>A 2703</u>	REFUND OF PRIOR YEARS EXP	0.00	0.00	0.00	4,685.92	-4,685.92
<u>A 2770</u>	OTHER UNCLASSIFIED REVENUES	40,000.00	0.00	40,000.00	0.00	40,000.00
<u>A 3101</u>	BASIC AID GENERAL	4,190,090.00	0.00	4,190,090.00	0.00	4,190,090.00
<u>A 3101.1</u>	Building Aid	1,021,909.00	0.00	1,021,909.00	0.00	1,021,909.00
<u>A 3101.A</u>	EXCESS COST AID	692,751.00	0.00	692,751.00	0.00	692,751.00
<u>A 3102</u>	LOTTERY AID	497,250.00	0.00	497,250.00	0.00	497,250.00
<u>A 3102..1</u>	LOTTERY GRANT AID	280,500.00	0.00	280,500.00	0.00	280,500.00
<u>A 3103</u>	BOCES AID	588,552.00	0.00	588,552.00	0.00	588,552.00
<u>A 3260</u>	TEXTBOOK AID	22,854.00	0.00	22,854.00	0.00	22,854.00
<u>A 3262</u>	SOFTWARE AID	5,862.00	0.00	5,862.00	0.00	5,862.00
<u>A 3263</u>	LIBRARY A/V AID	2,237.00	0.00	2,237.00	0.00	2,237.00
<u>A 4601</u>	MEDICAID	17,500.00	0.00	17,500.00	-1,640.14	19,140.14
A Totals:		10,036,655.00	0.00	10,036,655.00	3,109.62	10,033,545.38
<u>C 1440</u>	SALE OF REIMBURSABLE MEALS	34,000.00	0.00	34,000.00	50.00	33,950.00
<u>C 1445</u>	OTHER CAFETERIA SALES	22,500.00	0.00	22,500.00	40.00	22,460.00
<u>C 2401</u>	INTEREST AND EARNINGS	50.00	0.00	50.00	1.20	48.80
<u>C 2701</u>	REFUND OF PRIOR YEARS EXPENDITURES	200.00	0.00	200.00	0.00	200.00
<u>C 2770</u>	MISC REVENUE FROM LOCAL SOURCES	2,500.00	0.00	2,500.00	0.00	2,500.00
<u>C 2772</u>	Catering - Internal	5,000.00	0.00	5,000.00	0.00	5,000.00
<u>C 3190</u>	STATE REIMB.-BREAKFAST	3,500.00	0.00	3,500.00	0.00	3,500.00

Gilbertsville-Mt. Upton CSD

Revenue Status Report From 7/1/2021 To 8/31/2021



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C 3190..01</u>	STATE REIMB.-LUNCH	3,500.00	0.00	3,500.00	411.00	3,089.00
<u>C 3190..1</u>	BOCES AID	500.00	0.00	500.00	0.00	500.00
<u>C 4190</u>	FEDERAL REIMB.-BREAKFAST	45,000.00	0.00	45,000.00	0.00	45,000.00
<u>C 4190..01</u>	FEDERAL REIMB.-LUNCH	95,000.00	0.00	95,000.00	11,974.00	83,026.00
<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	50,000.00	0.00	50,000.00	0.00	50,000.00
C Totals:		280,335.00	0.00	280,335.00	12,476.20	267,858.80
<u>F 2401</u>	INTEREST	0.00	0.00	0.00	0.31	-0.31
<u>F 4121.21</u>	20-21 Title I	26,732.18	0.00	26,732.18	0.00	26,732.18
<u>F 4142.22</u>	21-22 Title IIA	14,648.00	0.00	14,648.00	0.00	14,648.00
<u>F 4143.22</u>	21-22 Title IV	10,000.00	0.00	10,000.00	0.00	10,000.00
<u>F 4146.22</u>	2020-2024 - ARP ESSER	948,737.00	0.00	948,737.00	0.00	948,737.00
<u>F 4147.22</u>	2020-2024 ARP Learning Loss	700,000.00	0.00	700,000.00	0.00	700,000.00
<u>F 4148.22</u>	2020-2023 - CRRSA	422,717.00	0.00	422,717.00	0.00	422,717.00
<u>F 4242.22</u>	21-22 IDEA Section 611	106,074.00	0.00	106,074.00	0.00	106,074.00
<u>F 4243.22</u>	21-22 IDEA Section 619	234.00	0.00	234.00	0.00	234.00
<u>F 6121</u>	20-21 REAP	3,727.38	0.00	3,727.38	0.00	3,727.38
F Totals:		2,232,869.56	0.00	2,232,869.56	0.31	2,232,869.25
<u>H 2401</u>	INTEREST EARNED	0.00	0.00	0.00	0.04	-0.04
<u>H 5031</u>	INTERFUND TRANSFERS FROM G.F.	100,000.00	0.00	100,000.00	0.00	100,000.00
H Totals:		100,000.00	0.00	100,000.00	0.04	99,999.96
<u>V 2401</u>	INTEREST EARNED	0.00	0.00	0.00	3.66	-3.66
V Totals:		0.00	0.00	0.00	3.66	-3.66
Grand Totals:		12,649,859.56	0.00	12,649,859.56	15,589.83	12,634,269.73

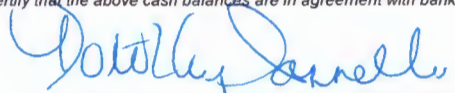
Gilbertsville-Mount Upton Central School District
Community Bank and JP Morgan Chase Bank Accounts
Monthly Treasurer's Report
August 1, 2021 through August 31, 2021

Cash Activity	General Community Interest	Cafeteria Community Interest	T & A Community Interest	Payroll Community Interest	Federal Community Interest	Student Community Interest	General MMA Chase Interest	Capital Res Chase Interest	Debt Res Chase Interest	EBALR Res Chase Interest	ERS Res Chase Interest	Unemploy- ment-Chase Interest	Liability Res Chase Interest	Capi.Savings/Ckg Chase Interest
Beginning Bal.	\$ 71,941.45	\$ 71,896.99	\$ 35,470.97	\$ 616.48	\$ 9,145.71	\$ 63,784.42	\$ 324,156.71	\$ 1,768,159.22	\$ 219,011.27	\$ 652,865.41	\$ 532,386.15	\$ 220,630.10	\$ 211,556.34	\$ 2,092.35
Cash Receipts	\$ 226,135.39	\$ 50.55	\$ 119,106.71	\$ 85,687.55	\$ 40,000.12	\$ 0.55	\$ 77,286.00	\$ 14.80	\$ 1.83	\$ 5.46	\$ 4.46	\$ 1.85	\$ 1.77	\$ 0.02
Other Adjust.														
TOTAL BEG BAL & CR	\$ 298,076.84	\$ 71,947.54	\$ 154,577.68	\$ 86,304.03	\$ 49,145.83	\$ 63,784.97	\$ 401,442.71	\$ 1,768,174.02	\$ 219,013.10	\$ 652,870.87	\$ 532,390.61	\$ 220,631.95	\$ 211,558.11	\$ 2,092.37
Cash Disburse.	\$ 256,693.50	\$ 13,859.46	\$ 119,076.35	\$ 85,687.37	\$ 46,553.93		\$ 220,000.00							
Other Adjust.														
TOTAL CD & ADJ	\$ 256,693.50	\$ 13,859.46	\$ 119,076.35	\$ 85,687.37	\$ 46,553.93	\$ -	\$ 220,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cash Balance End of Month	\$ 41,383.34	\$ 58,088.08	\$ 35,501.33	\$ 616.66	\$ 2,591.90	\$ 63,784.97	\$ 181,442.71	\$ 1,768,174.02	\$ 219,013.10	\$ 652,870.87	\$ 532,390.61	\$ 220,631.95	\$ 211,558.11	\$ 2,092.37

Reconciliation W/Bank Records	General Community	Cafeteria Community	T & A Community	Payroll Community	Federal Community	Student Community	General MMA Chase	Capital Res Chase	Debt Res Chase	EBALR Chase	ERS Res Chase	Unemploy- ment-Chase	Liability Res Chase	Cap Savings/Ckg Chase
Balance Per Bank	\$ 66,231.66	\$ 58,697.93	\$ 37,472.89	\$ 5,151.79	\$ 7,211.64	\$ 63,834.97	\$ 181,442.71	\$ 1,768,174.02	\$ 219,013.10	\$ 652,870.87	\$ 532,390.61	\$ 220,631.95	\$ 211,558.11	\$ 2,092.37
Bank Error Outstanding Checks	\$ 24,848.32	\$ 609.85	\$ 1,971.56	\$ 4,535.13	\$ 4,619.74	\$ 50.00								
Other Adjust.														
Available Cash Balance	\$ 41,383.34	\$ 58,088.08	\$ 35,501.33	\$ 616.66	\$ 2,591.90	\$ 63,784.97	\$ 181,442.71	\$ 1,768,174.02	\$ 219,013.10	\$ 652,870.87	\$ 532,390.61	\$ 220,631.95	\$ 211,558.11	\$ 2,092.37

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

Received by the Board of Education and Entered as part of the minutes of the Board of Education on September 15, 2021


DOROTHY L. IANNELLO, DISTRICT TREASURER

JARRIN HAYEN, CLERK OF THE BOARD OF EDUCATION

GILBERTSVILLE-MT. UPTON CENTRAL SCHOOL STUDENT ACCOUNTS
08/01/2021 through 08/31/2021

ACTIVITY	ADVISOR	TREASURER	BEGINNING BALANCE	PAYMENTS	DEPOSITS	ENDING BALANCE
Class of 2021 (Seniors)	Raquel Norton		\$ 1,131.51			\$ 1,131.51
Class of 2022 (Seniors)	Katie Woods		\$ 8,816.71			\$ 8,816.71
Class of 2023 (Juniors)	Teresa Titus		\$ 2,590.80			\$ 2,590.80
Class of 2024 (Sophomores)	Shania Speenburgh		\$ 2,698.05			\$ 2,698.05
Class of 2025 (Freshman)	Lisa Ruland		\$ 336.32			\$ 336.32
Class of 2026 (8th)	Clara Tanner		\$ 1,781.00			\$ 1,781.00
Class of 2027 (7th Grade)	Raquel Noton					
Drama Club	Jennifer McDowall		\$ 3,710.13			\$ 3,710.13
7-8 Student Council	Katie Woods		\$ 3,237.59			\$ 3,237.59
9-12 Student Council	Shania Speenburgh		\$ 523.40			\$ 523.40
Elementary Student Council	Alicia Cummings		\$ 2,837.99			\$ 2,837.99
Language Club	Calvin Locke		\$ 488.74			\$ 488.74
Band Fund	William Gilchrest		\$ 12,375.43			\$ 12,375.43
Chorus Fund			\$ 2,082.39			\$ 2,082.39
National Honor Society	Cierra Stafford		\$ 3,036.01			\$ 3,036.01
SADD	Katie Izzo		\$ 5,048.07			\$ 5,048.07
Safey Patrol Special	Lisa Ruland/Shari Bennett		\$ -			\$ -
Safety Patrol	Lisa Ruland/Shari Bennett		\$ 4,530.45			\$ 4,530.45
Women For A Change	TBD		\$ 299.19			\$ 299.19
Yearbook	Jennifer McDowall		\$ 7,632.69		\$ 0.55	\$ 7,633.24
DUE TO OTHER FUNDS						
Cheerleaders	Cheerleaders		\$ 253.13			\$ 253.13
SALES TAX	SALES TAX		\$374.82			\$ 374.82
		TOTALS	\$ 63,784.42	\$ -	\$ 0.55	\$ 63,784.97
SUBMITTED BY: <i>Jan Hays</i>		REVIEWED BY: <i>Doreen Samuels</i>				

Gilbertsville-Mt. Upton CSD



Check Warrant Report For A - 3: Cash Disbursement For Dates 8/1/2021 - 8/31/2021

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
	08/02/2021	3252	Lifetime Benefit Solutions	66	12,838.92
1	08/02/2021	3252	**VOID** Lifetime Benefit Solutions	66	-12,838.92
29488	08/02/2021	248	DOUG EXLEY		297.00
29489	08/04/2021	188	DCMO BOCES		259.31
29490	08/04/2021	272	FRONTIER COMMUNICATIONS	117	814.44
29491	08/04/2021	407	MATTHEWS BUSES INC	134	326.88
29492	08/04/2021	2109	MICROBAC LABORATORIES, INC	121	68.10
29493	08/09/2021	196	BLICK ART MATERIALS	1	24.60
29494	08/09/2021	2212	FISHER SCIENTIFIC CO LLC	53	9.75
29495	08/09/2021	2518	Hummel's Office Plus	160	249.57
29496	08/09/2021	3405	MARENEM, INC	543	101.75
29497	08/09/2021	659	SANICO INC.	129	81.40
29498	08/09/2021	672	SCHOLASTIC INC.	202	1,018.88
29499	08/09/2021	680	SCHOOL SPECIALTY, LLC	33	171.81
29500	08/09/2021	2283	W.B. MASON CO INC	8	94.19
29501	08/11/2021	1809	LOWE'S	106	708.45
29502	08/11/2021	432	MIRABITO ENERGY PRODUCTS	105	594.13
29503	08/11/2021	2254	US BANK EQUIPMENT FINANCE	152	510.65
29504	08/12/2021	446	MUSIC THEATRE INTERNATIONAL	221	400.00
29505	08/16/2021	54	AT & T	111	74.40
29506	08/16/2021	2635	Excellus Health Plan - Group	67	9,078.15
07	08/16/2021	327	HOGAN & SARZYNSKI LYNCH, DEWIND & GREGORY, LLP	205	807.10
29508	08/16/2021	3399	LEARN WELL		303.24
29509	08/16/2021	607	PUTNAM PEST CONTROL INC	126	55.00
29510	08/16/2021	3249	WASTE RECOVERY ENTERPRISES LLC	68	370.83
29511	08/17/2021	2291	AAP ONEONTA #9508	139	175.57
29512	08/17/2021	30	AMAZON.COM	149	1,944.72
29513	08/17/2021	428	CDW GOVERNMENT	200	4,312.00
29514	08/17/2021	2406	HEATHER WILCOX		31.00
29515	08/17/2021	3449	JAIME SHERWOOD		100.14
29516	08/17/2021	3182	JEFF UTTER		10.20
29517	08/17/2021	2109	MICROBAC LABORATORIES, INC	121	58.43
29518	08/17/2021	547	OTSEGO ELECTRIC COOP	125	4,693.64
29519	08/17/2021	1899	PITNEY BOWES INC	107	181.89
29520	08/17/2021	1469	PYRAMID SCHOOL PRODUCTS	10	23.72
29521	08/17/2021	2012	STENHOUSE PUBLISHERS	100	405.56
29522	08/17/2021	2222	Utica National Insurance Group	234	61,663.00
29523	08/18/2021	446	MUSIC THEATRE INTERNATIONAL	567	1,358.08
29524	08/18/2021	3452	CLUB 55		260.00
29525	08/26/2021	3456	BRITTANY SCHERIFF		67.93
29526	08/26/2021	2629	BROWN & BROWN OF GARDEN CITY INC	244	11,212.64
29527	08/26/2021	188	DCMO BOCES		630.33
29528	08/26/2021	3309	DELL MARKETING L.P.	172	4,440.00
29529	08/26/2021	2782	EASTERN	210	543.28
29530	08/26/2021	272	FRONTIER COMMUNICATIONS	117	814.44

Gilbertsville-Mt. Upton CSD

Check Warrant Report For A - 3: Cash Disbursement For Dates 8/1/2021 - 8/31/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
31	08/26/2021	3455	HAROLD IVES		41.86
29532	08/26/2021	915	HEINEMANN PUBLISHING	101	4,823.54
29533	08/26/2021	316	HICKEY'S MUSIC CENTER	15	140.90
29534	08/26/2021	3453	MEGHAN KERR		67.93
29535	08/26/2021	520	NYSSBA	236	200.00
29536	08/26/2021	611	QUILL LLC	199	1,319.60
29537	08/26/2021	3454	RANDI M CONWAY		67.93
29538	08/26/2021	1507	UNIFIRST	131	72.94

Number of Transactions: 53

Warrant Total: 116,080.90

Vendor Portion: 116,080.90

Certification of Warrant

To The District Treasurer, I hereby certify that I have verified the above claims, 53 in number, in the total amount of \$ 116,080.90. 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

8/26 Date [Signature] 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 \$ 116,080.90. 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

8/26 Date [Signature] Auditor's Signature Internal Control Auditor Title

Gilbertsville-Mt. Upton CSD

Check Warrant Report For C - 2: Cash Disbursement For Dates 8/1/2021 - 8/31/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
32548	08/04/2021	2062	BIMBO BAKERIES USA	183	243.25
32549	08/04/2021	2907	Carlo Masi and Sons Inc	184	561.90
32550	08/04/2021	280	GINSBERG'S FOODS	185	630.92
32550	08/04/2021	280	**VOID** GINSBERG'S FOODS	185	-630.92
32551	08/04/2021	318	HILL & MARKES INC	187	292.15
32552	08/04/2021	3067	INSTANT WHIP-EASTERN NY INC	188	1,341.05
32553	08/04/2021	3397	RENZI FOOD SERVICE	189	1,152.16
32554	08/04/2021	2371	SYSCO FOOD SVCS OF SYRACUSE	190	714.73
32555	08/05/2021	280	GINSBERG'S FOODS	185	2,238.76
32556	08/17/2021	30	AMAZON.COM	162	208.86
32557	08/17/2021	2073	SUSAN SEBECK		175.00

Number of Transactions: 11

Warrant Total: 6,927.86

Vendor Portion: 6,927.86

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 \$ 6,927.86. 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.

08/26/2021 [Signature] [Title]
 Date Signature Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 6,927.86. 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.

08/26 [Signature] Internal Claims Auditor
 Date Auditor's Signature Title

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
83	08/09/2021	1460	PRICE CHOPPER OPER CO INC	145	57.20
40484	08/09/2021	2012	STENHOUSE PUBLISHERS	77	673.00
40485	08/09/2021	3433	TEACHING STRATEGIES. LLC	58	7,895.00
40486	08/16/2021	3003	TANYA SCHNABL	212	1,600.00
40487	08/17/2021	30	AMAZON.COM	99	3,726.16
40488	08/17/2021	3191	TERESA TITUS		119.74
40489	08/26/2021	3450	PARENTSQUARE INC	233	4,500.00
Number of Transactions: 7				Warrant Total:	18,571.10
				Vendor Portion:	18,571.10

Certification of Warrant

To The District Treasurer, I hereby certify that I have verified the above claims, 7 in number, in the total amount of \$ 18,571.10. 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

8/26 Date [Signature] Signature [Title] Title

Certification of Warrant

To The District Treasurer, I hereby certify that I have audited the above claims in the total amount of \$ 18,571.10. 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

8/26 Date [Signature] Auditor's Signature Internal Claims Auditor Title

CLAIMS AUDIT REPORT
AUGUST, 2021

Date	Payee	Check #	Issue	resolution
8/9	Fisher	29494	no invoice yet	waited for invoice
	Marenem	29496	used last year's PO	carryover so ok
	Hill & Markes	32551	question if something arrived	will pay on next bill
8/18	Nothing			
8/26	Brown and Brown	29526	used a single event PO vs. open PO for year	will fix for next month
	Harold Ives	29531	Question about paying tips no documentation about why there were meals	tips up to 20% are ok documentation added

Gilbertsville-Mt. Upton Board of Education
Regular Meeting
Wednesday, September 15, 2021

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 (encl P1)

To appoint Winnie Sortman as a **certified substitute teacher** for the 2021-2022 school year, effective September 7, 2021.

Resignation (encl P2)

To accept the resignation of Shawna DiGiorgi as an Aide, effective September 6, 2021.

Substitutes (encl P3)

To appoint the following **non-certified** substitutes for the 2021-2022 school year:

Tina Nichols

Felicia Musson

Elementary Teacher (encl P4)

To appoint Danielle Umbra as a full-time Elementary Teacher effective 01 September 2021, beginning at a Step 15 of the current GMUTA contract. Upon the recommendation of the Superintendent, the following probationary appointment is hereby made:

Name of appointee: Danielle Umbra

Tenure area: Elementary Teacher

Date of commencement of probationary service: 01 September 2021

Expiration date of appointment: 01 September 2024

Certification Status: Early Childhood Education (Birth-Grade 2), Childhood Education (Grades 1-6)

Resignation (encl P5)

To accept the resignation of Tegan Fairbairn as full-time aide, effective end of day August 31, 2021.

Cleaner (encl P6)

To appoint Nicholas Clemente as a full-time Cleaner, effective September 1, 2021. All benefits are per the current CSEA contract.

Aide (encl P7)

To appoint Nicole Crane as an Aide, effective September 7, 2021.

Leave of absence (encl P8)

To approve the leave of absence for Tyler Lindsley, Aide, effective September 20, 2021 through November 30, 2021.

Gilbertsville-Mt. Upton Board of Education
Regular Meeting
Wednesday, September 15, 2021

Substitutes (encl P9)

To appoint the following as a substitute RN for the 2021-2022 school year:
Phyllis Inman

To appoint the following as a non-certified substitute for the 2021-2022 school year:
Vickie Kemmerer

Resignation (encl P10)

To accept the resignation of Kathryn Hawkins as a Cleaner, effective October 1, 2021.

Mentor (encl P11)

To appoint the following Mentor for the 2021-2022 school year:
Rebecca McMullen for Danielle Umbra (Elementary Teacher)

Monitor (encl P12)

To appoint Shari Bennett as a Bus Monitor, effective September 7, 2021.

Substitutes (encl P13)

To appoint the following **non-certified** substitutes for the 2021-2022 school year:
Andrea Skolnick

Cleaner (encl P14)

To appoint Marco Lizarraga as a full-time Cleaner, effective September 20, 2021. All benefits are per the current CSEA contract.

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

From: Issy Clapp, GMU Substitute Coordinator

Date: August 23, 2021

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 2021-2022 school year in the capacity as an on call substitute.

Winnie Sortman – Retired Certified Teacher

Thank you for your time.



GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL

693 State Highway 51 • Gilbertsville, New York 13776-1104

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

Heather Wilcox, Principal / Director of Special Education
Issy Clapp, Admin. Assistant, CSE/Guidance Departments

To: Gilbertsville-Mt. Upton Central school
Board of Education
693 State Highway 51
Gilbertsville, NY 13776

From: Issy Clapp, GMU Substitute Coordinator

Date: August 25, 2021

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 2021-2022 school year in the capacity as an on call substitute.

Tina Nichols – Noncertified

Felicia Musson – College Student - around her Class schedule

Thank you for your time.



Gilbertsville-Mount Upton Central School District

Main Office

"It's the of Journey that counts"

August 24, 2021

Annette D. Hammond
Superintendent

Jarrin Hayen
District Clerk/
Administrative Assistant
to the Superintendent

Heather Wilcox
Principal/
CSE Chairperson

Kevin Walsh
Assistant Principal

Dorothy Iannello
District Treasurer

Harold Ives
Transportation Supervisor

Alan Digsby
Buildings and Grounds
Supervisor

Susan Sebeck
Food Service Manager

Eric Voorhees
Technology Director/
CIO

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

I am recommending that Mrs. Danielle Umbra be appointed as an elementary general education teacher beginning on September 1, 2021. Danielle holds a NYS teacher certification in Elementary Education: PreK-6 (Common Branch Subjects). In addition to a psychology background, her experience consists of 15 years as a PreK and 2nd grade teacher in a local district.

Danielle's educational philosophies align with ours here at GMU. Cultivating positive relationships and building a rapport with students and parents are the cornerstones of her teaching style. She consistently emphasized the importance of positive reinforcement for behavioral and academic needs. Her experiences have attuned her to the vitality of the social-emotional well-being of her students, as well as the connections between their learning, interests and strengths. In working with various literacy programs and curricula, Danielle invokes a balanced approach in her literacy instruction.

Danielle's references have stated that she creates a hands-on classroom environment conducive to learning, demonstrates strong devotion to her students and communicates well with families. Her students believe she is there to help them, and parents maintain their trust in her to provide a high-quality education for their children.

I am confident that Mrs. Danielle Umbra has the dedication, compassion, enthusiasm and potential needed to become a successful teacher here at GMU, as well as to support the students' social and emotional needs. Please let me know if you have any questions.

Sincerely,

Kevin Walsh
Assistant Principal

To: Board of Education

From: Alan W. Digsby
Buildings & Grounds

Date: September 1, 2021

Subject: Cleaner Position

I am recommending Nicholas Clemente for the position of cleaner at Gilbertsville-Mount Upton School. The position was advertised and candidates were selected for interviewing. The field of candidates was narrowed down. A second interview was held with the maintenance department and reference checks were made. A recommendation was made and accepted by the interview team.

References:

Justin Mangano
Sunrise Toyota
Oakdale, NY 11769

Dean Denninger
Ultimate Mower Repair
Mastic Beach, NY 11951

Mike Forte
Weber & Grahn
Hampton Bays, NY 11946



"It's the of Journey that counts"

Gilbertsville-Mount Upton Central School District

Main Office

September 3, 2021

Annette D. Hammond
Superintendent

Jarrin Hayen
District Clerk/
Administrative Assistant
to the Superintendent

Heather Wilcox
Principal/
CSE Chairperson

Kevin Walsh
Assistant Principal

Dorothy Iannello
District Treasurer

Harold Ives
Transportation Supervisor

Alan Digsby
Buildings and Grounds
Supervisor

Susan Sebeck
Food Service Manager

Eric Voorhees
Technology Director/
CIO

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

I am recommending that Ms. Nicole Crane be appointed as a full-time classroom aide beginning on September 7, 2021.

Ms. Crane's references described her ability to build relationships with students as "phenomenal", getting to know each child on a personal basis. She expresses a strong commitment to her students and is passionate in advocating on their behalf. In addition, she prioritizes issues of student privacy and confidentiality.

Ms. Crane was previously employed as a classroom aide at Unadilla Valley Central School District, working with grades K – 5.

Therefore, I recommend Ms. Nicole Crane for the classroom aide position here at GMU. Please let me know if you have any questions.

Sincerely,

Kevin Walsh
Assistant Principal

To: Gilbertsville-Mt. Upton Central school
Board of Education
693 State Highway 51
Gilbertsville, NY 13776

From: Issy Clapp, GMU Substitute Coordinator

Date: September 7, 2021

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 2021-2022 school year in the capacity as an on call substitute.

Phyllis Inman, RN – as an on Call RN

Vickie Kemmerer, GMU Bus Driver – as a non-certified substitute around her Bus driving schedule

Thank you for your time.



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

Gilbertsville-Mount Upton Central School District

Main Office

Annette D. Hammond
Superintendent

Jarrin Hayen
District Clerk/
Administrative Assistant
to the Superintendent

Heather Wilcox
Principal/
CSE Chairperson

Kevin Walsh
Assistant Principal

Dorothy Iannello
District Treasurer

Harold Ives
Transportation Supervisor

Alan Digsby
Buildings and Grounds
Supervisor

Susan Sebeck
Food Service Manager

Eric Voorhees
Technology Director/
CIO

September 8, 2021

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

Please consider accepting the recommendation of Rebecca McMullen as a candidate to serve as a mentor teacher for incoming new-hire Danielle Umbra for the 2021-22 school year, effective September 1, 2021.

Sincerely,

Kevin Walsh
Assistant Principal

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

TO: Mrs. Hammond

FROM Harold Ives

SUBJECT Bus Monitor

DATE September 8, 2021

I would like to recommend Sheri Bennett for the position of bus monitor. She is currently working as an aide in the Elementary School and will fill the position for a new student placement that requires an aid for transportation.

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

Thank-you!

To: Gilbertsville-Mt. Upton Central school
Board of Education
693 State Highway 51
Gilbertsville, NY 13776

From: Issy Clapp, GMU Substitute Coordinator

Date: September 8, 2021

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 2021-2022 school year in the capacity as an on call substitute.

Andrea Skolnick – Non Certified Teacher

Thank you for your time.

**Gilbertsville-Mt. Upton Board of Education
Regular Meeting
Wednesday, September 15, 2021**

New Items Consent Agenda

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

District-Wide Safety Plan (encl N1)

To approve the 2021-2022 District-Wide Safety Plan.

Adopt Board Policy (encl N2)

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

Section 5000: Non-Instructional/Business Operations

5620-Diversity, Equity and Inclusion

Agreement between G-MU and Chenango County Department of Health Pre-School Special Education Program (encl N3)

To approve the agreement between the Gilbertsville-Mount Upton CSD and Chenango County Department of Health Pre-School Special Education Program effective September 1, 2021 to August 31, 2024 for G-MU to become evaluators of 3-5 year old preschoolers suspected of having a disability.

Memorandum of Understanding between the Gilbertsville-Mount Upton Central School District and GMUTA (encl N4)

To approve the MOU of agreement between the Gilbertsville-Mount Upton Central School District and GMUTA (regarding Lynne Talbot moving to part-time), effective July 1, 2021 through end of business day June 30, 2025.

GMUTA Contract

To approve the tentative GMUTA (Gilbertsville-Mount Upton Teachers' Association) contract for the period of 01 July 2021 -30 June 2024.

Gilbertsville-Mount Upton Central School

District-Wide School Safety Plan

2021-2022



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GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN
GMU District Emergency Plan 2021-2022 General Information



Gilbertsville-Mount Upton Central School District

693 State Highway 51

Gilbertsville, NY 13776

Phone: 607-783-2207

Fax: 607-783-2254

Website: www.gmucsd.org

Follow @GMUCentral on Facebook and Twitter

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

INTRODUCTION

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

FOREWORD

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

AUTHORITY

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

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

The plan shall include but not limited to:

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

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

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

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

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

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

Incident Commander	Annette Hammond
Deputy Incident Commander	Alan Digsby
Safety Officer	Alan Digsby
Public Information Officer	Heather Wilcox
Operation	Alan Digsby
Planning/Intelligence	Heather Wilcox
Scribe	Jarrin Hayen
School Agency Liaison	Annette Hammond/Alan Digsby
Logistics	Harold Ives
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 September 2021.

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. 21)
9. Responses to Acts of Violence: Implied or Direct Threats
Acts of Violence (pg. 24)
10. Arrangements for Obtaining Emergency Assistance
from Local Government (pg. 35)
11. Procedures for Obtaining Advice and Assistance
from Local Government Officials (pg. 35)
12. District Resources Use and Coordination (pg. 35)
13. Recovery - District Support for Buildings (pg. 36)
14. Disaster Mental Health Services (pg. 36)
15. Communicable Disease - Pandemic Plan (pg. 37)

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

ASSUMPTIONS

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

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

CONCEPTS OF OPERATIONS

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

District Superintendent
Building and Grounds Supervisor
Business Administrator
Principal

The primary Emergency Command Center is the Board of Education Room (D131) 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 understands 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. 104
Board Member	Jeremy Pain	353-2099
School Administrators/Treasurer	Dorothy Iannello	783-2207, ext. 144
	Heather Wilcox	783-2207, ext. 106
Parent	Caroline Wilson	
Director of Facilities	Alan Digsby	783-2207, ext. 101
Teacher	Matthew Johnson	783-2207, ext. 124
Transportation Supervisor	Harold Ives	783-2275
Food Service	Susan Sebeck	783-2207, ext. 122
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 > Alan Digsby > Heather Wilcox
Deputy Incident Commander	Alan Digsby > Harold Ives > Heather Wilcox
Safety Officer	Alan Digsby > Terry Wilber/Duty Custodian
Public Information Officer	Annette Hammond > Heather Wilcox
Operation	Alan Digsby > Terry Wilber/Duty Custodian
Planning/Intelligence	Heather Wilcox > Eric Voorhees > Deb Ostrander
Scribe	Jarrin Hayen/Dorothy Iannello > Brianne Simonds
Agency Liaison	Annette Hammond/Alan Digsby > Jarrin Hayen
Logistics	Harold Ives > Jeff Utter > Susan Sebeck/Deb Ostrander/Keliy Ingham
Administration/Finance	Dorothy Iannello/Brianne Simonds/Jarrin Hayen
Local Law Enforcement Liaison	State Troopers, Troop C, 911

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

DESCRIPTION OF BUILDING AND OCCUPANTS

Location Factor

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

Vital Educational Agency Information

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

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

RISK REDUCTION/PREVENTION AND INTERVENTION STRATEGIES

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

District Wide:

New Teacher Orientation - We address instruction and classroom management.

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

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

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

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

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

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

Middle School/High School:

- **Planner** - An organizational tool used by all 3rd-12th graders. This will enhance the communication between parents, students and teachers. This planner is used as an infusion of character education through the use of 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.
- **Soaring Eagles PK-8** - Students in grades PK-8 are recognized for a character virtue each month. Some of these virtues include giving, motivation, respect, understanding, sportsmanship and artistic creativity. Each month students from grades PK-8 are selected by their teachers and peers for portraying these qualities. These students receive a Soaring Eagles certificate and have their pictures in the GMU Newsletter.
- **HS Awards Ceremony** - Students in grades 9-12 are recognized for honor and high honor roll quarterly. These students receive a 20th Century Lanes Bowling coupon and certificate.

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

- **Annual Student Assembly** - This assembly is conducted by the Middle/High School Principal. On the first day of school the Principal meets with each class by grade level and reviews the following items that are in our Student/Parent Handbook: Code of Conduct, Sexual Harassment, Violence in Schools, Drug/Alcohol Use, Internet Use, etc...
- **7/8 Advisory** - Advisory is designated to facilitate meaningful relationships among students and between students and teachers. At Gilbertsville-Mt. Upton, our advisory program has the following characteristics:
 - Students will meet in Advisory groups every other day for 20 minutes.
 - Advisory classes are limited to 10-12 students.
 - Advisory activities may include...
 - a. Character education activities
 - b. Learning skills/student skills activities
 - c. Service-Learning activities
 - d. Literacy activities

Middle/High School Counselor Services

- **7th & 9th Grade High School Orientation** – The 7th and 9th 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 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

- **Morning Raiders** for children in Prekindergarten through grade three is a Monday, Wednesday and Friday Program 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 through the use of guided readings.
- **Character Education/Soaring Eagles/KUDOS** - Students in grades PK-6 are recognized for a character virtue each month. Some of these virtues include giving, motivation, respect, understanding,

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

sportsmanship and artistic creativity. Each month a student from each class is selected for portraying 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.

- **Grade Level 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.

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 is authorized to impose disciplinary sanctions is 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 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 are notified via letter regarding dates of early dismissal drills.

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

- **Yearly evacuation drills:** At least once every school year, GMU Central School District conducts tests of the Emergency Plan for sheltering and early dismissal. Transportation and communication procedures are included in the test. Parents or guardians shall be notified in writing at least one week prior to such drills. Pupils are released to their assigned buses when such buses are announced as available. Normal bus schedules are advanced fifteen minutes for the early dismissal plan.
- **Shelter in Place Drills:** Certain emergencies in the community may make it advisable for students and staff to remain in school beyond the end of the normal school day. Building floor plans can be found in the Building Level Safety Plans. In case of such 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 in regard to school procedures and policies involving the following: drugs, sexual harassment, assaults, and other school related matters. Presentations have included representatives from the schools law firm, sheriff or state police. At this assembly the students are also made aware that the school will be using certified firearm and drug detection canines as a deterrent to violence, firearms and drug abuse. The dogs make unannounced visits to the school throughout the year.

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

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

IMPLEMENTATION OF SCHOOL SECURITY

Visitor Badge/Sign in Procedures

GMU employs the following building security measures:

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

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

Dogs

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

Video Cameras in School and on School Buses

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

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

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

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

Fingerprinting of New Employees

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

Teacher Supervision/Hall Monitors

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

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

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

Hiring and Screening Process of School Security Personnel

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

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-8 Meetings** - Teachers meet as a grade level every other day 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 through the use of 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.

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

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 in order to determine post emergency needs for students, staff and communications should report all updated information to the Superintendent.

Crisis Response Team

Superintendent	Annette Hammond
Crisis Team Facilitator	Annette Hammond
Principal	Heather Wilcox
Buildings and Grounds Supervisor	Alan Digsby
Transportation Supervisor	Harold Ives
School Nurse	Kelly Ingham
School Counselor	Clara Tanner and Lisa Ruland
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.

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

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

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

RESPONSES TO ACTS OF VIOLENCE: IMPLIED OR DIRECT

Code of Conduct (Adopted by BOE on August 22, 2019)

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. 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:

1. A student's appearance shall be safe, appropriate and not disrupt or interfere with the educational process.
2. Extremely brief garments such as tube tops, net tops, halter-tops, plunging necklines (front and back) and arm opening, see-through garments and garments that bare midriff could be deemed as not appropriate.
3. Ensure that underwear is covered with outer clothing.
4. 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.
5. Footwear must be worn at all times. Some footwear can be a safety hazard in some courses which may have specific requirements for footwear.
6. Remove all hats and hoods in the school. All headwear should be stored in a locker/cubby during the day. Exemptions can be made according to religious/medical need.
7. Exclude the carrying of backpacks, string bags and/or anything but a small purse. These items will be stored in students' personal storage during the school day, with the exception being for medical need or carrying items to and from PE class.
8. Items that are vulgar, obscene, and libelous 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.
9. Appearance or dress should not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or endorse illegal or violent activities.

To Be More Specific:

- The bottom hem or edge of shorts, skirts and dresses may be no shorter than the length of the student's base of fingers (first knuckles) when standing and the arms are hung straight down the side of the body. Be aware of how much these rise up when seated.
- Shirts that are revealing, whether due to the transparency, length, or lack of coverage are not permitted. Shirts should at all times be of a sufficient length to cover the waistband of the pants or skirt in both standing and seated position.
- Pants must be worn at the waist and completely cover the buttocks area. Pants may not be worn in such a way as to expose underwear or skin around the midsection.

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.

VI. *Prohibited Student and Employee Conduct*

The board 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 disrupts 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 are:
 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.
 - Lateness for, missing or leaving school without permission.
 - Wearing inappropriate/offensive clothing in school

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

- ❖ 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.
- ❖ 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.
- ❖ Displaying what appears to be a weapon.
- ❖ Threatening to use any weapon.
- ❖ 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.
- ❖ 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 devices designed for inhalation purposes), 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 which 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 Clara Tanner.

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 Internet web site 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(1)(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.

VIII. 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.

A. 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
 - ❖ Long-term (more than five days) suspension from school
 - ❖ 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.
 - ❖ 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

1. 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:
 - a. The student's age
 - b. The student's grade in school
 - c. The student's prior disciplinary record
 - d. The superintendent's belief that other forms of discipline may be more effective

- e. Input from parents, teachers and/or others
 - f. Other extenuating circumstances.
2. 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.
 3. 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 that 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.

A. 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.

B. 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 table top 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:

Annette D. Hammond	Primary Incident Commander	607-783-2207 ext. 140
Heather Wilcox	Alternate Incident Commander	607-783-2207 ext. 103
Alan Digsby	Alternate Incident Commander	607-783-2207 ext. 101
Dorothy Iannello	Alternate Incident Commander	607-783-2207 ext. 140
Harold Ives	Primary Safety Officer	607-783-2207 ext. 115
Alan Digsby	Alternate Safety Officer	607-783-2207 ext. 101
Annette D. Hammond	Primary Liaison Officer	607-783-2207 ext. 140
Heather Wilcox	Alternate Liaison Officer	607-783-2207 ext. 103
Annette D. Hammond	Primary Public Information Officer	607-783-2207 ext. 140
Heather Wilcox	Alternate Public Information Officer	607-783-2207 ext. 103
Harold Ives	Primary Logistics Officer	607-783-2207 ext. 115

Alan Digsby	Alternate Logistics Officer	607-783-2207 ext. 101
Alan Digsby	Primary Operations Officer	607-783-2207 ext. 101
Harold Ives	Alternate Operations Officer	607-783-2207 ext. 115
Annette D. Hammond	Primary Planning/Intelligence Officer	607-783-2207 ext. 140
Heather Wilcox	Alternate Planning/Intelligence Officer	607-783-2207 ext. 103
Dorothy Iannello	Primary Finance Officer	607-783-2207 ext. 101
Brianne Simonds	Alternate Finance Officer	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>	<i>ahammond@gmucsd.org</i>

- 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

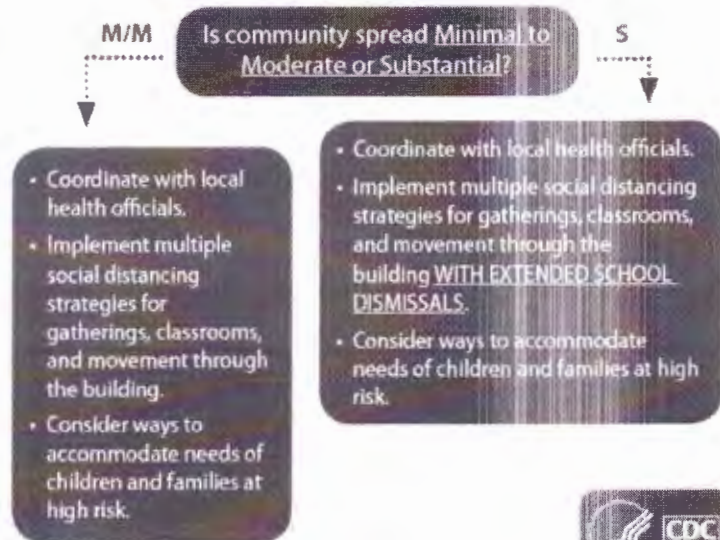


No Community Spread

- 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 de-brief 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.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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

DIVERSITY, EQUITY, AND INCLUSION

The Board understands and embraces the idea that all students benefit from diversity, equity, and inclusion. While the District has been implementing processes and procedures to create a learning environment which embraces diversity, equity and inclusion, the Board is directing the Superintendent or designee to:

1. Establish a District-wide Diversity, Equity and Inclusion Committee which will include representatives of all District stakeholders, including students. The Committee will be charged with monitoring the District's diversity, equity and inclusion efforts and implementing new programs, processes or procedures as needed. The Superintendent shall establish the committee as soon as practicable;
2. Monitor the engagement of District families and community members to ensure engagement practices are based on mutual trust, confidence, and respect. Participation of all communities should be actively encouraged through conversations and reduction of language barriers;
3. Work to recruit and train a diverse workforce in all areas and at all levels within the District, so that District students are well prepared for an increasingly global society;
4. Create Employee programs and practices designated to enhance all students' self-identity, self-confidence and self-esteem by implementing non-discriminatory policies and practices, focusing on the wellbeing of the whole child and always considering and addressing the full range of student developmental pathways;
5. Seek to diversify schools and learning opportunities by finding creative steps to enhance the level of socioeconomic and racial diversity within the District's schools, examining the use of language which prevents some students from accessing and fully participating in District programs and implementing practices to reduce language which perpetuates negative stereotypes, and work to ensure programs and classes are accessible to all individuals equally;
6. Work with staff to expand inclusive and culturally responsive teaching and learning in all content areas, classroom grouping, professional development, student support systems, and all other opportunities for students. The following should be considered as part of this process:
 - a. Specifically acknowledging the role that racism and bigotry have played and continue to play in the American story;

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Non-Instructional/Business
Operations

- b.** Adoption of a Culturally Responsive-Sustaining Framework which embeds the ideals of diversity, equity and inclusion by creating student centered learning environments which affirm cultural identities;
- c.** Endeavoring to include the contributions of all groups in the telling of the American story;
- d.** Creating coherent opportunities for students to actively participate in experiences that prepare them for a lifetime of civic engagement and contributions to social justice.

First Reading: August 18, 2021

Second Reading & Adoption: September 15, 2021

CHENANGO COUNTY DEPARTMENT OF HEALTH
PRE-SCHOOL SPECIAL EDUCATION PROGRAM

This Contract, made this 5th day of August 2021 by and between the MUNICIPALITY of the County of Chenango, hereinafter referred to as the MUNICIPALITY, acting through the Chenango County Board of Supervisors, having its office at 5 Court Street, Norwich, NY 13815, and **Gilbertsville/Mt. Upton Central Schools**, hereinafter referred to as PROVIDER, having its office at 693 State Hwy, #51, Gilbertsville, NY 13776, is for the provision of **4410 evaluation** services to preschool children with disabilities pursuant to section 4410 of the New York State Education Law.

WHEREAS, "MUNICIPALITY" shall mean the county outside the City of New York or the city of New York in the case of a county contained within the city of New York; and

WHEREAS, "BOARD" shall mean:

- (1) a board of education as defined in section two of the New York State Education Law;
- (2) trustees of a common school district as defined in section 1601 of the New York State Education Law; and

WHEREAS, "COMMISSIONER" shall mean the Commissioner of Education of the State of New York; and

WHEREAS, the PROVIDER, warrants that it can meet the needs of preschool children with disabilities placed in its program under section 4410 of the New York State Education Law and in compliance with Part 200 of the Regulations of the COMMISSIONER, and shall comply with all applicable federal, state and local laws; and

WHEREAS, the PROVIDER agrees to comply with section 424-a of the Social Services Law and any and all regulations, requirements and procedures promulgated by the State of New York implementing such law. Prior to permitting any contact between any child to be provided services under this Agreement and a current or potential employee, the PROVIDER agrees to file the forms required by the NYS Central Register of Child Abuse and Maltreatment to determine whether such employee is the subject of an indicated child abuse and maltreatment report on file. If any potential or current employee or independent contractor of PROVIDER is the subject of an indicated child abuse and maltreatment report on file, PROVIDER shall not allow any contact between any child to be provided services under this Agreement and the subject of the indicated

report unless so authorized in writing by and at the sole discretion of the Chenango County Director of Public Health.

WHEREAS, the PROVIDER has been approved by the COMMISSIONER to provide special educational services in accordance with section 4410 of the New York State Education Law and Part 200 of the Regulations of the COMMISSIONER; and

WHEREAS, the MUNICIPALITY shall provide either directly or by contract for suitable transportation to and from the PROVIDER'S program, in accordance with section 4410 of the New York State Education Law and Part 200 of the Regulations of the COMMISSIONER; and

WHEREAS, section 4410 of the New York State Education Law requires a contract, in a form approved by the COMMISSIONER, between the MUNICIPALITY and the PROVIDER of the program selected by the BOARD

NOW, THEREFORE, in order to make available those services to preschool children with disabilities placed under section 4410 of the New York State Education Law as determined by the BOARD, the parties hereto mutually agree as follows:

1. The PROVIDER shall provide appropriate services in accordance with Appendix A for preschool children with disabilities placed by the BOARD to attend PROVIDER'S program. The school year is hereby defined as a school year session from September 9, 2021 through June 24, 2022 or thereabouts, and/or a six week summer session from July 5 through August 15, 2022 or thereabouts. The PROVIDER shall provide such services for that part of the school year for which the BOARD places children.
2. All financial arrangements for services under this Contract shall be between the MUNICIPALITY and PROVIDER in accordance with the provisions of paragraph 3 of this Contract. The PROVIDER shall be responsible for the delivery of appropriate services, including the training and/or retraining of direct service staff employed by the PROVIDER.
3. The MUNICIPALITY, in accordance with the provision of this Contract, shall reimburse the PROVIDER for expenditures made for contracted services as follows:
 - A) Such payments shall be at the rates approved for tuition and, if applicable, maintenance. The rate for tuition shall be the amount established for such purpose by the COMMISSIONER and certified by the Director of the Budget of the State of New York. The rate for maintenance shall be the amount established for such

purpose by the Commissioner of Social Services of the State of New York and certified by the Director of Budget of the State of New York. Such payments shall be made pursuant to section (3.C) of this contract. Where the enrollment for a child is for periods of less than the full session, the payment shall be prorated by the COMMISSIONER pursuant to Part 200 of the Regulations of the COMMISSIONER.

- B) 1) The PROVIDER shall bill the MUNICIPALITY monthly on a duly completed and executed Chenango County voucher accompanied by an itemized statement of services rendered including but not limited to the identity of patients, the date(s) of service, and attendance logs for related services per the child's Individualized Education Program.
- 2) In the event of notification by the COMMISSIONER of an official rate change, the PROVIDER shall submit a voucher to the MUNICIPALITY for any additional payment due to a rate increase or shall notify the MUNICIPALITY of any refund owed due to a rate decrease. Such voucher or notice shall be submitted not more than thirty (30) days after such official notification.
- C) The MUNICIPALITY shall reimburse the PROVIDER for services rendered under the terms of this Contract in the first instance and at least quarterly upon receipt of vouchers from the PROVIDER. No payment shall be required to be made by the MUNICIPALITY prior to receipt of Notification of Determination of Placement by the BOARD. The MUNICIPALITY shall pay for the services provided pursuant to such Notification commencing with the date of enrollment prescribed therein.
- D) No parent or any other person shall be required or requested to make any payment for tuition, in addition to the payments made by the MUNICIPALITY pursuant to this Contract.
- E) All claims for payment made to the MUNICIPALITY by the PROVIDER shall identify and allocate costs for services rendered in such a manner as shall be acceptable to the MUNICIPALITY.

- F) 1) The PROVIDER shall prepare and make available such statistical, financial and other records pursuant to section 4410 of the New York State Education Law, as are necessary for reporting and accountability. All documents and records shall be consistent with New York State financial requirements for audit and rate establishment procedures. The PROVIDER shall retain the financial records and other financial documents relevant to this Contract in accordance with the ED-4 records retention schedule.
- 2) These records pursuant to section 4410 of the New York State Education Law shall be subject at all reasonable times to inspection, review or audit by the BOARD, the municipality where the PROVIDER is located, the State of New York, acting through the Education Department or the Office of the State Comptroller, federal and other personnel duly authorized by such municipality. In addition, such municipality shall make available any and all copies of such documents to such other MUNICIPALITIES as may contract with the PROVIDER. PROVIDER acknowledges and agrees that the MUNICIPALITY may recover funds from PROVIDER if the State of New York has findings against PROVIDER as the result of an audit.
4. The MUNICIPALITY and PROVIDER shall observe and require the observance by all subcontractors and their employees of all applicable federal and New York State requirements relating to confidentiality of records and information.
5. This Contract shall take effect as of **September 1, 2021** and terminate on **August 31, 2024**; provided however, that this agreement shall be deemed to have terminated at any time as the COMMISSIONER withdraws approval for the PROVIDER to provide services or programs for children with handicapping conditions. This contract may be renewed for an additional period of on (1) year upon notification by the MUNICIPALITY, and acceptance by the PROVIDER at least thirty (30) days prior to the expiration of the existing term. However, should the PROVIDER be requesting termination of this contract based on the PROVIDER'S intent to cease operation, all specific close-down procedures shall be followed by the PROVIDER in accordance with Part 200 of the Regulations of the COMMISSIONER. Written notice of any such termination shall be provided to the MUNICIPALITY and the

BOARD(s) by the PROVIDER not less than ninety (90) days prior to the intended effective date of such action. In the event of such termination, the parties shall adjust the accounts due and the PROVIDER shall undertake no additional expenditures not already required. Upon any such termination, the parties shall endeavor in an orderly manner to close down activities hereunder.

6. All agreements between PROVIDER and subcontractors shall be by written contract. All subcontracts entered into by the PROVIDER relative to the purchase of services pursuant to this Contract shall be written in accordance with all federal and State laws, regulations and guidelines and shall be as disclosed on the application to the COMMISSIONER for program approval. No provision of any such subcontract shall be deemed to provide for the incurrence of any financial obligation of the MUNICIPALITY in addition to the established maintenance and tuition rates. Any arrangements entered into by a PROVIDER with a subcontractor shall be governed by all applicable provisions relating to conflict of interest pursuant to the Laws of New York State. The PROVIDER shall not be relieved of any responsibility under this Contract by any subcontract.
7. The PROVIDER shall not assign this Contract without prior written approval of the BOARD and MUNICIPALITY which approvals shall be attached to this Contract as an amendment.
8. The parties to be bound by Appendix B which is attached hereto and made a part hereof. In the event that the COMMISSIONER withdraws approval for the operation of any program or service at any site as listed in Appendix B., such actions shall constitute an immediate amendment to this contract removing inclusion of such program or service from Appendix B. In the event that the PROVIDER intends to cease operations of any or all programs or services at any site listed in Appendix B., the PROVIDER shall give written notice of such intention to the MUNICIPALITY and the BOARD(S) not less than ninety (90) days prior to the intended effective date of such action. Such cessation shall constitute an immediate amendment to this contract thus removing such program or service from Appendix B.

9. This Contract is subject to and shall comply with all applicable provisions of federal and New York State laws or regulations. This Contract shall be governed by the Laws of the State of New York.

COUNTY OF CHENANGO

Dated: 8.9.21

By George Seneca
George Seneca, Chair, Board of Supervisors

PROVIDER

Dated: _____

By _____

Printed Name: _____

Title: _____

APPENDIX A

1. Provision of Services:

- a. All Services shall be conducted by appropriately licensed or qualified professionals in accordance with the Regulations of the New York State Department of Education (NYSED), in accordance with generally accepted standards of professional quality, in accordance with Preschool/School Supportive Health Services Program (SSHSP) and in accordance with County directives.
- b. The PROVIDER shall provide such professional Services as may be necessary to accomplish the work required to be performed under and in accordance with this Agreement and in accordance with the Individualized Education Program (IEP) for each Child.

2. SSHSP Medicaid Compliance

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

3. Records:

- a. PROVIDER must maintain records that document the performance of activities required to be completed by the PROVIDER on behalf of referred or eligible children and their families. Such records may contain the following documents:
 - i. A copy of the IEP.
 - ii. STAC forms.
 - iii. Physicians' orders and/or prescriptions recommended by an appropriate health care practitioner. The physician's order or script must indicate a diagnosis or reason for the service.
 - iv. Quarterly progress reports, the child's annual report, extended school year documentation and other documentation relating to the delivery of services.
 - v. Session notes as detailed in ATTACHMENT A (III)
 - vi. Attendance logs for related services
 - vii. Documentation that speech services are provided by or under the direction of a NYS licensed and registered speech-language pathologist as required by Medicaid under the Preschool Supportive Health Services Program
- b. The PROVIDER shall keep its clinical and all other 3-5 Special Education Program records available at all reasonable times for inspection, review, evaluation and audit

by properly authorized personnel of the County, the State and federal government, subject to any limitations or restrictions imposed by any statutes, rules or Regulations governing confidentiality of child records, for a period of not less than that required by applicable law, regulations, or record retention schedules of the County, State or federal government.

4. Quarterly Progress Reports

- a. The PROVIDER shall complete a quarterly progress report as set forth in Part 200 of the Regulations of the Commissioner of Education (200.4 (d) (2) (x) .
- b. The progress report shall indicate the present level of performance of the child and the progress that the child is making toward meeting projected outcomes of goals and/or objectives as specified on the IEP.

5. Reports for the Child's Annual Review:

- a. The PROVIDER shall assess each child receiving Services on an annual basis to provide the Committee on Preschool Special Education (CPSE) with information about the child's progress in achieving educational goals so the CPSE can make a determination of continued eligibility and a recommendation of services.
- b. The PROVIDER shall complete an annual report for each Child receiving Services on an annual basis and shall submit a copy of the annual report by May 1 (*see note below) of the current school year to the following:
 - i. The Child's Parent
 - ii. The Special Education Director/CPSE Chairperson of the child's school district
 - iii. The COUNTY

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

- c. In the annual report, the THERAPY PROVIDER will provide school district with the following information:
 - i. Method assessment including but not limited to observation, data collection, checklists.
 - ii. Present levels of educational performance
 - iii. Annual goals, instructional objectives and benchmarks

6. Cooperation with School Districts and Committees on Preschool Special Education:

PROVIDER shall provide information to the Committee on Preschool Special Education to assist the committee in developing the IEP. This information includes but is not

limited to annual goals, instructional objectives and benchmarks, evaluation criteria, procedures and schedules, present levels of performance and individual needs.

7. Authorization of Services

The PROVIDER is authorized to provide the service in accordance with the STAC-1 form issued by the COUNTY.

8. Participation in the CPSE Process:

As requested by the COUNTY and/or the child's school district, the PROVIDER shall attend meetings or confer with the CPSE chairperson for the purpose of participating in the development and/or review of a Child's IEP.

9. Extended School Year Services

3-5 Preschool Special Education is a 10-month program. The Committee on Preschool Special Education must determine whether a child requires extended school year special education services in order to prevent substantial regression. PROVIDER will complete an Extended School Year Documentation form as requested by the county. PROVIDER will provide evidence that there has been a consistent pattern of regression throughout the school year as well as over weekend, vacations, and illnesses.

10. Evaluations

- a. PROVIDER will schedule evaluation appointments upon receipt of the referral from the child's school district.
- b. If required, PROVIDER will secure and have on file physicians' orders.
- c. PROVIDER will use and score standardized tests as specified in the test manual.
- d. PROVIDER will use sub-scores returned on standardized tests in a manner consistent with the test manual.
- e. PROVIDER will use the most recent edition of the test instrument.
- f. If a recommendation is made to the Committee on Preschool Special Education that a preschooler be classified as a preschooler with a disability, the PROVIDER will do so based upon the Part 200 Regulations including but not limited to 200.1(mm).
- g. PROVIDER will complete written evaluation reports in a timely manner and submit copies to the child's parents, the school district and the COUNTY.

APPENDIX B

APPROVED PROGRAMS WHERE SERVICES ARE PROVIDED

APPROVED PROGRAM

LOCATION

[illegible]

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

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

ATTACHMENT B

Chenango County Preschool Special Education

Annual Progress Report

Date of Report: _____

Child's Name: _____ DOB: _____

Provider Name: _____ Discipline: _____

Method of Assessment

Examples: data collection, provider observation, checklist

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

Academic

Present Levels:

Abilities:

Needs:

Social Development

Present Levels:

Abilities:

Needs:

Physical Development

Present Levels:

Abilities:

Needs:

ATTACHMENT B

Management Needs:

Present Levels:

Abilities:

Needs:

Measurable Annual Goal and Short-Term Instructional Objectives/Benchmarks

Annual Goal:

Evaluative Criteria

Procedures to Evaluate Goal:

Evaluation Schedule:

Instructional Objectives or Benchmarks:

Annual Goal:

Evaluative Criteria

Procedures to Evaluate Goal:

Evaluation Schedule:

Instructional Objectives or Benchmarks:

Annual Goal:

Evaluative Criteria

Procedures to Evaluate Goal:

Evaluation Schedule:

Instructional Objectives or Benchmarks

ATTACHMENT B

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

Proposed recommendation for service in provider's discipline:

Use additional page(s) if necessary.

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

Signature of Preschool Provider

Date

I have reviewed this report and agree with its recommendations.

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

Copies: School District, Parent, County



2021-2022 Regional Calendar

JULY 2021

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

AUGUST 2021

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

SEPTEMBER 2021

(16+2)

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

OCTOBER 2021

(19+1)

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

NOVEMBER 2021

(18)

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

DECEMBER 2021

(16)

S	M	T	W	TH	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

KEY

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

JULY 2021

- 5 4th of July (Observed)
- 6 Special Education Summer School Begins
- 6 Regional Summer School Begins

AUGUST 2021

- 16 Regional Summer School Ends
- 16 Special Education Summer School Ends

SEPTEMBER 2021

- 6 Labor Day—No School
- 7-8 Staff Development Day—No School
- 9 First Day for Students

OCTOBER 2021

- 8 Staff Development Day—No School
- 11 Columbus Day—No School

NOVEMBER 2021

- 11 Veterans Day—No School
- 24-26 Thanksgiving Recess—No School

DECEMBER 2021

- 23-31 Christmas Recess—No School
- 31 New Year's (Observed)

JANUARY 2022

- 17 Martin Luther King, Jr. Day—No School
- 25-28 Regents Exams

FEBRUARY 2022

- 18-21 Presidents' Day Recess—No School

MARCH 2022

- 18 Staff Development Day—No School
- 21 No School
- 29-31 NYS ELA Testing, Grades 3-8

APRIL 2022

- 11-15 Spring Recess—No School
- 26-28 NYS Math Testing, Grades 3-8

MAY 2022

- 24 NYS Science Performance Test, Grades 4 & 8
- 30 Memorial Day—No School

JUNE 2022

- 6 NYS Science Written Test, Grades 4 & 8
- 14 Last Day CTE & Career Academy for Students
- 15-23 Regents Exams
- 20 Juneteenth—No School
- 22 Last Day Special Education for Students
- 24 Rating Day, No Regents
- 24 Last Day for Instructors

JANUARY 2022

(20)

S	M	T	W	TH	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2022

(18)

S	M	T	W	TH	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH 2022

(21+1)

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

APRIL 2022

(16)

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

MAY 2022

(21)

S	M	T	W	TH	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2022

(17)

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

ATTACHMENT D

STATEMENT OF REASSIGNMENT

Name of the Outside Contracted Provider

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

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

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

(Date)

(Outside Contract Service Provider's Signature)

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

Additional School Districts with Which you Contract:

[illegible]

ATTACHMENT E

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

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

(Organization/Contracted Provider's Name)

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

- A) 1) Keep any record necessary, according to New York State's Preschool/School Supportive Health Services Program, Handbook 8, to disclose the extent of services the Provider furnishes to recipients receiving assistance under the New York State Plan for Medicaid Assistance.
- 2) On request, furnish the New York State Department of Health, or its designee and the Secretary of the United States Department of Health and Human Services, and the New York State Medicaid Fraud Control Unit any information maintained under paragraph (A)(1), and any information regarding any Medicaid claims reassigned by the Provider.
- 3) Comply with the disclosure requirements specified in 42 CFR Part 455, Subpart B.
- B) Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Federal Rehabilitation Act of 1973, and all other State and Federal statutory and constitutional non-discrimination provisions which prohibit discrimination on the basis of race, color, national origin, handicap, age, sex, religion and/or marital status.
- C) Abide by all applicable Federal and State laws and regulations, including the Social Security Act, the New York State Social Services Law, Part 42 of the Code of Federal Regulations and Title 18 of the Codes, Rules and Regulations of the State of New York.

(Outside Contract) Provider's Authorized Signature: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Date Signed: _____

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

Additional School Districts with Which you Contract:

CHENANGO COUNTY DEPARTMENT OF PUBLIC HEALTH

DIVISION FOR CHILDREN WITH SPECIAL NEEDS

REFERRAL CONTACT PERSON INFORMATION

CONTACT PERSON: _____

AGENCY NAME (if applicable): _____

ADDRESS: _____

PRIMARY PHONE #: _____ ALT. PHONE #: _____

FAX#: _____

E-MAIL: _____

DISCIPLINE: _____

MEMORANDUM OF UNDERSTANDING

Between

Gilbertsville-Mount Upton Central School District

And

Gilbertsville-Mount Upton Teachers' Association

Regarding a Teacher, Lynne Talbot, Moving to Part-Time

WHEREAS, Lynne Talbot, (the "Teacher") is a teacher tenured in the area of Mathematics at the District, and has asked the District to become part-time (.5 FTE) for personal reasons, and

WHEREAS, Gilbertsville-Mount Upton Teachers' Association (the "Association") agrees with the arrangement.

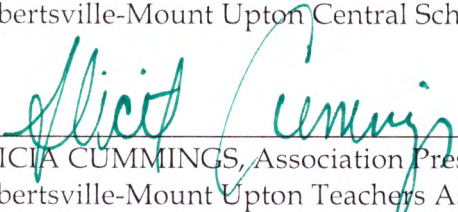
NOW, therefore, the parties agree as follows:

1. Teacher shall have her position reduced to become a .5 FTE teacher.
2. Teacher's salary and any other benefits or accruals not specifically addressed in this Memorandum of Understanding, shall be reduced proportionately from her full-time service, salary and benefits.
3. Teacher shall remain eligible for health insurance to the same extent as a full-time teacher under the Collective Bargaining Agreement.
4. Any part-time service by Teacher shall be treated as 1.0 FTE for purposes of duration of service for retiree health benefits.
5. The teacher shall continue to accrue seniority as a half-time teacher for any and all contractual provisions for seniority. Seniority credit in the Teacher's tenure area for the purpose of lay-offs shall be to extent allowed by NYS Education Law and the NYS Commissioner's regulations and not by virtue of this Agreement.

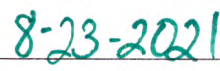
6. The parties recognize that with the reduction of Teacher's position to .5 FTE, the District still has need of an additional .5 FTE and will be hiring a part-time Mathematics teacher to fill the position.
7. The parties agree that this situation is unique and unlikely to be repeated. Therefore, neither the situation or this Agreement may be used as evidence to prove policy, past practice or law of the shop in any action or special proceeding. This Agreement may be used to enforce its own terms.
8. This Memorandum of Agreement is enforceable under Article IV - Grievance of the Collective Bargaining Agreement.
9. The parties hereby acknowledge that they had the opportunity to be advised by counsel or a labor relations specialist concerning this Agreement, that they have read this Agreement, that they fully understand its contents, and that they have executed the same and made the agreements provided for herein voluntarily and of their own free will.
10. This Memorandum of Agreement shall represent the full and complete Agreement between the parties and shall, upon execution by the parties, become effective July 1, 2021 and shall remain in effect until the end of business June 30, 2025.

ANNETTE HAMMOND, Chief School Officer
Gilbertsville-Mount Upton Central School District

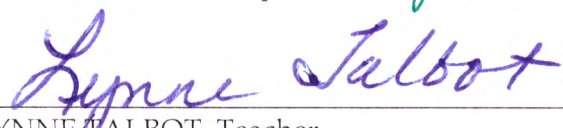
Date



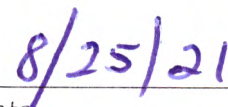
ALICIA CUMMINGS, Association President
Gilbertsville-Mount Upton Teachers Association



Date



LYNNE TALBOT, Teacher



Date