

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, January 13, 2021  
Regular Meeting, 6:30 pm, Cafeteria  
**AGENDA**

**CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**COMMUNICATIONS / POSITIVE HIGHLIGHTS**

**INFORMATION FOR MEMBERS**

-Board of Education Scholarship Fundraiser

**PUBLIC COMMENT**

**REPORTS**

-December Report: Career Exploration-Greg Bonczkowski, Business Teacher.  
-January Report: STEAM-Mark Seigers, STEAM teacher and PLC-Heather Wilcox, Principal

**BOARD DISCUSSION**

-Second Reading: Financial Management/Investment Policy (BP 5220) (**Enclosure 2**)  
-Second Reading: Fixed Assets (BP 5250) (**Enclosure 3**)  
-Second Reading: Student Activity Fund (BP 5520) (**Enclosure 4**)

**EXECUTIVE SESSION**

**I. RECOMMENDED ACTIONS – ROUTINE MATTERS**

**APPROVE MINUTES**

RESOLVED, to approve the minutes from the Regular Board of Education Meeting on 16 December 2020. (**Enclosure 5**)

RESOLVED, to approve the minutes from the Regular Board of Education Meeting on 21 December 2020. (**Enclosure 6**)

**APPROVE AGENDA**

RESOLVED, to approve the 13 January 2021, consent agenda. (**Enclosure 1**)

**II. RECOMMENDED ACTIONS-NEW BUSINESS**

**COMMITTEE ON SPECIAL EDUCATION/COMMITTEE ON PRESCHOOL SPECIAL EDUCATION CONSENT AGENDA (Enclosure 7)**

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 13 January 2021, Committee on Special Education/Committee on Preschool Special Education Consent Agenda. The meeting dates include 11 December 2020.

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 13 January 2021, Financial Consent Agenda.

#### **PERSONNEL CONSENT AGENDA**

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 13 January 2021, Personnel Consent Agenda.

#### **NEW ITEMS CONSENT AGENDA**

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 13 January 2021, New Items Consent Agenda.

#### **EXECUTIVE SESSION**

#### **SECOND PUBLIC COMMENT**

#### **ADJOURNMENT**

# POLICY

2020

5220  
1 of 6

Non-Instructional/Business  
Operations

## **SUBJECT: FINANCIAL MANAGEMENT/INVESTMENT POLICY**

### **SCOPE:**

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

### **OBJECTIVES:**

The primary objectives of the School District's investment activities are, in priority order:

- to conform with all applicable federal, state and other legal requirements (legal);
- to adequately safeguard principal (safety);
- to provide sufficient liquidity to meet all operating requirements (liquidity); and
- to obtain a reasonable rate of return (yield).

### **DELEGATION OF AUTHORITY:**

The governing board's responsibility for administration of the investment program is delegated to the treasurer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

### **PRUDENCE:**

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the School District to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

### **DIVERSIFICATION:**

It is the policy of the School District to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

# POLICY

2020

5220  
2 of 6

Non-Instructional/Business  
Operations

## **INTERNAL CONTROLS:**

It is the policy of the School District for all moneys collected by any officer or employee of the government to transfer those funds to the treasurer within five business days of deposit or within the time period specified in law, whichever is shorter.

The treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and they are managed in compliance with applicable laws and regulations.

## **DESIGNATION OF DEPOSITARIES:**

The banks and trust companies authorized for the deposit of monies up to the maximum amounts are:

### Depository Name

J.P. Morgan Chase Bank  
Community Bank

## **COLLATERALIZING OF DEPOSITS:**

In accordance with the provisions of General Municipal Law, § 10, all deposits of School District, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured by at least one of the following:

a. By a pledge of "eligible securities" with an aggregate "market value" as provided by GML § 10.

b. i. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk based capital requirements, or



# POLICY

2020

5220  
3 of 6

Non-Instructional/Business  
Operations

ii. In lieu of or in addition to the deposit of eligible securities, the officers making a deposit may, in the case of an irrevocable letter of credit issued in favor of the local government by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, accept such letter of credit payable to such local government as security for the payment of one hundred percent of the aggregate amount of public deposits from such officers and the agreed upon interest, if any.

c. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

## **SAFEKEEPING AND COLLATERALIZATION**

Eligible securities used for collateralizing deposits shall be held by depositary or a third party bank or trust company subject to security and custodial agreements as determined by the treasurer.

The security agreement shall provide that eligible securities are being pledged to secure the School District deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the School District to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the School District, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the School District or its custodial bank.

The custodial agreement shall provide that securities held by the bank or, trust company, or agent of and custodian for, the School District, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the School District a perfected interest in the securities.

# POLICY

2020

5220  
4 of 6

Non-Instructional/Business  
Operations

## **PERMITTED INVESTMENTS**

As authorized by General Municipal Law § 11, the School District authorizes the treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Obligations issued pursuant to LFL § 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the School District;
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments.
- Certificates of Participation (COPs) issued pursuant to GML § 109 b. Obligations of this School District, but only with any moneys in a reserve fund
- Obligations of this School District, but only with any moneys in a reserve fund established pursuant to GML §§ 6 c, 6 d, 6 e, 6 g, 6 h, 6 j, 6 k, 6 m, or 6 n.

All investment obligations shall be payable or redeemable at the option of the School District within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the School District within two years of the date of purchase.

## **AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

The School District shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the School District conducts business must be credit worthy. Banks shall provide their most recent

Consolidated Report of Condition (Call Report) at the request of the School District. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositaries, trading partners and custodians. Such listing shall be evaluated at least annually.



# POLICY

2020

5220  
5 of 6

Non-Instructional/Business  
Operations

## **PURCHASE OF INVESTMENTS**

The treasurer is authorized to contract for the purchase of investments:

- a. Directly, including through a repurchase agreement, from an authorized trading partner.
- b. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.
- c. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the School District, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the School District by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, § 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the School District, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the School District a perfected interest in the securities.

## **REPURCHASE AGREEMENTS**

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.

# POLICY

2020

5220  
6 of 6

Non-Instructional/Business  
Operations

- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

Adopted: 7/6/93  
Revised: 3/21/2006  
Amended: 01/13/2021



# POLICY

2020

5250  
1 of 2

Non-Instructional/Business  
Operations

## **SUBJECT:        FIXED ASSETS**

The School District recognizes the need to implement the required accounting and financial reporting standards promulgated by the Governmental Accounting Standards Board (GASB). GASB Statement 34 was issued to provide new and additional information to the diverse users of the District's financial statements.

A fixed asset or capital asset is defined as a physical commodity (i.e. land, buildings, machinery, vehicles, equipment, and furnishings) having an estimated period of usefulness in excess of one year and an estimated value of at least \$1,000.

The School District is committed to fostering proper management of the District's assets.

### **Guidelines**

1. The disposal of all fixed assets shall be recorded and approved for disposition by the Board.
2. Obsolete or surplus items shall be kept to the lowest levels.
3. The Board shall designate a person who will be responsible for safeguarding all fixed assets and who will ensure that none is removed from school property unless authorized by the Board.
4. Employees are not permitted to use the District's assets for personal activities.
5. Generally, capital assets should be considered for disposal when they can be identified with one or more of the following:

(a) Obsolete: An asset which is no longer suitable for its original purpose and which is incapable of being modified to achieve an acceptable level of operation, with little or no resale value.

(b) Not Repairable: An asset which cannot be repaired or restored to an acceptable level of operation, or where the cost of repair in relation to replacement cost is not economically justifiable.

# POLICY

2020

5250  
1 of 2

Non-Instructional/Business  
Operations

(c) Surplus: An asset may become surplus if it is in excess of estimated requirements or if the purpose for which it was originally acquired no longer exists.

## **Recording of Fixed Assets**

All assets will be recorded on an ongoing basis in a Fixed Asset Register. The Register will record an identifying number, a description of the asset, the location of the asset, and the original cost of the asset.

All items that are listed as fixed assets shall be tagged and identified in the District's Register of Assets. All other assets shall be tagged if such assets may be conducive to theft and have a value of at least \$100 (e.g., a digital camera costing \$400) and shall be included in the Register.

## **Physical Inventory of Fixed Assets**

Inventories are physical reviews and confirmations of the District's assets. A periodic evaluation of the inventory will ensure the integrity of the amounts in the District's financial statements, maintain current insurance valuations, and assist in loss detection.

Inventories shall be conducted as follows:

- land and buildings - every 5 years
- machinery, equipment, vehicles, furnishings - every 2 years
- all other fixed assets - at least annually.

Any assets not accounted for must be immediately brought to the attention of the Board.

## **Transfer of Fixed Assets**

The transfer of an asset from its original location must be specified in the Register by date, the new location, the purpose of the transfer, and the person(s) responsible for the transfer.

Adopted: February 22, 2006  
Amended: January 13, 2020

# POLICY

2020

5520  
1 of 3

Non-Instructional/Business  
Operations

## **SUBJECT: STUDENT ACTIVITY FUND**

Extraclassroom activity funds are defined in the Regulations of the Commissioner of Education as “funds raised other than by taxation or through charges of a board of education, for, by or in the name of a school, student body or any subdivision thereof.” Basically, extraclassroom activity funds are those operated by and for the students. Monies are usually collected voluntarily by pupils and are spent by them as they see fit so long as they abide by established regulations.

Extraclassroom activity funds must not be confused with funds accounted for in accordance with the Uniform System of Accounts prescribed by the State Comptroller. Procedures discussed in this policy and applicable regulations apply only to extraclassroom activity funds.

The board of education recognizes that the fundamental task of the schools is to prepare young people for life. In order for this preparation to be done properly, the educational program of the schools must be as wide as life itself. An integral part of such a program is extraclassroom activities. They represent an essential part of the educational experiences which should be available to young people. In order to promote for the proper handling and safeguarding of the extraclassroom activity funds, the board of education hereby adopts rules and regulations for the guidance of students, teachers, and principals.

### **Purpose**

Student extraclassroom activities may only be formed for educational purposes.

### **Definition**

Extraclassroom activity funds are funds raised other than by taxation or through charges of a board of education, for, by or in the name of a school, student body, or any subdivision thereof.

### **Organizational Procedures**

Students desiring to form an extraclassroom activity shall petition their principal in writing. The petition shall state the purpose of and describe the activities of the proposed extraclassroom activity, and shall be signed by at least seven students before it is presented to the principal for action. If the purpose of the proposed extraclassroom activity falls within the scope of educational or school service purposes and if the necessary space and equipment are available, the principal, in conjunction with the petitioning students, shall seek a suitable adviser. When these procedures have been accomplished, the building principal shall recommend to the chief school officer that the extraclassroom activity be approved by the board of education.



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# POLICY

2020

5520  
1 of 3

Non-Instructional/Business  
Operations

## **Approved Extraclassroom Activities**

All extraclassroom activities shall be approved by the board of education. The chief school officer shall maintain an up-to-date register of all extraclassroom activities that are approved or discontinued. A CHARTER needs to be developed (look at national charters i.e.; national honor society or student government) for each activity. This explains its purpose and goals and should be kept securely within the school.

## **Faculty Adviser**

Each extraclassroom activity shall have a faculty adviser recommended by the superintendent and appointed by the board of education. The faculty adviser shall attend all meetings of the extraclassroom activity.

## **Meetings**

All extraclassroom activities shall meet at least once monthly while school is in session. These meetings shall be held on school property. Extraclassroom activities shall not meet outside school property unless they have received consent from their school principal. **Minutes must be taken and kept securely with each activity to support any decisions made and recommendations brought up.**

## **Officers**

Each extraclassroom activity shall have a president, secretary, and treasurer. These officers shall be elected annually from among the membership by secret ballot.

## **Inactive Clubs and Leftover Funds**

An inactive extraclassroom activity shall be defined as one having no financial activity for one full school year. If an inactive club is identified, the central treasurer is directed to expend leftover funds as voted by the organization controlling these funds or if no such designation exists, then liquidate the leftover funds of these club(s) in accordance with the following: Leftover funds of inactive or discontinued extraclassroom activities and of graduating classes shall automatically revert to the account of the general student organization or student council. Inactive clubs must follow the organizational procedures set forth in this policy to re-activate previously existing activities.



# POLICY

2020

5520  
1 of 3

Non-Instructional/Business  
Operations

## **Sales, Campaigns and Fundraising Activities**

The chief faculty counselor shall provide information to the superintendent on sales, campaigns and fundraising activities of all extraclassroom activity clubs, including the nature of the event, dates of operation, duration of sale or campaign, and means of solicitation (e.g., door-to-door, direct mailing, etc.).

## **Risk Management**

The chief faculty counselor shall work with the business official to assure that the district's exposure to any risk resulting from club activities or fundraisers is minimized. In all cases where a vendor will be using district facilities to conduct its event, the district requires a certificate of insurance with the district named as an additional insured. Periodically, the district may request that its primary liability insurance carrier conduct a review of the activities of its extraclassroom activities and may prohibit certain events based on the review results.

## **Tax Exempt Status**

The extra classroom activities of the district are not included in the exemption granted to the school district from New York State sales tax. Without exception, clubs and activities are prohibited from using the school's tax exemption.

**However, some ECA's may be eligible for their own tax exemption. In this case, the taxable status of all fundraising events are guided by Publication 843.**

The taxable status of all fundraising events specified in the administrative regulations to this policy shall be enforced as listed by the central treasurer. Any event not specifically listed shall be deemed taxable unless a written determination that is non-taxable has been issued from the business official to the central treasurer. The central treasurer shall be responsible for filing the periodic sales tax returns for the extraclassroom activity funds.

## **Contracts, Commitments and Guarantees**

All commitments and contracts shall be the sole responsibility of the extraclassroom activity club giving rise to the transaction, regardless of change in advisers, membership or officers.

Adopted: 7/6/1993  
Revised: 7/17/2007  
Amended: 1/13/2021

12/16/20

## Gilbertsville-Mount Upton Central School Board of Education

### Regular Meeting

16 December 2020

### Zoom

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

Member Jed Barnes arrived at 6:31 P.M.

Member Hillary Giuda-Philpott was absent.

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, who led the Pledge of Allegiance. ORDER

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

- Teachers have done very well making it to this point and are pouring their heart and soul.
- A lot of festivities going around the building (elf on the shelf, beautiful tree).
- Able to keep up with numbers for quarantine so far but have been close due to lack of substitutes.

District Clerk Jarrin Hayen informed the board of an upcoming School Boards Institute virtual workshop through CASSC on Effective Leadership for Successful Governance.

### INFORMATION FOR MEMBERS

District Clerk Jarrin Hayen also updated the board on the BBQ chicken dinner Board of Education Scholarship fundraiser.

The Board discussed the following items:

### BOARD DISCUSSION

- December presentation (College & Career Exploration/Naviance during COVID-19 and PLC Team Progress) presentation will be at our January meeting.
- New Head Bus Driver was going to attend tonight but due to weather, she will attend in January to meet the board.
- How do we determine if a teacher works from home: following regulations that suggest we try to accommodate staff needs to avoid layoffs if staff can work from home. If teachers need special accommodations, they have to be approved by the Superintendent.

12/16/20

- SBHC practitioner is transferring closer to home. Dr. O'Brien will begin after Christmas.
- Ordered plaque for Joe Zaczek for his retirement.
- Closing offices on Thursday, December 17<sup>th</sup> if snow day.
- Surveyed parents for feedback on how the district is doing in many areas. Responses have been limited but a reminder will be sent again.
- Unadilla Valley has a work session on February 8<sup>th</sup>. We will see if this date works for both boards to meet.
- Governor Cuomo said today he is hoping to wait until February to present a budget.
- Four Otsego County schools are remaining virtual until January 19<sup>th</sup> to minimize the spread if individuals contract the virus over the holidays.
- Our attorney is working with Bainbridge-Guilford's attorney and the Town of Guilford on a PILOT agreement.
- We are working with our attorney and the CSEA representation on a Furlough agreement so staff knows what happens if we need to close school for COVID reasons.

Minutes from the 18 November 2020 regular meeting were unanimously approved on a motion by Barrows, seconded by Barnes. For the motion six, opposed none. Motion carried.

MINUTES

The proposed 16 December 2020 Regular Consent Agenda was unanimously adopted as amended on a motion by Barnes, seconded by Barrows. For the motion six, opposed none. Motion carried.

AGENDA

Board Member Covington made the motion, seconded by Board Member Barrows, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 16 December 2020 CSE/CPSE Consent Agenda as amended. The meeting dates include 20 November 2020. For the motion six, opposed none. Motion carried.

CSE/CPSE CONSENT  
AGENDA

Board Member Covington made the motion, seconded by Board Member Underwood, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 16 December 2020, Financial Consent Agenda. For the motion six, opposed none. Motion carried.

FINANCIAL CONSENT  
AGENDA

### **Financial Reports**

To accept the financial reports for November 2020.

12/16/20

Board Member Barrows made the motion, seconded by Board Member Covington, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 16 December 2020, Personnel Consent Agenda. For the motion six, opposed none. Motion carried.

## PERSONNEL CONSENT AGENDA

### **Annual Appointments**

To rescind Cierra Stafford's appointment as Co-Athletic Director.

To rescind Greg Bonczkowski's appointment as Co-Athletic Director and be reappointed as Athletic Director.

### **Retirement**

To accept the retirement of Stephen Cimineri as Elementary Teacher, effective end of day July 7, 2021, with regret and gratitude for his years of service.

### **Head Bus Driver (Supervisor)**

To approve Enid Carmona as the Head Bus Driver (Supervisor), beginning Monday, December 21, 2020.

### **Substitute**

To approve Isaiah Stockdale as a Pk-12 non-certified substitute for the 2020-2021 school year, beginning December 17, 2020.

### **Coaching Recommendations**

To appoint the following coaches for the 2020-2021 winter sports season:

Girls' Varsity Basketball-Tanya Barnes  
Girls' Varsity Basketball Volunteer Assistant Coach-Sandra Bonczkowski  
Girls' Junior Varsity Basketball-Kaitlyn Woods  
Girls' Modified Basketball-Shania Speenburgh

Boys' Varsity Basketball-Greg Bonczkowski

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

### **Retirement**

To accept the retirement of Mary Hankey as Elementary Teacher, effective July 1, 2021.

### **Resignation**

To approve the resignation of Cindy Ketchum as the



12/16/20

Deputy Treasurer, effective end of day December 26, 2020.

**Temporary Deputy Treasurer**

To appoint Cindy Ketchum as temporary Deputy Treasurer, effective December 27, 2020, until her retirement in August 2021.

Board Member Covington made the motion, seconded by Board Member Underwood, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 16 December 2020 New Items Consent Agenda as amended. For the motion six, opposed none. Motion carried.

NEW ITEMS CONSENT  
AGENDA

**Donation**

To accept the donation from the Aldi/ALDI Smart Kids Program of \$100 to supply healthy snacks to our students.

**Fire Inspection**

To approve the fire inspection effective 01 February 2021 through 01 February 2022.

**APPR Plan**

To approve Gilbertsville-Mount Upton Central Schools APPR Plan for the 2020-2021 school year.

No topics raised from the floor.

PUBLIC COMMENT

The meeting adjourned at 7:10 P.M. on a motion by Barnes, seconded by Barrows, and passed unanimously.

ADJOURNMENT

# Gilbertsville-Mount Upton Central School Board of Education

## Special Meeting

21 December 2020

Zoom

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

Member Cole Covington was absent.

Others present were Superintendent Annette Hammond and District Clerk Jarrin Hayen.

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

The proposed 21 December 2020 Regular Consent AGENDA  
Agenda was unanimously adopted as amended on a  
motion by Underwood, seconded by Barnes. For the  
motion six, opposed none. Motion carried.

Board Member Giuda-Philpott made the motion, seconded FINANCIAL CONSENT  
by Board Member Barrows, RESOLVED: Upon the AGENDA  
recommendation of the Superintendent of Schools, to  
accept/approve the 21 December 2020, Financial Consent  
Agenda as amended. For the motion six, opposed none.  
Motion carried.

### **Donation**

To accept a donation from Innovant Public Relations,  
LLC (High Bridge Wind) for \$1,000.

Board Member Barnes made the motion, seconded by PERSONNEL CONSENT  
Board Member Underwood, RESOLVED: Upon the AGENDA  
recommendation of the Superintendent of Schools, to  
accept/approve the 21 December 2020, Personnel Consent  
Agenda. For the motion six, opposed none. Motion  
carried.

### **Rescind Head Bus Driver (Supervisor Position)**

To rescind the appointment of Enid Carmona as Head Bus  
Driver, effective December 21, 2020.

No topics raised from the floor. PUBLIC COMMENT

The meeting adjourned at 7:32 a.m. on a motion by Smith, ADJOURNMENT  
seconded by Barnes, and passed unanimously.



# **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: Board of Education

FROM: Heather Wilcox  
Principal/Director of Special Education

RE: Recommendations Regarding Students with Disabilities

DATE: January 6, 2021

The following were reviewed by the 504/CSE/CPSE Committee(s) at its meeting of December 11, 2020. The 504/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, January 13, 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 December 2020.



# Gilbertsville-Mt. Upton CSD

Revenue Status Report From 7/1/2020 To 12/31/2020



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>A 1001</u>	REAL PROPERTY TAXES	2,138,050.00	0.00	2,138,050.00	2,180,096.79	-42,046.79
<u>A 1085</u>	STAR TAX REIMBURSEMENT	400,000.00	0.00	400,000.00	357,501.35	42,498.65
<u>A 1090</u>	INTEREST AND PENALTY ON TAXES	13,500.00	0.00	13,500.00	3,483.76	10,016.24
<u>A 2401</u>	INTEREST AND EARNINGS	325.00	0.00	325.00	61.30	263.70
<u>A 2401.PR</u>	INTEREST PAYROLL ACCOUNT	3.00	0.00	3.00	1.12	1.88
<u>A 2402</u>	INTEREST EARNINGS-CAPITAL RESERVE	325.00	0.00	325.00	35.25	289.75
<u>A 2403</u>	INTEREST EARNINGS-LIABILITY RESERVE	100.00	0.00	100.00	18.22	81.78
<u>A 2404</u>	INTEREST EARNINGS-EBALR RESERVE	102.00	0.00	102.00	35.48	66.52
<u>A 2405</u>	INTEREST EARNINGS-ERS RESERVES	100.00	0.00	100.00	10.80	89.20
<u>A 2406</u>	INTEREST EARNINGS-UNEMPLOYMENT RES	45.00	0.00	45.00	8.19	36.81
<u>A 2413</u>	BOCES ROOM RENTAL	12,000.00	0.00	12,000.00	0.00	12,000.00
<u>A 2666</u>	SALE OF TRANS EQUIP-BUSES	12,500.00	0.00	12,500.00	0.00	12,500.00
<u>A 2701</u>	BOCES REFUND PRIOR YRS EXP	55,000.00	0.00	55,000.00	64,233.69	-9,233.69
<u>A 2703</u>	REFUND OF PRIOR YEARS EXP	0.00	0.00	0.00	17,338.15	-17,338.15
<u>A 2770</u>	OTHER UNCLASSIFIED REVENUES	23,500.00	0.00	23,500.00	23,143.34	356.66
<u>A 3101</u>	BASIC AID GENERAL	4,047,743.00	0.00	4,047,743.00	1,151,898.49	2,895,844.51
<u>A 3101.1</u>	Building Aid	1,107,320.00	0.00	1,107,320.00	0.00	1,107,320.00
<u>A 3101.A</u>	EXCESS COST AID	672,057.00	0.00	672,057.00	142,210.75	529,846.25
<u>A 3102</u>	LOTTERY AID	464,400.00	0.00	464,400.00	437,368.72	27,031.28
<u>A 3102..1</u>	LOTTERY GRANT AID	272,000.00	0.00	272,000.00	155,982.77	116,017.23
<u>A 3103</u>	BOCES AID	548,211.00	0.00	548,211.00	-134.37	548,345.37
<u>A 3260</u>	TEXTBOOK AID	24,275.00	0.00	24,275.00	5,250.00	19,025.00
<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	6,577.36	10,922.64
<b>A Totals:</b>		<b>9,817,155.00</b>	<b>0.00</b>	<b>9,817,155.00</b>	<b>4,545,121.16</b>	<b>5,272,033.84</b>
<u>C 1440</u>	SALE OF REIMBURSABLE MEALS	34,000.00	0.00	34,000.00	1,151.40	32,848.60
<u>C 1445</u>	OTHER CAFETERIA SALES	22,500.00	0.00	22,500.00	-301.46	22,801.46
<u>C 2401</u>	INTEREST AND EARNINGS	50.00	0.00	50.00	2.09	47.91
<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	-119.60	2,619.60
<u>C 2772</u>	Catering - Internal	5,000.00	0.00	5,000.00	0.00	5,000.00

# Gilbertsville-Mt. Upton CSD

Revenue Status Report from 7/1/2020 To 12/31/2020



Account	Description	Actual	Budget	Encumbrance	Unencumbered Budget	Revenue Earned	Unencumbered Revenue
<u>190</u>	STATE REIMB.-BREAKFAST	3,500.00	0.00		3,500.00	0.00	3,500.00
<u>C 3190.01</u>	STATE REIMB.-LUNCH	3,500.00	0.00		3,500.00	618.00	2,882.00
<u>C 3190.1</u>	BOCES AID	500.00	0.00		500.00	-134.39	634.39
<u>C 4190</u>	FEDERAL REIMB.-BREAKFAST	45,000.00	0.00		45,000.00	5,007.00	39,993.00
<u>C 4190.01</u>	FEDERAL REIMB.-LUNCH	95,000.00	0.00		95,000.00	28,095.00	66,905.00
<u>C 4190.02</u>	FEDERAL REIM-AFTER SCHOOL SNACKS	3,585.00	0.00		3,585.00	0.00	3,585.00
<u>C 4190.1</u>	SURPLUS FOOD	15,000.00	0.00		15,000.00	0.00	15,000.00
<u>C 909.01</u>	INTERFUND TRANSFER FROM GF	25,000.00	0.00		25,000.00	0.00	25,000.00
<b>C Totals:</b>		<b>255,335.00</b>	<b>0.00</b>		<b>255,335.00</b>	<b>34,318.04</b>	<b>221,016.96</b>
<u>F 2401</u>	INTEREST	0.00	0.00		0.00	2.18	-2.18
<u>F 4121.20</u>	2019-20 Title I	18,494.03	0.00		18,494.03	3,630.00	14,864.03
<u>F 4121.21</u>	20-21 Title I	128,766.00	0.00		128,766.00	25,753.00	103,013.00
<u>F 4142.21</u>	20-21 Title IIA	15,827.00	0.00		15,827.00	0.00	15,827.00
<u>F 4143.21</u>	20-21 Title IV	10,000.00	0.00		10,000.00	0.00	10,000.00
<u>F 4144.21</u>	2020-21 CARES ACT - GEER	20,429.00	0.00		20,429.00	0.00	20,429.00
<u>F 4145.21</u>	2020-21 CARES ACT - ESSER	120,537.00	0.00		120,537.00	0.00	120,537.00
<u>F 4242.21</u>	20-21 IDEA Section 611	101,242.00	0.00		101,242.00	20,248.00	80,994.00
<u>F 4243.21</u>	20-21 IDEA Section 619	197.00	0.00		197.00	39.00	158.00
<u>F 6120</u>	2019-20 REAP	2,769.00	0.00		2,769.00	0.00	2,769.00
<u>F 6121</u>	20-21 REAP	17,693.00	0.00		17,693.00	4,544.00	13,149.00
<b>F Totals:</b>		<b>435,954.03</b>	<b>0.00</b>		<b>435,954.03</b>	<b>54,216.18</b>	<b>381,737.85</b>
<u>H 2401</u>	INTEREST EARNED	0.00	0.00		0.00	0.83	-0.83
<b>H Totals:</b>		<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.83</b>	<b>-0.83</b>
<u>V 2401</u>	INTEREST EARNED	0.00	0.00		0.00	10.86	-10.86
<b>V Totals:</b>		<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>10.86</b>	<b>-10.86</b>
<b>Grand Totals:</b>		<b>10,508,444.03</b>	<b>0.00</b>		<b>10,508,444.03</b>	<b>4,633,667.07</b>	<b>5,874,776.96</b>

# Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2020 To 12/31/2020



	Function	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1010.400</u>	BOE - CONTRACTUAL	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
<u>A 1010.450</u>	BOE - SUPPLIES	250.00	0.00	250.00	83.48	0.00	166.52
<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	85.69	2,414.31	0.00
<u>A 1240.150</u>	SUPERINTENDENT-SALARY	137,300.00	0.00	137,300.00	69,578.04	67,600.06	121.90
<u>A 1240.160</u>	SUPERINTENDENT SECRETARY	40,000.00	0.00	40,000.00	20,769.21	19,230.79	0.00
<u>A 1240.400</u>	DO - CONTRACTUAL	5,000.00	1,030.00	6,030.00	5,929.00	0.00	101.00
<u>A 1240.450</u>	DO - SUPPLIES	1,000.00	0.00	1,000.00	721.51	0.00	278.49
<u>A 1310.160</u>	BO - NON INSTRUCTIONAL	91,058.00	1,773.04	92,831.04	52,885.48	39,945.56	0.00
<u>A 1310.400</u>	BO - CONTRACTUAL	5,000.00	-1,813.04	3,186.96	111.76	0.00	3,075.20
<u>A 1310.450</u>	SUPPLIES	0.00	144.34	144.34	144.34	0.00	0.00
<u>A 1310.490</u>	BOCES-PAYROLL SERVICE	80,702.00	1,515.85	82,217.85	32,872.83	49,345.02	0.00
<u>A 1320.400</u>	AUDITOR SERVICES	17,500.00	0.00	17,500.00	17,000.00	0.00	500.00
<u>A 1325.160</u>	INTERNAL CLAIMS AUD	1,000.00	0.00	1,000.00	52.50	947.50	0.00
<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	-62.95	417.05	0.00	0.00	417.05
<u>A 1330.160</u>	TAX COLLECTOR-SALARY	3,000.00	0.00	3,000.00	1,798.03	701.97	500.00
<u>A 1330.400</u>	TAX COLLECTOR-NOTICES	3,200.00	0.00	3,200.00	2,974.07	0.00	225.93
<u>A 1345.490</u>	BOCES - COOP BID	4,000.00	0.00	4,000.00	1,287.36	1,932.64	780.00
<u>A 1420.400</u>	LEGAL SERVICES	15,000.00	-836.39	14,163.61	3,894.54	6,105.46	4,163.61
<u>A 1430.400</u>	ADVERTISING-PERSONNEL	2,500.00	485.00	2,985.00	546.58	2,395.22	43.20
<u>A 1430.400-01</u>	PERSONNEL-FINGER PRINTING	520.00	0.00	520.00	0.00	0.00	520.00
<u>A 1430.490</u>	BOCES-REC/WC/EPA	31,810.00	1,800.00	33,610.00	13,406.02	20,203.98	0.00
<u>A 1460.400</u>	RECORDS MANAGEMENT	546.00	0.00	546.00	0.00	0.00	546.00
<u>A 1460.490</u>	BOCES-RECORD MANAGEMENT	11,350.00	0.00	11,350.00	4,529.20	6,820.80	0.00
<u>A 1480.490</u>	BOCES - SAFETY	49,500.00	19,465.20	68,965.20	27,586.08	41,379.12	0.00
<u>A 1620.160</u>	BLDG MAINT MECHANIC-SALARY	71,445.00	203.80	71,648.80	36,381.69	35,267.11	0.00
<u>A 1620.200</u>	MAINT-EQUIPMENT	10,000.00	525.00	10,525.00	525.00	0.00	10,000.00
<u>A 1620.400</u>	MAINT-CONTRACTUAL	24,500.00	6,000.00	30,500.00	1,696.01	6,299.00	22,504.99
<u>A 1620.400-05</u>	MAINT-RUGS/MOPS	2,200.00	0.00	2,200.00	382.00	618.00	1,200.00
<u>A 1620.421</u>	MAINT-FUEL OIL	73,705.00	-9,565.41	64,139.59	12,738.00	42,262.00	9,139.59
<u>A 1620.422</u>	MAINT-PROPANE	200.00	0.00	200.00	0.00	0.00	200.00

# Gilbertsville-Mt. Upton CSD

Accounting Detail Report, Fiscal Year from 7/1/2020 To 12/31/2020



						Amended	
<u>A 1620.425</u>	MAINT-ELECTRIC	75,000.00	0.00	75,000.00	23,143.74	26,856.26	25,000.00
<u>A 1620.427</u>	MAINT-CLAY/MATERIAL/CRACK	750.00	0.00	750.00	0.00	0.00	750.00
<u>A 1620.428</u>	MAINT-PARTS EQP'T.	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 1620.431</u>	MAINT-TELEPHONE	4,500.00	3,415.41	7,915.41	4,671.85	3,001.78	241.78
<u>A 1620.450</u>	MAINT-SUPPLIES	26,000.00	813.60	26,813.60	2,707.79	1,801.91	22,303.90
<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	0.00	19,500.00	19,500.00	16,331.24	3,079.31	89.45
<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	2,100.00	900.00	0.00
<u>A 1620.471-01</u>	MAINT-EXTERMINATOR	1,500.00	0.00	1,500.00	220.00	780.00	500.00
<u>A 1620.472</u>	MAINT-FIRE EXTING	5,000.00	0.00	5,000.00	140.00	0.00	4,860.00
<u>A 1620.474</u>	MAINT-GARBAGE	4,950.00	0.00	4,950.00	1,035.00	1,065.00	2,850.00
<u>A 1620.474-01</u>	MAINT-HAZARD WASTE DISP	1,500.00	0.00	1,500.00	92.77	0.00	1,407.23
<u>A 1620.475</u>	MAINT-PORT A FACILITIES	1,800.00	0.00	1,800.00	900.00	900.00	0.00
<u>A 1621.160</u>	MAINT-SALARIES	142,560.00	-203.80	142,356.20	72,546.64	60,180.86	9,628.70
<u>A 1621.160-21</u>	MAINT-SUMMER HELP	15,000.00	-2,500.00	12,500.00	0.00	0.00	12,500.00
<u>A 1621.160-22</u>	MAINT-OVERTIME	5,000.00	0.00	5,000.00	180.68	0.00	4,819.32
<u>A 1621.160-LO-NG</u>	NON-INSTRUCTIONAL-LONGEVITY	1,600.00	0.00	1,600.00	600.00	900.00	100.00
<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	2,400.00	5,000.00	2,368.00	0.00	2,632.00
<u>A 1621.400-03</u>	MAINT-BOILER/MAINTENANCE	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
<u>A 1621.400-04</u>	MAINT-WATER SYSTEM	3,000.00	0.00	3,000.00	910.06	1,003.55	1,086.39
<u>A 1621.400-06</u>	MAINT-HARDWARE REPAIRS	1,150.00	250.00	1,400.00	1,381.75	0.00	18.25
<u>A 1621.400-07</u>	MAINT-MECH./ELECTRICAL REPAIR	10,000.00	0.00	10,000.00	1,425.18	74.82	8,500.00
<u>A 1621.400-08</u>	MAINT-ROOF SCAN/GYM FLOOR	6,500.00	-2,400.00	4,100.00	0.00	1,350.00	2,750.00
<u>A 1621.400-09</u>	MAINT-ROOF MAINT.	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 1621.400-10</u>	MAINT-CLOCK MAINT.& REPAIR	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 1621.423</u>	MAINT-BUILDING COND SURVEY-PROJECT INCIDENTALS	12,500.00	-8,750.00	3,750.00	3,600.00	0.00	150.00
<u>A 1621.429</u>	MAINT-TURF MAINT.	4,350.00	0.00	4,350.00	0.00	2,500.00	1,850.00
<u>A 1621.450</u>	MAINT-FIELD PAINTS	2,300.00	0.00	2,300.00	0.00	0.00	2,300.00
<u>A 1621.450-01</u>	MAINT-BASEBALL INFIELD DIRT	1,600.00	0.00	1,600.00	0.00	0.00	1,600.00
<u>A 1621.450-02</u>	MAINT-TOP DRESSING	3,500.00	9,750.00	13,250.00	3,648.27	6,236.73	3,365.00



# Gilbertsville-Mt. Upton CSD

Approved by Board of Education on 7/1/2020 To 12/31/2020



	Description		Adopted		Encumbrance	Numbered	
A 1670.450	POSTAGE/PAPER/PC	24,155.00	0.00	24,155.00	9,387.22	6,612.78	8,155.00
A 1670.490	BOCES-PRINTING/Q-COPY	50,145.00	0.00	50,145.00	16,323.39	33,676.61	145.00
A 1680.490	BOCES-Central Data Processing	60,895.00	0.00	60,895.00	22,553.99	27,446.01	10,895.00
A 1910.400	INSURANCE-DISTRICT LIABILITY	50,745.00	0.00	50,745.00	44,448.50	0.00	6,296.50
A 1964.400	REFUND-PROPERTY TAXES	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 1981.490	BOCES-ADM CHARGES/CAPITAL EXP	210,500.00	910.00	211,410.00	84,562.82	126,847.18	0.00
A 2010.150	CURRICULUM DEVELOPMENT-STIPENDS	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 2020.150-01	PRINCIPAL-SALARY PRE-K-12	90,000.00	0.00	90,000.00	44,039.16	40,773.84	5,187.00
A 2020.160	SECRETARIES-HS/ELEM-SALARY	27,500.00	0.00	27,500.00	15,507.23	11,986.05	6.72
A 2020.160-01	SUB CALLING	1,591.00	0.00	1,591.00	0.00	1,591.00	0.00
A 2020.160-LO-NG	NON-INSTRUCTIONAL-LONGEVITY	1,000.00	600.00	1,600.00	1,600.00	0.00	0.00
A 2020.400	MAIN OFFICE CONTRACTUAL	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
A 2020.450	MAIN OFFICE SUPPLIES	1,500.00	0.00	1,500.00	436.93	0.00	1,063.07
A 2020.450-00-1	MAIN OFFICE BRIDGING SUPPLIES	500.00	0.00	500.00	38.93	0.00	461.07
A 2020.451-02	MAIN OFFICE GRADUATION SUPPLIES	1,500.00	0.00	1,500.00	781.31	0.00	718.69
A 2020.490	BOCES-STAFF DEVELOPMENT	28,250.00	0.00	28,250.00	2,970.08	0.00	25,279.92
A 2060.490	BOCES-Research,Planning & Evaluation	0.00	950.00	950.00	373.72	576.28	0.00
A 2070.490	BOCES-IN SERVICE TRAINING	0.00	20,000.00	20,000.00	4,423.72	12,376.28	3,200.00
A 2110.120	SALARIES/K-6	766,600.00	-16,345.05	750,254.95	229,964.97	426,731.60	93,558.38
A 2110.120-01	SALARIES-BRIDGING	2,000.00	0.00	2,000.00	919.20	0.00	1,080.80
A 2110.120-02	SALARIES- SUMMER PROGRAM	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
A 2110.130	SALARIES/7-12	642,500.00	0.00	642,500.00	233,755.27	398,795.37	9,949.36
A 2110.130-12	SALARIES-TUTORING	5,000.00	0.00	5,000.00	76.62	4,923.38	0.00
A 2110.130-CS	SALARIES-STEAM SALARY	44,828.00	0.00	44,828.00	13,500.18	25,500.82	5,827.00
A 2110.140	SALARIES-SUB TEACHERS	39,250.00	0.00	39,250.00	2,220.00	37,030.00	0.00
A 2110.160	SALARIES-AIDES	132,350.00	0.00	132,350.00	31,610.11	100,739.14	0.75
A 2110.160-01	SALARIES-SUB CLERICAL	10,000.00	0.00	10,000.00	5,006.15	4,993.85	0.00
A 2110.160-CS	Non-Instructional-Community School Aid	0.00	14,760.00	14,760.00	4,271.60	10,488.40	0.00
A 2110.160-LO-NG	NON-INSTRUCTIONAL-LONGEVITY	2,000.00	0.00	2,000.00	0.00	2,000.00	0.00
A 2110.200	EQUIPMENT-PREK-12 BUILDING	4,500.00	0.00	4,500.00	33.22	1,140.00	3,326.78
A 2110.200-06-S	STEM Equipment	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 2110.200-10	EQUIPMENT-HS PE	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 2110.220-08	EQUIPMENT-MUSIC	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00

	Description	Budget		Adj. Budget			
<u>A 2110.400-10</u>	CONTRACTUAL - ELEM MUSIC	5,950.00	1,259.00	7,209.00	0.00	1,359.00	5,850.00
<u>A 2110.400-11</u>	CONTRACTUAL - PREK-12 BLDG.	16,307.00	0.00	16,307.00	5,555.74	5,398.06	5,353.20
<u>A 2110.401-06-S</u>	STEM - CONTRACTUAL	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 2110.401-07</u>	CONTRACTUAL - HOME & CAREERS	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2110.401-08</u>	CONTRACTUAL - HS MUSIC/BAND	5,358.00	24.72	5,382.72	893.60	4,449.00	40.12
<u>A 2110.401-09</u>	CONTRACTUAL - HS TECHNOLOGY	1,500.00	0.00	1,500.00	589.29	860.71	50.00
<u>A 2110.401-12</u>	CONTRACTUAL - HS SCIENCE	691.00	0.00	691.00	0.00	0.00	691.00
<u>A 2110.450</u>	SUPPLIES-K	745.00	121.94	866.94	223.45	0.00	643.49
<u>A 2110.450-01</u>	SUPPLIES-1ST GRADE	700.00	0.00	700.00	227.57	135.75	336.68
<u>A 2110.450-02</u>	SUPPLIES-2ND GRADE	650.00	75.00	725.00	696.52	15.48	13.00
<u>A 2110.450-03</u>	SUPPLIES-3RD GRADE	750.00	0.00	750.00	377.31	112.58	260.11
<u>A 2110.450-04</u>	SUPPLIES-4TH GRADE	660.00	0.00	660.00	0.00	0.00	660.00
<u>A 2110.450-05</u>	SUPPLIES-5TH GRADE	350.00	0.00	350.00	251.12	11.05	87.83
<u>A 2110.450-06</u>	SUPPLIES-6TH GRADE	500.00	175.00	675.00	645.27	25.24	4.49
<u>A 2110.450-08</u>	SUPPLIES-ELEM ART	1,150.00	75.00	1,225.00	1,143.13	45.95	35.92
<u>A 2110.450-09</u>	SUPPLIES-ELEM PE	650.00	0.00	650.00	65.22	0.00	584.78
<u>A 2110.450-1</u>	SUPPLIES-PREK-12 BLD	1,500.00	439.37	1,939.37	1,871.97	0.00	67.40
<u>A 2110.450-10</u>	SUPPLIES-ELEM MUSIC	1,560.00	0.00	1,560.00	132.26	0.00	1,427.74
<u>A 2110.450-14</u>	SUPPLIES-ELEM COMPUTER LAB	100.00	0.00	100.00	0.00	0.00	100.00
<u>A 2110.450-19</u>	SUPPLIES-ELEM AGENDAS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 2110.450-20</u>	SUPPLIES-PRE-K	550.00	-464.20	85.80	0.00	0.00	85.80
<u>A 2110.450-21</u>	READING	200.00	0.00	200.00	116.96	2.22	80.82
<u>A 2110.451</u>	SUPPLIES- HS ENGLISH	300.00	0.00	300.00	226.84	0.00	73.16
<u>A 2110.451-01</u>	SUPPLIES- HS MATH	350.00	0.00	350.00	267.53	0.00	82.47
<u>A 2110.451-02</u>	SUPPLIES- HS SOCIAL STUDIES	100.00	539.20	639.20	615.14	0.00	24.06
<u>A 2110.451-03</u>	SUPPLIES- HS SCIENCE	2,500.00	302.32	2,802.32	2,782.85	19.47	0.00
<u>A 2110.451-04</u>	SUPPLIES - HS ART	650.00	0.00	650.00	42.40	0.00	607.60
<u>A 2110.451-05</u>	SUPPLIES - H.S. TECHNOLOGY	2,000.00	55.00	2,055.00	1,563.04	491.75	0.21
<u>A 2110.451-06</u>	SUPPLIES - H.S. BUSINESS	275.00	0.00	275.00	0.00	0.00	275.00
<u>A 2110.451-06-S</u>	STEM SUPPLIES	2,000.00	0.00	2,000.00	200.00	0.00	1,800.00
<u>A 2110.451-08</u>	SUPPLIES - HS MUSIC	7,645.00	0.00	7,645.00	430.22	100.75	7,114.03
<u>A 2110.451-09</u>	SUPPLIES- HS LANGUAGE	100.00	0.00	100.00	22.42	0.00	77.58
<u>A 2110.451-10</u>	SUPPLIES - HS PHYS ED.	1,250.00	0.00	1,250.00	478.00	400.00	372.00

Printed: 01/04/2021 04:46 PM From 7/1/2022 To 12/31/2020

Account	Description	Amount	Adjustments	Budget	Expense	Encumbered	Available
A 2110.451-16	SUPPLIES-H.S. HEALTH	100.00	0.00	100.00	0.00	0.00	100.00
A 2110.471	Tuition - Paid to Other Districts	16,000.00	0.00	16,000.00	0.00	0.00	16,000.00
A 2110.480-1	TEXTBOOKS-DISTRICTWIDE	19,500.00	0.00	19,500.00	12,693.76	4,052.85	2,753.39
A 2110.480-1-CS	TEXTBOOKS FONTAS & PINNELL	0.00	5,404.65	5,404.65	0.00	0.00	5,404.65
A 2110.490	BOCES/REGULAR SCHOOL	210,048.00	-67,191.05	142,856.95	42,228.10	66,819.90	33,808.95
A 2250.150	SPEC ED-SALARIES	395,270.00	-2,081.00	393,189.00	133,941.61	252,820.89	6,426.50
A 2250.160	SPEC ED-SALARIES	169,350.00	-1,150.00	168,200.00	42,472.95	65,027.05	60,700.00
A 2250.400	SPECIAL ED - CONTRACTUAL	6,000.00	0.00	6,000.00	1,480.00	1,420.00	3,100.00
A 2250.400-05	SPEC ED-TUITION	340,000.00	0.00	340,000.00	5,888.00	206,977.03	127,134.97
A 2250.450	SPEC ED-SUPPLIES ELEMENTARY	0.00	1,600.00	1,600.00	1,170.12	225.04	204.84
A 2250.450-05	SPEC ED-CSE SUPPLIES	2,060.00	0.00	2,060.00	1,401.00	103.75	555.25
A 2250.490	BOCES-SPECIAL EDUCATION	567,489.00	-7,489.00	560,000.00	165,117.78	226,882.22	168,000.00
A 2280.490	BOCES-OC ED	232,992.00	0.00	232,992.00	92,897.76	139,347.24	747.00
A 2330.490	BOCES - SUMMER SCHOOL	14,925.00	-3,450.00	11,475.00	4,590.00	6,885.00	0.00
A 2610.150	LIBRARIAN-SALARY	60,965.00	0.00	60,965.00	21,103.29	39,861.71	0.00
A 2610.160	LIBRARY AIDES-SALARIES	15,600.00	0.00	15,600.00	4,224.40	10,140.60	1,235.00
A 2610.450	LIBRARY-SUPPLIES	500.00	0.00	500.00	45.23	0.00	454.77
A 2610.460	LIBRARY-BOOKS/PERIODICALS	9,230.00	0.00	9,230.00	2,977.76	3,010.50	3,241.74
A 2610.490	BOCES-MEDIA SERVICES	40,500.00	0.00	40,500.00	12,489.88	27,510.12	500.00
A 2630.150-01	COMPUTER-HS/STIPEND	64,455.00	0.00	64,455.00	33,467.04	30,987.96	0.00
A 2630.220	COMPUTER HARDWARE K-12	9,000.00	0.00	9,000.00	0.00	6,948.58	2,051.42
A 2630.400	COMPUTER-CONTRACTUAL	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
A 2630.450	COMPUTER-SUPPLIES	2,200.00	0.00	2,200.00	257.00	0.00	1,943.00
A 2630.460	COMPUTER-SOFTWARE K-12	11,612.00	0.00	11,612.00	2,450.00	0.00	9,162.00
A 2630.490	BOCES - COMPUTER SERVICES	60,000.00	43,500.00	103,500.00	40,165.56	63,334.44	0.00
A 2810.150	GUIDANCE-SALARY	41,468.00	0.00	41,468.00	14,454.41	22,084.19	4,929.40
A 2810.150-CS	GUIDANCE SALARY CS	40,930.00	0.00	40,930.00	13,114.45	27,815.55	0.00
A 2810.400-01	GUIDANCE CONTRACTUAL/HS	1,500.00	-70.18	1,429.82	-240.00	0.00	1,669.82
A 2810.400-02	GUIDANCE-CONTRACTUAL/ES	350.00	0.00	350.00	0.00	0.00	350.00
A 2810.450	GUIDANCE-SUPPLIES/ES	450.00	70.18	520.18	520.18	0.00	0.00
A 2810.450-01	GUIDANCE-SUPPLIES/HS	350.00	0.00	350.00	313.81	0.00	36.19
A 2815.160	HEALTH OFFICE-SALARIES	34,615.00	618.36	35,233.36	12,441.58	22,791.78	0.00
A 2815.400	HEALTH OFFICE-CONTRACTUAL	8,500.00	0.00	8,500.00	2,371.06	3,472.97	2,655.97

# Gilbertsville-Mt. Upton CSD



## Appropriation Status Detail Report By Function From 7/1/2020 To 12/31/2020

Account	Function	Encumbrance	Actual	Encumbrance	Actual	Encumbrance	Actual
A 2815.450	HEALTH OFFICE-SUPPLIES	2,550.00	0.00	2,550.00	596.30	83.74	1,869.96
A 2816.450	SCREENING-K	215.00	0.00	215.00	0.00	0.00	215.00
A 2820.490	BOCES - PSYCHOLOGIST	30,000.00	-6,980.00	23,020.00	9,207.84	13,812.16	0.00
A 2850.150	MARCHING BAND	2,657.00	0.00	2,657.00	0.00	2,657.00	0.00
A 2850.150-01	EXTRA CHORAL	1,163.00	0.00	1,163.00	0.00	1,163.00	0.00
A 2850.150-02	COLOR GUARD	1,098.00	0.00	1,098.00	0.00	1,098.00	0.00
A 2850.150-03	HS STUDENT COUCIL	1,292.00	0.00	1,292.00	0.00	1,292.00	0.00
A 2850.150-03-1	ES STUDENT COUNCIL	622.00	0.00	622.00	0.00	622.00	0.00
A 2850.150-04	YEARBOOK	1,421.00	0.00	1,421.00	0.00	1,421.00	0.00
A 2850.150-05	DRAMA DIRECTOR	1,098.00	0.00	1,098.00	0.00	1,098.00	0.00
A 2850.150-05-1	ASST. DIRECTOR/COREOGRAPHER	638.00	0.00	638.00	0.00	638.00	0.00
A 2850.150-05-2	PIT AND DIRECTOR	638.00	0.00	638.00	0.00	638.00	0.00
A 2850.150-06	MUSICAL DIRECTOR	3,546.00	0.00	3,546.00	0.00	3,546.00	0.00
A 2850.150-08	SAFETY PATROL	516.00	0.00	516.00	0.00	516.00	0.00
A 2850.150-09	CHEERLEADING-V/JV	1,421.00	0.00	1,421.00	0.00	0.00	1,421.00
A 2850.150-10	HONOR SOCIETY	798.00	0.00	798.00	0.00	798.00	0.00
A 2850.150-12	SADD	516.00	0.00	516.00	0.00	516.00	0.00
A 2850.150-13	7TH GRADE	324.00	0.00	324.00	0.00	324.00	0.00
A 2850.150-14	8TH GRADE	387.00	0.00	387.00	0.00	387.00	0.00
A 2850.150-15	9TH GRADE	451.00	0.00	451.00	0.00	451.00	0.00
A 2850.150-16	10TH GRADE	1,553.00	0.00	1,553.00	0.00	1,553.00	0.00
A 2850.150-17	11TH GRADE	1,807.00	0.00	1,807.00	0.00	1,807.00	0.00
A 2850.150-18	12TH GRADE	2,063.00	0.00	2,063.00	0.00	2,063.00	0.00
A 2850.150-19	NATIONAL JHS	516.00	0.00	516.00	0.00	516.00	0.00
A 2850.150-20	MS STUDENT COUNCIL	689.00	0.00	689.00	0.00	689.00	0.00
A 2850.150-21	JAZZ BAND	1,336.00	0.00	1,336.00	0.00	1,336.00	0.00
A 2850.150-23	SPANISH CLUB	500.00	0.00	500.00	0.00	500.00	0.00
A 2850.150-24	MOCK TRIAL	798.00	0.00	798.00	0.00	798.00	0.00
A 2850.150-26	SKI CLUB	470.00	0.00	470.00	0.00	470.00	0.00
A 2850.160-00	STUDENT ACCT TREAS STIPEND	1,250.00	0.00	1,250.00	0.00	1,250.00	0.00
A 2855.150	SOCCER/VARSITY-1/2 EACH	7,588.00	0.00	7,588.00	0.00	7,588.00	0.00
A 2855.150-02	SOCCER/MODIFIED-1/2 EACH	3,644.00	0.00	3,644.00	0.00	3,644.00	0.00
A 2855.150-03	BASKETBALL/VARSITY-1/2 EACH	9,474.00	0.00	9,474.00	0.00	9,474.00	0.00

# Gilbertsville-Mt. Upton CSD

## Appropriation Status Detail Report By Function From 7/1/2020 To 12/31/2020



	Description	Budget	Adjustm	Adj. Budget		Encumbered	
<u>A 2855.150-04</u>	BASKETBALL/JV-1/2 EACH	7,226.00	0.00	7,226.00	0.00	7,226.00	0.00
<u>A 2855.150-05</u>	BASKETBALL/MODIFIED-1/2 EACH	5,164.00	0.00	5,164.00	0.00	5,164.00	0.00
<u>A 2855.150-07</u>	BASEBALL/SOFTBALL-VSTY-1/2 EACH	7,162.00	0.00	7,162.00	0.00	7,162.00	0.00
<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	4,874.00	0.00	4,874.00	0.00	4,874.00	0.00
<u>A 2855.150-11</u>	CHAPERONES	3,500.00	0.00	3,500.00	0.00	3,500.00	0.00
<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	3,581.00	0.00
<u>A 2855.150-17</u>	TIMERS	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00
<u>A 2855.150-18</u>	Cross Country	3,794.00	0.00	3,794.00	0.00	3,794.00	0.00
<u>A 2855.200</u>	ATHLETIC-EQUIPMENT	5,500.00	0.00	5,500.00	0.00	0.00	5,500.00
<u>A 2855.400</u>	OFFICIALS/CONTRACTUAL	20,250.00	0.00	20,250.00	0.00	0.00	20,250.00
<u>A 2855.450</u>	ATHLETIC-SUPPLIES	10,500.00	0.00	10,500.00	0.00	0.00	10,500.00
<u>A 2855.490</u>	BOCES-SPORTS COORD	2,750.00	0.00	2,750.00	1,434.00	1,316.00	0.00
<u>A 5510.160</u>	TRANS-SALARIES	265,150.00	0.00	265,150.00	82,340.03	137,659.97	45,150.00
<u>A 5510.160-01</u>	TRANS-OFFICE SALARIES	11,150.00	0.00	11,150.00	428.59	0.00	10,721.41
<u>A 5510.160-22</u>	TRANS-EXTRA RUNS	14,000.00	-8,500.00	5,500.00	30.00	5,470.00	0.00
<u>A 5510.160-23</u>	TRANS-SUB RUNS	17,500.00	0.00	17,500.00	3,225.00	14,275.00	0.00
<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	2,000.00	800.00	0.00
<u>A 5510.400</u>	TRANS-INSURANCE	13,500.00	626.40	14,126.40	14,083.00	0.00	43.40
<u>A 5510.400-01</u>	TRANS-CONF./WKSHOPS/DUES	1,500.00	0.00	1,500.00	35.00	0.00	1,465.00
<u>A 5510.400-02</u>	TRANS-MILEAGE	500.00	2,056.60	2,556.60	1,774.91	0.00	781.69
<u>A 5510.400-03</u>	TRANS-PAINT/BODY REPAIRS	4,000.00	0.00	4,000.00	400.00	0.00	3,600.00
<u>A 5510.400-04</u>	TRANS-ROUTING SOFTWARE	2,500.00	-572.10	1,927.90	0.00	0.00	1,927.90
<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	1,125.00	0.00	125.00
<u>A 5510.400-07</u>	TRANS-COPIER CHARGES	1,366.00	0.00	1,366.00	0.00	0.00	1,366.00
<u>A 5510.400-08</u>	TRANS-PHONE (NOT REPAIRS)	1,000.00	-976.00	24.00	0.00	0.00	24.00
<u>A 5510.400-09</u>	TRANS-CONTRACTUAL	1,000.00	0.00	1,000.00	211.98	0.00	788.02
<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	5,250.09	44,939.19	4,810.72
<u>A 5510.450-01</u>	TRANS-RIMS/TIRES	4,000.00	0.00	4,000.00	0.00	1,000.00	3,000.00



# Gilbertsville-Mt. Upton CSD

## Appropriation Status Detail Report By Function From 7/1/2020 To 12/31/2020



Account	Description	Original Budget	Original Encumbrance	Original Balance	Revised Budget	Revised Encumbrance	Revised Balance
A 5510.450-02	TRANS-OIL & GREASE	2,400.00	0.00	2,400.00	0.00	0.00	2,400.00
A 5510.450-03	TRANS-OFFICE SUPPLIES	500.00	239.20	739.20	287.74	0.00	451.46
A 5510.450-04	TRANS-CLEANING SUPPLIES	500.00	9,430.91	9,930.91	3,742.36	141.85	6,046.70
A 5510.450-05	TRANS-POSTAGE	250.00	-150.40	99.60	0.00	0.00	99.60
A 5510.450-06	TRANS-JACKETS	700.00	0.00	700.00	0.00	0.00	700.00
A 5510.450-07	TRANS-UNLEADED GASOLINE	25,000.00	0.00	25,000.00	1,969.52	23,030.48	0.00
A 5510.450-08	TRANS-PROPANE	6,000.00	0.00	6,000.00	273.08	5,726.92	0.00
A 5510.450-CO-VID	Supplies COVID-19	0.00	7,500.00	7,500.00	6,259.40	651.70	588.90
A 5510.490	BOCES-TRAINING/TESTING/TOWERS	4,500.00	0.00	4,500.00	1,366.53	3,133.47	0.00
A 5530.160	MECHANIC/BUS DRIVER-SALARY	43,500.00	0.00	43,500.00	22,302.54	20,650.46	547.00
A 5530.160-01	CLEANER/BUS GARAGE-SALARY	36,800.00	0.00	36,800.00	18,398.08	17,035.28	1,366.64
A 5530.200	GARAGE-TRANS. EQP'T. SMALL TOOLS	2,000.00	0.00	2,000.00	299.00	201.00	1,500.00
A 5530.200-01	MAINT EQUIP	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 5530.400	GARAGE-ELECTRIC	30,000.00	0.00	30,000.00	3,205.00	26,795.00	0.00
A 5530.400-01	GARAGE-INSURANCE, PROP & LIAB.	7,500.00	150.00	7,650.00	7,650.00	0.00	0.00
A 5530.400-02	GARAGE-SEALANT/PAVING	10,000.00	10,000.00	20,000.00	10,000.00	0.00	10,000.00
A 5530.400-03	GARAGE-HARDWARE REPAIR	1,000.00	0.00	1,000.00	119.99	0.00	880.01
A 5530.400-04	GARAGE-GARBAGE REMOVAL/MOSA	4,000.00	0.00	4,000.00	1,035.00	1,065.00	1,900.00
A 5530.400-05	GARAGE-SNOW REMOVAL/ICE MELT	15,000.00	0.00	15,000.00	1,048.60	13,000.00	951.40
A 5530.400-06	GARAGE - UNIFORMS	1,000.00	0.00	1,000.00	100.00	0.00	900.00
A 5530.400-07	GARAGE - HEAT	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
A 5530.400-09	GARAGE - HVAC	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
A 5530.400-10	GARAGE - RUGS/MOPS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 5530.400-11	GARAGE - WATER SYSTEM MAINT.	500.00	1,515.50	2,015.50	1,687.84	326.82	0.84
A 5530.400-12	BUS WASH DISCHARGE	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 5530.400-13	GARAGE - PHONE REPAIRS	500.00	0.00	500.00	0.00	0.00	500.00
A 5530.400-14	GARAGE-LIFT INSPECTION	400.00	0.00	400.00	0.00	0.00	400.00
A 5530.400-16	GARAGE-GARAGE DOOR MAINT.	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 5530.450	GARAGE-PARTS	23,124.00	0.00	23,124.00	9,728.57	9,621.73	3,773.70
A 5530.450-01	GARAGE-PARTS(EXTRA)	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
A 5530.450-02	GARAGE-MAINT SUPPLIES	11,000.00	0.00	11,000.00	4,911.52	4,816.60	1,271.88
A 5530.450-03	GARAGE-TRANS. SUPPLIES	400.00	0.00	400.00	0.00	0.00	400.00
A 7140.400	SLMMER RECREATION PROGRAM	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00

# Gilbertsville-Mt. Upton CSD

## Appropriation Status Detail Report By Function From 7/1/2020 To 12/31/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 9010.800</u>	EMPLOYEES RETIREMENT	169,770.00	0.00	169,770.00	164,171.00	0.00	5,599.00
<u>A 9020.800</u>	TEACHERS RETIREMENT	283,880.00	0.00	283,880.00	0.00	235,000.00	48,880.00
<u>A 9030.800</u>	FICA/MEDICARE-EMPLOYER	280,000.00	0.00	280,000.00	97,926.89	164,127.58	17,945.53
<u>A 9040.800</u>	WORKERS COMPENSATION	31,700.00	0.00	31,700.00	26,612.00	0.00	5,088.00
<u>A 9050.800</u>	UNEMPLOYMENT BENEFITS	22,000.00	48,666.05	70,666.05	11,688.97	36,977.08	22,000.00
<u>A 9060.800</u>	HEALTH INSURANCE	1,679,850.00	-6,950.00	1,672,900.00	722,537.74	783,434.72	166,927.54
<u>A 9070.800</u>	DENTAL INSURANCE	41,429.00	0.00	41,429.00	30,169.92	7,110.06	4,149.02
<u>A 9731.600</u>	BONDS - SCHOOL CONSTRUCTION- PRINCIPAL	750,000.00	0.00	750,000.00	0.00	750,000.00	0.00
<u>A 9731.700</u>	BONDS-SCHOOL CONSTRUCTION- INTEREST	267,400.00	0.00	267,400.00	133,700.00	133,700.00	0.00
<u>A 9770.700</u>	REVENUE ANTICIPATION NOTE (RAN)- INTEREST	28,950.00	0.00	28,950.00	0.00	0.00	28,950.00
<u>A 9901.01</u>	INTERFUND TRANSFER TO SLF	25,000.00	0.00	25,000.00	0.00	25,000.00	0.00
<u>A 9950.1</u>	TRANSFER-CAPITAL OUTLAY	100,000.00	0.00	100,000.00	0.00	0.00	100,000.00
<b>Fund ATotals:</b>		<b>10,195,655.00</b>	<b>92,235.07</b>	<b>10,287,890.07</b>	<b>3,301,573.32</b>	<b>5,536,329.54</b>	<b>1,449,987.21</b>
<u>C 2860.160</u>	SALARIES	80,000.00	16,113.00	96,113.00	45,902.56	50,210.44	0.00
<u>C 2860.160-LO-NG</u>	NON-INSTRUCTIONAL-LONGEVITY	400.00	0.00	400.00	400.00	0.00	0.00
<u>C 2860.200</u>	EQUIPMENT	5,000.00	0.00	5,000.00	0.00	1,200.00	3,800.00
<u>C 2860.409</u>	CONTRACTUAL	4,000.00	0.00	4,000.00	407.82	0.00	3,592.18
<u>C 2860.410</u>	FOOD PURCHASES	80,500.00	0.00	80,500.00	23,003.93	57,276.07	220.00
<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	663.14	8,163.14	5,190.73	4,642.64	-1,670.23
<u>C 2860.490</u>	BOCES MAINT AGREEMENT	4,250.00	0.00	4,250.00	1,119.55	1,880.45	1,250.00
<u>C 9030.800</u>	SOCIAL SECURITY	7,000.00	105.20	7,105.20	3,424.71	3,680.49	0.00
<u>C 9060.800</u>	HEALTH & DENTAL INSURANCE	51,685.00	-16,881.34	34,803.66	0.00	0.00	34,803.66
<b>Fund CTotals:</b>		<b>255,335.00</b>	<b>0.00</b>	<b>255,335.00</b>	<b>79,449.30</b>	<b>118,890.09</b>	<b>56,995.61</b>
<u>F 1421.150</u>	20-21 Title IIA - Instructional Salaries	15,827.00	0.00	15,827.00	5,477.67	10,349.33	0.00
<u>F 1621.150</u>	20-21 Title IV - Instructional	10,000.00	0.00	10,000.00	3,462.57	6,537.43	0.00
<u>F 2120.150</u>	19-20 Title I - Instructional Salaries	2,120.03	0.00	2,120.03	2,120.03	0.00	0.00
<u>F 2120.400</u>	19-20 - Title I - Purchased Services	2,400.00	0.00	2,400.00	1,600.00	0.00	800.00
<u>F 2120.450</u>	19-20 Title I - Materials and Supplies	13,974.00	0.00	13,974.00	0.00	0.00	13,974.00

# Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2020 To 12/31/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>F 2121.150</u>	20-21 Title I - Instructional Salaries	93,494.00	0.00	93,494.00	31,127.26	48,279.78	14,086.96
<u>F 2121.160</u>	20-21 Title I - Non Structional Salaries	19,279.00	0.00	19,279.00	5,242.50	9,900.50	4,136.00
<u>F 2121.400</u>	20-21 Title I - Purchased Services	12,000.00	0.00	12,000.00	3,200.00	8,800.00	0.00
<u>F 2121.450</u>	20-21 Title I - Materials and Supplies	3,993.00	0.00	3,993.00	0.00	0.00	3,993.00
<u>F 3220.150</u>	19-20 IDEA Section 611 - Instructional Salaries	0.00	0.00	0.00	-2,000.00	0.00	2,000.00
<u>F 3221.150</u>	20-21 IDEA Section 611 - Instructional Salaries	64,164.00	0.00	64,164.00	22,617.54	41,546.96	-0.50
<u>F 3221.160</u>	20-21 IDEA, Section 611 - Non Instructional	36,135.00	0.00	36,135.00	18,690.77	17,306.35	137.88
<u>F 3221.450</u>	20-21 IDEA Section 611 - Materials & Supplies	943.00	0.00	943.00	0.00	0.00	943.00
<u>F 3321.450</u>	20-21 IDEA Section 619 - Materials and Supplies	197.00	0.00	197.00	54.33	0.00	142.67
<u>F 4021.490</u>	2020-2021 CARES ACT - GEERS	20,429.00	0.00	20,429.00	0.00	0.00	20,429.00
<u>F 4521.490</u>	2020-21 CARES ACT - ESSER	120,537.00	0.00	120,537.00	0.00	0.00	120,537.00
<u>F 8420.160</u>	19-20 REAP - Non Instructional Salaries	2,769.00	0.00	2,769.00	2,769.00	0.00	0.00
<u>F 8421.160</u>	20-21 REAP - Non-Instructional Salaries	17,693.00	0.00	17,693.00	6,577.47	11,115.53	0.00
<b>Fund FTotals:</b>		<b>435,954.03</b>	<b>0.00</b>	<b>435,954.03</b>	<b>100,939.14</b>	<b>153,835.88</b>	<b>181,179.01</b>
<u>H 5510.200</u>	BUS PAYMENTS	0.00	33,965.40	33,965.40	33,965.40	0.00	0.00
<b>Fund HTotals:</b>		<b>0.00</b>	<b>33,965.40</b>	<b>33,965.40</b>	<b>33,965.40</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Totals:</b>		<b>10,886,944.03</b>	<b>126,200.47</b>	<b>11,013,144.50</b>	<b>3,515,927.16</b>	<b>5,809,055.51</b>	<b>1,688,161.83</b>


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

Cash Activity	General Community Interest	Cafeteria Community Interest	T & A Community Interest	Payroll Community Interest	Federal Community Interest	Student Community Interest	General MMA Chase Interest	Capital Res Chase Interest	Debt Res Chase Interest	EBALR Res Chase Interest	ERS Res Chase Interest	Unemploy- ment-Chase Interest	Liability Res Chase Interest	Capi.Savings/Ckg Chase Interest
<b>Beginning Bal.</b>	\$ 1,315,161.09	\$ 58,347.57	\$ 63,345.26	\$ 613.40	\$ 81,240.90	\$ 65,190.20	\$ 498,117.34	\$ 688,104.45	\$ 218,996.92	\$ 713,899.78	\$ 262,366.89	\$ 120,621.29	\$ 366,345.39	\$ 2,092.19
<b>Cash Receipts</b>	\$ 12,210.71	\$ 335.65	\$ 444,894.70	\$ 188,430.72	\$ 0.52	\$ 3,270.24	\$ 547,711.84	\$ 5.76	\$ 1.83	\$ 5.98	\$ 2.20	\$ 1.01	\$ 3.07	\$ 0.02
<b>Other Adjust.</b>														
<b>TOTAL BEG BAL &amp; CR</b>	\$ 1,327,371.80	\$ 58,683.22	\$ 508,239.96	\$ 189,044.12	\$ 81,241.42	\$ 68,460.44	\$ 1,045,829.18	\$ 688,110.21	\$ 218,998.75	\$ 713,905.76	\$ 262,369.09	\$ 120,622.30	\$ 366,348.46	\$ 2,092.21
<b>Cash Disburse.</b>	\$ 975,253.65	\$ 17,891.09	\$ 420,635.58	\$ 188,430.19	\$ 30,671.46	\$ 1,645.80								
<b>Other Adjust.</b>														
<b>TOTAL CD &amp; ADJ</b>	\$ 975,253.65	\$ 17,891.09	\$ 420,635.58	\$ 188,430.19	\$ 30,671.46	\$ 1,645.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Cash Balance End of Month</b>	\$ 352,118.15	\$ 40,792.13	\$ 87,604.38	\$ 613.93	\$ 50,569.96	\$ 66,814.64	\$ 1,045,829.18	\$ 688,110.21	\$ 218,998.75	\$ 713,905.76	\$ 262,369.09	\$ 120,622.30	\$ 366,348.46	\$ 2,092.21

Reconciliation W/Bank Records	General Community	Cafeteria Community	T & A Community	Payroll Community	Federal Community	Student Community	General MMA Chase	Capital Res Chase	Debt Res Chase	EBALR Chase	ERS Res Chase	Unemploy- ment-Chase	Liability Res Chase	Cap Savings/Ckg Chase
<b>Balance Per Bank</b>	\$ 500,624.48	\$ 41,072.01	\$ 99,252.91	\$ 4,682.00	\$ 50,569.96	\$ 67,220.93	\$ 1,045,829.18	\$ 688,110.21	\$ 218,998.75	\$ 713,905.76	\$ 262,369.09	\$ 120,622.30	\$ 366,348.46	\$ 2,092.21
<b>Bank Error Outstanding Checks</b>	\$ 148,506.33	\$ 279.88	\$ 11,648.53	\$ 4,068.07		\$ 406.29								
<b>Other Adjust.</b>														
<b>Available Cash Balance</b>	\$ 352,118.15	\$ 40,792.13	\$ 87,604.38	\$ 613.93	\$ 50,569.96	\$ 66,814.64	\$ 1,045,829.18	\$ 688,110.21	\$ 218,998.75	\$ 713,905.76	\$ 262,369.09	\$ 120,622.30	\$ 366,348.46	\$ 2,092.21

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 January 13, 2021.

  
DOROTHY L. IANNELLO, DISTRICT TREASURER

JARRIN HAYEN, CLERK OF THE BOARD OF EDUCATION



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

**12/01/2020 through 12/31/2020**

			BEGINNING			ENDING
ACTIVITY	ADVISOR	TREASURER	BALANCE	PAYMENTS	DEPOSITS	BALANCE
Class of 2021 (Seniors)	Raquel Norton	Skyler Norton	\$ 7,753.19	\$ 980.00		\$ 6,773.19
Class of 2022 (Jrs)	Katie Woods	Ashlyn Marron	\$ 6,463.50		\$ 952.64	\$ 7,416.14
Class of 2023 (Sophmores)	Teresa Titus	Kendra Hammond	\$ 1,655.62		\$ 935.18	\$ 2,590.80
Class of 2024 (9th)	Shania Speenburgh	Kadence Canfield	\$ 1,911.94	\$ 356.29	\$ 491.57	\$ 2,047.22
Class of 2025 (8th)	Lisa Ruland	Emma Peck	\$ 240.50			\$ 240.50
Class of 2026 (7th)	Clara Tanner	Olivia Plows				
Drama Club	Jennifer McDowall	Kelly Cole	\$ 3,683.13			\$ 3,683.13
7-8 Student Council	Katie Woods	Emma Peck	\$ 3,237.59			\$ 3,237.59
9-12 Student Council	Shania Speenburgh	Teddy Sharkey	\$ 826.30			\$ 826.30
Elementary Student Council	Alicia Cummings	Alivia Plows	\$ 2,820.75			\$ 2,820.75
Language			\$ 488.74			\$ 488.74
Band Fund	William Gilchrest	Emily Hammond	\$ 12,274.20	\$ 243.77	\$ 305.00	\$ 12,335.43
Chorus Fund	Deanna Perkosky	Gavin Bonzkowski	\$ 2,024.89			\$ 2,024.89
National Honor Society	Cierra Stafford	Gavin Bonzkowski	\$ 2,900.32			\$ 2,900.32
SADD	Katie Izzo,	Carley Davis	\$ 4,565.47		\$ 458.30	\$ 5,023.77
Safey Patrol Special	Shawna DiGiorgi/Raquel Norton	Alice Dibble	\$ 2,026.00			\$ 2,026.00
Safety Patrol	Shawna DiGiorgi/Raquel Norton	Alice Dibble	\$ 3,132.45			\$ 3,132.45
Women For A Change	Aimee Piedmont	Angelina Correll	\$ 299.19			\$ 299.19
Yearbook	Jennifer McDowall	Angelina Correll	\$ 8,424.83		\$ 0.56	\$ 8,425.39
DUE TO OTHER FUNDS					\$ -	
Cheerleaders	Cheerleaders		\$ 253.13			\$ 253.13
SALES TAX	SALES TAX		\$ 208.46	\$ 65.74	\$ 126.99	\$269.71
		<b>TOTALS</b>	\$ 65,190.20	\$ 1,645.80	\$ 3,270.24	\$ 66,814.64
SUBMITTED BY <i>C. Ketchum</i>		REVIEWED BY: <i>D. Dannelle</i>				



# Gilbertsville-Mt. Upton CSD

## Check Warrant Report For A - 11: Cash Disbursement For Dates 12/1/2020 - 12/31/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
6	12/15/2020	496	NYS EMPLOYEES RETIREMENT SYSTEM	405	164,171.00
7	12/15/2020	2408	THE BANK OF NEW YORK MELLON	11	15,500.00
8	12/15/2020	3107	US BANK	10	67,550.00
9	12/15/2020	3107	US BANK	10	50,650.00
10	12/31/2020	3252	Lifetime Benefit Solutions	4	8,589.82
28974	12/01/2020	248	DOUG EXLEY		289.20
28975	12/02/2020	2634	GREAT MINDS PBC	238	1,396.17
28976	12/02/2020	2196	PITNEY BOWES RESERVE ACCOUNT	201	108.50
28977	12/02/2020	1025	VOLO'S AUTO SUPPLY	250	4.20
28978	12/08/2020	1834	Gillee's Auto Truck & Marine	219	341.54
28979	12/08/2020	1809	LOWE'S	205	190.20
28980	12/08/2020	407	MATTHEWS BUSES INC	217	247.63
28981	12/08/2020	432	MIRABITO ENERGY PRODUCTS	243	171.26
28982	12/08/2020	607	PUTNAM PEST CONTROL INC	228	55.00
28983	12/08/2020	611	QUILL LLC	440	1,579.99
28984	12/08/2020	2254	US BANK EQUIPMENT FINANCE	350	510.65
28985	12/08/2020	2978	UTICA PLUMBING SUPPLY	443	940.00
28986	12/08/2020	2283	W.B. MASON CO INC	397	23.35
28987	12/08/2020	3249	WASTE RECOVERY ENTERPRISES. LLC	12	350.00
28988	12/10/2020	2409	THE TROPHY GUY & SPORTS CONNECTION		97.00
28989	12/10/2020	54	AT & T	232	121.52
28990	12/10/2020	2501	BCK-IBI GROUP A NEW YORK GENERAL PARTNERSHIP		2,610.26
28991	12/10/2020	3282	BETH ANN FITCH		243.11
28992	12/10/2020	3251	BUELL FUEL LLC	242	2,566.01
28993	12/10/2020	3244	CASEBP	6	83,827.00
28994	12/10/2020	133	CHENANGO COUNTY TREASURER		608.12
28995	12/10/2020	188	DCMO BOCES		2,440.70
28996	12/10/2020	835	GRAINGER	213	224.30
28997	12/10/2020	327	HOGAN & SARZYNSKI LYNCH, DEWIND & GREGORY, LLP	7	760.00
28998	12/10/2020	407	MATTHEWS BUSES INC	217	183.68
28999	12/10/2020	2109	MICROBAC LABORATORIES, INC	200	58.43
29000	12/10/2020	432	MIRABITO ENERGY PRODUCTS	241	264.47
29001	12/10/2020	508	NYS UNEMPLOYMENT INSURANCE		4,435.14
29001	12/10/2020	508	**VOID** NYS UNEMPLOYMENT INSURANCE		-4,435.14
29002	12/10/2020	2052	OTSEGO COUNTY		565.95
29003	12/10/2020	604	PTSI	441	87.78
29004	12/10/2020	677	SCHOOL HEALTH CORPORATION	138	19.14
29005	12/10/2020	765	THE WATER BOTTLE	225	45.00
29006	12/10/2020	2635	Excellus Health Plan - Group	5	8,302.33
29007	12/14/2020	2629	BROWN & BROWN OF GARDEN CITY INC	253	5,704.72
29008	12/16/2020	329	HOPKINS CALIBRATION LLC	203	317.00
29009	12/16/2020	1483	ISSY CLAPP		35.90
29010	12/16/2020	514	LEAF	445	25.00
29011	12/16/2020	2109	MICROBAC LABORATORIES, INC	200	126.53

# Gilbertsville-Mt. Upton CSD

## Check Warrant Report For A - 11: Cash Disbursement For Dates 12/1/2020 - 12/31/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
29012	12/16/2020	547	OTSEGO ELECTRIC COOP.	229	6,243.17
29013	12/16/2020	558	PARTNERS IN SAFETY INC		1,125.00
29014	12/16/2020	2196	PITNEY BOWES RESERVE ACCOUNT	201	98.91
29015	12/16/2020	740	SYRACUSE TIME AND ALARM CO INC	447	336.00
29016	12/21/2020	3282	BETH ANN FITCH		347.30
29016	12/21/2020	3282	**VOID** BETH ANN FITCH		-347.30
29017	12/21/2020	3282	BETH ANN FITCH		312.57
29018	12/29/2020	3373	UNITED RENTAL SHOP	432	925.01
29019	12/29/2020	188	DCMO BOCES	398	144,507.15

Number of Transactions: 53

Warrant Total: 575,450.27

Vendor Portion: 575,450.27

### 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 \$ 575,450.27. 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.

11-11-2020 Cindy Hutchinson Deputy Treas  
Date Signature Title

### Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 575,450.27. 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.

1-5 Ed Cook Internal Claims Auditor  
Date Auditor's Signature Title

# Gilbertsville-Mt. Upton CSD

Check Warrant Report For C - 5: Cash Disbursement For Dates 12/1/2020 - 12/31/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
32477	12/02/2020	2062	BIMBO FOODS, USA	358	136.68
32478	12/02/2020	2907	Carlo Masi and Sons Inc.	359	172.90
32479	12/02/2020	280	GINSBERG'S FOODS	360	2,271.12
32480	12/02/2020	318	HILL & MARKES INC.	363	51.80
32481	12/02/2020	3067	INSTANT WHIP-EASTERN NY INC	362	1,709.58
32482	12/02/2020	2371	SYSCO FOOD SVCS OF SYRACUSE	364	896.60
32483	12/29/2020	188	DCMO BOCES	399	279.88
Number of Transactions: 7				Warrant Total:	5,518.56
				Vendor Portion:	5,518.56

## 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 \$ 5518.56. 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.

1/4/2021 Cecily Kesterson Deputy Treas  
Date Signature Title

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 5518.56. 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.

1-5 John C. Hall Internal Claims Auditor  
Date Auditor's Signature Title

# Gilbertsville-Mt. Upton CSD

Check Warrant Report For F - 6: Cash Disbursement For Dates 12/1/2020 - 12/31/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40464	12/02/2020	3003	TANYA SCHNABL	374	800.00
40465	12/16/2020	30	AMAZON.COM	442	54.33
Number of Transactions: 2				Warrant Total:	854.33
				Vendor Portion:	854.33

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$ 854.33. 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.

1/4/2021 Date Cindy K. Kottke Signature Deputy Treas Title

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 854.33. 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.

1/5 Date J.A. Cull Auditor's Signature Interim Claims Fund Title

**Gilbertsville-Mt. Upton CSD****Check Warrant Report For TA - 10: December 2020 Payroll For Dates 12/1/2020 - 12/31/2020**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
608	12/04/2020	288	GMU PAYROLL ACCOUNT		95,088.99
609	12/04/2020	459	SECURITY BENEFIT LIFE INS		200.00
610	12/04/2020	498	NYS INCOME TAX		5,349.21
611	12/04/2020	810	UNITED STATES TREASURY		30,853.75
612	12/04/2020	873	LEGEND GROUP		2,270.00
613	12/04/2020	2773	MET LIFE		100.00
614	12/18/2020	288	GMU PAYROLL ACCOUNT		102,687.27
615	12/18/2020	459	SECURITY BENEFIT LIFE INS		200.00
616	12/18/2020	498	NYS INCOME TAX		5,555.61
617	12/18/2020	810	UNITED STATES TREASURY		32,572.05
618	12/18/2020	873	LEGEND GROUP		2,270.00
619	12/18/2020	2773	MET LIFE		100.00
620	12/31/2020	288	GMU PAYROLL ACCOUNT		95,414.87
621	12/31/2020	459	SECURITY BENEFIT LIFE INS		200.00
622	12/31/2020	496	NYS EMPLOYEES RETIREMENT SYSTEM		1,609.14
623	12/31/2020	498	NYS INCOME TAX		5,319.53
624	12/31/2020	810	UNITED STATES TREASURY		30,517.04
625	12/31/2020	873	LEGEND GROUP		2,270.00
626	12/31/2020	2773	MET LIFE		100.00
23576	12/04/2020	188	DCMO BOCES		176.57
23577	12/04/2020	545	OTSEGO COUNTY SHERIFF		87.04
23578	12/18/2020	188	DCMO BOCES		120.00
23579	12/18/2020	545	OTSEGO COUNTY SHERIFF		116.00
23580	12/18/2020	545	OTSEGO COUNTY SHERIFF		97.76
23582	12/31/2020	1831	ALLSTATE LIFE INS COMP OF NY		54.54
23583	12/31/2020	3079	COMMUNITY BANK		3,585.75
23584	12/31/2020	172	CSEA INC.		2,241.78
23585	12/31/2020	507	NYS TEACHERS RETIREMENT SYSTEM		898.00
23586	12/31/2020	545	OTSEGO COUNTY SHERIFF		87.04



# Gilbertsville-Mt. Upton CSD

Check Warrant Report For TA - 10: December 2020 Payroll For Dates 12/1/2020 - 12/31/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 29				Warrant Total:	420,141.94
				Vendor Portion:	420,141.94

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 29 in number, in the total amount of \$ 420,141.94. 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.

1/4/2021 Cindy Kistune District Treasurer  
Date Signature Title

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 420,141.94. 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.

1-5 GPA Cull Internal claims Auditor  
Date Auditor's Signature Title

# Gilbertsville-Mt. Upton CSD

Check Warrant Report For TA - 11: Cash Disbursement For Dates 12/1/2020 - 12/31/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
23581	12/21/2020	2406	HEATHER WILCOX		67.96
23587	12/29/2020	2650	AFLAC		335.32
Number of Transactions: 2				Warrant Total:	403.28
				Vendor Portion:	403.28

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$ 403.28. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/4/2021 Cindy Kesterson Deputy Treas  
Date Signature Title

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 403.28. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1-5 T.A. Crank Internal Claims Auditor  
Date Auditor's Signature Title

**Gilbertsville-Mt. Upton Board of Education  
Regular Meeting  
Wednesday, January 13, 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:

**FMLA (encl P1)**

To approve Family Medical Leave for Alethea Keuhn beginning on January 21, 2021, with an expected return date of March 17, 2021.

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

RESOLVED, that the Board of Education of the Gilbertsville-Mount Upton CSD, pursuant to Education Law and Part 30.3 of the Rules of the Board of Regents and upon the recommendation of the Superintendent of Schools, hereby appoints Teresa Titus tenure to the position of Elementary Special Education tenure area. The board hereby makes this appointment effective 22 January 2021.

**Retirement (encl P3)**

To accept the retirement of Herman “Chuck” Frank as Bus Driver, effective end of day February 26, 2021, with regret and gratitude for his years of service.

**Substitute Bus Driver (encl P4)**

To appoint Herman “Chuck” Frank as a substitute Bus Driver for the remainder of the 2020-2021 school year.

**Annual Appointment-Yearbook Advisor (encl P5)**

To appoint Jennifer McDowall as Yearbook Advisor for the 2020-2021 school year, effective September 18, 2020.

**Full-Time Bus Driver (encl P6)**

To appoint the following as a full-time Bus Driver, effective January 14, 2021:

Jeffrey Rosenberg

**Full-Time Bus Driver (encl P7)**

To appoint the following as a full-time Bus Driver, effective March 1, 2021:

Mark Grabo



## GILBERTSVILLE-MT. UPTON CENTRAL SCHOOL

PK-12 Main Office

**Annette D. Hammond**  
Superintendent

**Heather Wilcox**  
PK-12 Principal

**Kristy Carey**  
Main Office  
Administrative Assistant  
Registrar

**Deb Ostrander**  
Front Desk Clerk

**Kimberly Degear**  
Director of  
Special Education

**Issy Clapp**  
Student Support Services  
Administrative Assistant

**Lisa Ruland**  
Elementary School  
Counselor

**Clara Tanner**  
MS/HS Counselor

January 4, 2021

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

Upon completion of her probationary period, I am recommending that Ms. Teresa Titus be granted tenure as an Elementary Special Education Teacher with an effective date of January 22, 2021. Teresa currently holds NYS teaching certifications in Special Education (K-12) and Reading Specialist (K-12). She has spent the last three years at Gilbertsville-Mt. Upton in a variety of special education positions. Throughout her time here, she has remained a flexible, positive, and dedicated employee. Her positive outlook on life, love of helping children, and strong work ethic have continued to be very been apparent.

Teresa is passionate about teaching students with disabilities and cares deeply about the success of all her students. Her unwavering commitment to her students and their progress is evident in her every day interactions with them. Teresa has a variety of diverse experiences to pull from, which has improved the overall functioning of our special education department. Teresa's strengths include providing differentiated instruction, collecting and analyzing data, and a deep understanding of special education rights and responsibilities.

It is without reservations that I recommend tenure for Teresa Titus as an Elementary Special Education Teacher. Please let me know if you have further questions.

Sincerely,

Heather Wilcox  
Principal

1-5-2021

To the Gilbertsville-Mount Upton SED, Board of Education

This Letter is to regards to my retirement plans,  
My last working day will 2/26/2021. Starting Retirement  
in March. I am doing this with a heavy ~~heart~~ heart,  
after almost 40 yrs of a driver for both MT. Upton CSD,  
then becoming Gilbertsville-Mount Upton CSD, it a job I  
truly love, but because of the uncertain time we are  
in now, I feel its the right thing to do.

I would consider staying on as a Sub.  
Thank you for letting me be a part of the  
GMU. Family for all these years

Chad Frank

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## GILBERTSVILLE-MT. UPTON CENTRAL SCHOOL

Office of the Superintendent

January 6, 2021

**Annette D. Hammond**  
Superintendent

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

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

**Dorothy Iannello**  
District Treasurer

**Joe Zaczek**  
Transportation Supervisor

**Alan Digsby**  
Buildings and Grounds  
Supervisor

**Susan Sebeck**  
Food Service Manager

**Eric Voorhees**  
Technology Director/  
CIO

TO: Board of Education  
FROM: Annette Hammond, Superintendent  
RE: Substitute Bus Driver

I am recommending Herman "Chuck" Frank be appointed as a substitute Bus Driver for the remainder of the 2020-2021 school year.



## GILBERTSVILLE-MT. UPTON CENTRAL SCHOOL

PK-12 Main Office

**Annette D. Hammond**  
Superintendent

**Heather Wilcox**  
PK-12 Principal

**Kristy Carey**  
Main Office  
Administrative Assistant  
Registrar

**Deb Ostrander**  
Front Desk Clerk

**Kimberly Degear**  
Director of  
Special Education

**Issy Clapp**  
Student Support Services  
Administrative Assistant

**Lisa Ruland**  
Elementary School  
Counselor

**Clara Tanner**  
MS/HS Counselor

January 6, 2021

To: Annette Hammond, Superintendent  
CC: Board of Education  
From: Heather Wilcox  
Re: Yearbook Advisor

I am recommending that Jennifer McDowall be appointed as Yearbook Advisor effective September 18, 2020 based on her request. Thank you for your consideration.

Sincerely,

Heather Wilcox  
Principal



## GILBERTSVILLE-MT. UPTON CENTRAL SCHOOL

Office of the Superintendent

January 7, 2021

**Annette D. Hammond**  
Superintendent

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

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

**Dorothy Iannello**  
District Treasurer

**Joe Zaczek**  
Transportation Supervisor

**Alan Digsby**  
Buildings and Grounds  
Supervisor

**Susan Sebeck**  
Food Service Manager

**Eric Voorhees**  
Technology Director/  
CIO

TO: Board of Education  
FROM: Annette D. Hammond, Superintendent  
RE: Full-Time Bus Driver

I am recommended that Jeff Rosenberg to appointed as a full-time bus driver, effective January 14, 2021.



# GILBERTSVILLE-MT. UPTON CENTRAL SCHOOL

Office of the Superintendent

January 7, 2021

**Annette D. Hammond**  
Superintendent

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

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

**Dorothy Iannello**  
District Treasurer

**Joe Zaczek**  
Transportation Supervisor

**Alan Digsby**  
Buildings and Grounds  
Supervisor

**Susan Sebeck**  
Food Service Manager

**Eric Voorhees**  
Technology Director/  
CIO

TO: Board of Education  
FROM: Annette D. Hammond, Superintendent  
RE: Full-Time Bus Driver

I am recommended that Mark Grabo to appointed as a full-time bus driver, effective March 1, 2021.

**Gilbertsville-Mt. Upton Board of Education  
Regular Meeting  
Wednesday, January 13, 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:

**Service Agreement with Partners and Safety (encl N1)**

To approve the 2021 Service Agreement with Partners in Safety for drug and alcohol testing.

**Amended Board Policies (encl N2)**

To approve the amended Board Policies listed on behalf of the Superintendent and Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP

**Section 500: Non-Instructional/Business Operations**

5220-Financial Management/Investment Policy

5250-Fixed Assets

5520-Student Activity Fund

5820-Parents' Bill of Rights for Data Privacy and Security

**Abolish Board Policies (encl N3)**

To approve the abolishment of the listed Board Policies as unnecessary or restating law on behalf of the Superintendent and Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP.

**Section 500: Non-Instructional/Business Operations**

5110-Budget Planning

5221-Operation and Reporting of District Investments

5241-Property Tax Exemption for the Elderly

5540-Publication of the District's Annual Financial Statement

5550-Annual Financial Statement Preparation and Oversight

5730-Transportation of Students (including regulations)


5731-Transportation for Field Trips and School-Sponsored Events

5761-Operators of District Vehicles

**Public Access Defibrillation Agency Collaborative Agreement (encl N4)**

To approve the Public Access Defibrillation Agency Collaborative Agreement with Chris Kjolhede, M.D. Medical Director.



DATE: December 30, 2020  
TO: GMU Board of Education  
FROM: Dort Iannello   
Annette Hammond, Jarrin Hayen  
SUBJECT: Agenda Item for January 13, 2021 Board Meeting

I am recommending approval of the attached 2021 Service Agreement with Partners in Safety.  
The costs for drug and alcohol testing will remain the same for 2021.

Thank you.  
Dort Iannello

Enclosure

## Drug and Alcohol Testing Agreement

Partners in Safety Inc. under the terms and conditions of this agreement shall provide drug and alcohol testing services to the Employer that meet the compliance requirements of the U.S. Department of Transportation as defined in 49 CFR Part 40 and Part 382 and your individual policy.

### Complete DOT Program:

\$59.00 per Employee per year

#### Includes:

- All random drug tests performed by SAMSHA-certified lab (50% of employees)
- All random alcohol tests using approved evidential breath testing device (10% of employees)
- GC/MS Confirmation
- Medical Review Officer service
- Specimen Collection
- Overnight shipment of specimen
- Random selection of employees
- Record Management
- Internet Resulting/Updating
- Collection Site Management
- DOT Audit Assistance
- MIS Reports
- Monthly Billing
- Medical facility invoicing & payment processing
- Consultation with medical professionals

### Additional Charges:

**(Pre-employment, post-accident, reasonable cause or follow-up tests performed during normal business hours). Please note: The use of non-approved medical facilities may result in additional fees.**

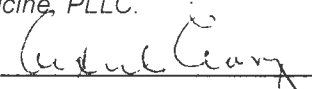
DOT drug test at lab or offices of Partners In Safety:	\$ 48.00 per test
DOT drug test with collection performed at an approved walk-in medical facility:	\$ 85.00 per test
Return-to-Duty/Follow-Up drug test including observed specimen collection performed at:	
• offices of Partners In Safety:	\$ 78.00 per test
• approved walk-in medical facility:	\$ 108.00 per test
DOT Breath Alcohol test at offices of Partners In Safety:	\$ 38.00 per test
DOT Breath Alcohol test at an approved walk-in medical facility:	\$ 55.00 per test
DOT/19A physical performed on-site:	\$ 75.00 per person
Split Specimen Testing - re-test of positive specimen by another SAMHSA-certified lab: (only when requested by employee within 72 hours of MRO's notification)	\$ 250.00 per test
Emergency Service: (for special situations requiring urgent on-site collections or tests on nights, weekends or holidays)	\$ 160.00 per hour (minimum of 2 hours, plus the cost of the test)

On-site medical services available upon request, minimum volume required.  
Professional medical services are provided by *Partner in Safety and Medicine, PLLC.*

Signature and Title \_\_\_\_\_

Client: Gilbertsville-Mt. Upton CSD

Date: January 13, 2021

  
\_\_\_\_\_  
Ursula Clancy, President

Partners In Safety, Inc.

**SUBJECT: FINANCIAL MANAGEMENT/INVESTMENT POLICY****SCOPE:**

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

**OBJECTIVES:**

The primary objectives of the School District's investment activities are, in priority order:

- to conform with all applicable federal, state and other legal requirements (legal);
- to adequately safeguard principal (safety);
- to provide sufficient liquidity to meet all operating requirements (liquidity); and
- to obtain a reasonable rate of return (yield).

**DELEGATION OF AUTHORITY:**

The governing board's responsibility for administration of the investment program is delegated to the treasurer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

**PRUDENCE:**

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the School District to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

**DIVERSIFICATION:**

It is the policy of the School District to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

# POLICY

2020

5220  
2 of 6

Non-Instructional/Business  
Operations

## **INTERNAL CONTROLS:**

It is the policy of the School District for all moneys collected by any officer or employee of the government to transfer those funds to the treasurer within five business days of deposit or within the time period specified in law, whichever is shorter.

The treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and they are managed in compliance with applicable laws and regulations.

## **DESIGNATION OF DEPOSITARIES:**

The banks and trust companies authorized for the deposit of monies up to the maximum amounts are:

### Depository Name

J.P. Morgan Chase Bank

Community Bank

## **COLLATERALIZING OF DEPOSITS:**

In accordance with the provisions of General Municipal Law, § 10, all deposits of School District, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured by at least one of the following:

a. By a pledge of "eligible securities" with an aggregate "market value" as provided by GML § 10.

b. i. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk based capital requirements, or

ii. In lieu of or in addition to the deposit of eligible securities, the officers making a deposit may, in the case of an irrevocable letter of credit issued in favor of the local government by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, accept such letter of credit payable to such local government as security for the payment of one hundred percent of the aggregate amount of public deposits from such officers and the agreed upon interest, if any.

c. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

## **SAFEKEEPING AND COLLATERALIZATION**

Eligible securities used for collateralizing deposits shall be held by depositary or a third party bank or trust company subject to security and custodial agreements as determined by the treasurer.

The security agreement shall provide that eligible securities are being pledged to secure the School District deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the School District to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the School District, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the School District or its custodial bank.

The custodial agreement shall provide that securities held by the bank or, trust company, or agent of and custodian for, the School District, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the School District a perfected interest in the securities.



## **PERMITTED INVESTMENTS**

As authorized by General Municipal Law § 11, the School District authorizes the treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Obligations issued pursuant to LFL § 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the School District;
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments.
- Certificates of Participation (COPs) issued pursuant to GML § 109 b. Obligations of this School District, but only with any moneys in a reserve fund
- Obligations of this School District, but only with any moneys in a reserve fund established pursuant to GML §§ 6 c, 6 d, 6 e, 6 g, 6 h, 6 j, 6 k, 6 m, or 6 n.

All investment obligations shall be payable or redeemable at the option of the School District within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the School District within two years of the date of purchase.

## **AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

The School District shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the School District conducts business must be credit worthy. Banks shall provide their most recent

Consolidated Report of Condition (Call Report) at the request of the School District. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositaries, trading partners and custodians. Such listing shall be evaluated at least annually.

## **PURCHASE OF INVESTMENTS**

The treasurer is authorized to contract for the purchase of investments:

- a. Directly, including through a repurchase agreement, from an authorized trading partner.
- b. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.
- c. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the School District, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the School District by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, § 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the School District, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the School District a perfected interest in the securities.

## **REPURCHASE AGREEMENTS**

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.

# POLICY

2020

5220  
6 of 6

Non-Instructional/Business  
Operations

- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

Adopted: 7/6/93  
Revised: 3/21/2006  
Amended: 01/13/2021

# POLICY

2020

5250  
1 of 2

Non-Instructional/Business  
Operations

## **SUBJECT:        FIXED ASSETS**

The School District recognizes the need to implement the required accounting and financial reporting standards promulgated by the Governmental Accounting Standards Board (GASB). GASB Statement 34 was issued to provide new and additional information to the diverse users of the District's financial statements.

A fixed asset or capital asset is defined as a physical commodity (i.e. land, buildings, machinery, vehicles, equipment, and furnishings) having an estimated period of usefulness in excess of one year and an estimated value of at least \$1,000.

The School District is committed to fostering proper management of the District's assets.

### **Guidelines**

1. The disposal of all fixed assets shall be recorded and approved for disposition by the Board.
2. Obsolete or surplus items shall be kept to the lowest levels.
3. The Board shall designate a person who will be responsible for safeguarding all fixed assets and who will ensure that none is removed from school property unless authorized by the Board.
4. Employees are not permitted to use the District's assets for personal activities.
5. Generally, capital assets should be considered for disposal when they can be identified with one or more of the following:

(a) Obsolete: An asset which is no longer suitable for its original purpose and which is incapable of being modified to achieve an acceptable level of operation, with little or no resale value.

(b) Not Repairable: An asset which cannot be repaired or restored to an acceptable level of operation, or where the cost of repair in relation to replacement cost is not economically justifiable.

(c) Surplus: An asset may become surplus if it is in excess of estimated requirements or if the purpose for which it was originally acquired no longer exists.

### **Recording of Fixed Assets**

All assets will be recorded on an ongoing basis in a Fixed Asset Register. The Register will record an identifying number, a description of the asset, the location of the asset, and the original cost of the asset.

All items that are listed as fixed assets shall be tagged and identified in the District's Register of Assets. All other assets shall be tagged if such assets may be conducive to theft and have a value of at least \$100 (e.g., a digital camera costing \$400) and shall be included in the Register.

### **Physical Inventory of Fixed Assets**

Inventories are physical reviews and confirmations of the District's assets. A periodic evaluation of the inventory will ensure the integrity of the amounts in the District's financial statements, maintain current insurance valuations, and assist in loss detection.

Inventories shall be conducted as follows:

- land and buildings - every 5 years
- machinery, equipment, vehicles, furnishings - every 2 years
- all other fixed assets - at least annually.

Any assets not accounted for must be immediately brought to the attention of the Board.

### **Transfer of Fixed Assets**

The transfer of an asset from its original location must be specified in the Register by date, the new location, the purpose of the transfer, and the person(s) responsible for the transfer.

Adopted: February 22, 2006  
Amended: January 13, 2020



# POLICY

2020

5520  
1 of 3

Non-Instructional/Business  
Operations

## **SUBJECT: STUDENT ACTIVITY FUND**

Extraclassroom activity funds are defined in the Regulations of the Commissioner of Education as “funds raised other than by taxation or through charges of a board of education, for, by or in the name of a school, student body or any subdivision thereof.” Basically, extraclassroom activity funds are those operated by and for the students. Monies are usually collected voluntarily by pupils and are spent by them as they see fit so long as they abide by established regulations.

Extraclassroom activity funds must not be confused with funds accounted for in accordance with the Uniform System of Accounts prescribed by the State Comptroller. Procedures discussed in this policy and applicable regulations apply only to extraclassroom activity funds.

The board of education recognizes that the fundamental task of the schools is to prepare young people for life. In order for this preparation to be done properly, the educational program of the schools must be as wide as life itself. An integral part of such a program is extraclassroom activities. They represent an essential part of the educational experiences which should be available to young people. In order to promote for the proper handling and safeguarding of the extraclassroom activity funds, the board of education hereby adopts rules and regulations for the guidance of students, teachers, and principals.

### **Purpose**

Student extraclassroom activities may only be formed for educational purposes.

### **Definition**

Extraclassroom activity funds are funds raised other than by taxation or through charges of a board of education, for, by or in the name of a school, student body, or nay subdivision thereof.

### **Organizational Procedures**

Students desiring to form an extraclassroom activity shall petition their principal in writing. The petition shall state the purpose of and describe the activities of the proposed extraclassroom activity, and shall be signed by at least seven students before it is presented to the principal for action. If the purpose of the proposed extraclassroom activity falls within the scope of educational or school service purposes and if the necessary space and equipment are available, the principal, in conjunction with the petitioning students, shall seek a suitable adviser. When these procedures have been accomplished, the building principal shall recommend to the chief school officer that the extraclassroom activity be approved by the board of education.

## **Approved Extraclassroom Activities**

All extraclassroom activities shall be approved by the board of education. The chief school officer shall maintain an up-to-date register of all extraclassroom activities that are approved or discontinued. A CHARTER needs to be developed (look at national charters i.e.; national honor society or student government) for each activity. This explains its purpose and goals and should be kept securely within the school.

## **Faculty Adviser**

Each extraclassroom activity shall have a faculty adviser recommended by the superintendent and appointed by the board of education. The faculty adviser shall attend all meetings of the extraclassroom activity.

## **Meetings**

All extraclassroom activities shall meet at least once monthly while school is in session. These meetings shall be held on school property. Extraclassroom activities shall not meet outside school property unless they have received consent from their school principal. **Minutes must be taken and kept securely with each activity to support any decisions made and recommendations brought up.**

## **Officers**

Each extraclassroom activity shall have a president, secretary, and treasurer. These officers shall be elected annually from among the membership by secret ballot.

## **Inactive Clubs and Leftover Funds**

An inactive extraclassroom activity shall be defined as one having no financial activity for one full school year. If an inactive club is identified, the central treasurer is directed to expend leftover funds as voted by the organization controlling these funds or if no such designation exists, then liquidate the leftover funds of these club(s) in accordance with the following: Leftover funds of inactive or discontinued extraclassroom activities and of graduating classes shall automatically revert to the account of the general student organization or student council. Inactive clubs must follow the organizational procedures set forth in this policy to re-activate previously existing activities.

# POLICY

2020

5520  
1 of 3

Non-Instructional/Business  
Operations

## Sales, Campaigns and Fundraising Activities

The chief faculty counselor shall provide information to the superintendent on sales, campaigns and fundraising activities of all extraclassroom activity clubs, including the nature of the event, dates of operation, duration of sale or campaign, and means of solicitation (e.g., door-to-door, direct mailing, etc.).

## Risk Management

The chief faculty counselor shall work with the business official to assure that the district's exposure to any risk resulting from club activities or fundraisers is minimized. In all cases where a vendor will be using district facilities to conduct its event, the district requires a certificate of insurance with the district named as an additional insured. Periodically, the district may request that its primary liability insurance carrier conduct a review of the activities of its extraclassroom activities and may prohibit certain events based on the review results.

## Tax Exempt Status

The extra classroom activities of the district are not included in the exemption granted to the school district from New York State sales tax. Without exception, clubs and activities are prohibited from using the school's tax exemption.

**However, some ECA's may be eligible for their own tax exemption. In this case, the taxable status of all fundraising events are guided by Publication 843.**

The taxable status of all fundraising events specified in the administrative regulations to this policy shall be enforced as listed by the central treasurer. Any event not specifically listed shall be deemed taxable unless a written determination that is non-taxable has been issued from the business official to the central treasurer. The central treasurer shall be responsible for filing the periodic sales tax returns for the extraclassroom activity funds.

## Contracts, Commitments and Guarantees

All commitments and contracts shall be the sole responsibility of the extraclassroom activity club giving rise to the transaction, regardless of change in advisers, membership or officers.

Adopted: 7/6/1993  
Revised: 7/17/2007  
Amended: 1/13/2021

## **PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY**

The District, in compliance with Education Law §2-d, provides the following:

### **DEFINITIONS:**

As used in this policy, the following terms are defined:

**Student Data** means personally identifiable information from the student records of a District student.

**Teacher or Principal Data** means personally identifiable information from District records relating to the annual professional performance reviews of classroom teachers or Principals that is confidential and not subject to release under the provisions of Education Law §§3012-c and 3012-d.

**Third-Party Contractor** means any person or entity, other than a District, that receives student data or teacher or Principal data from the District pursuant to a contract or other written agreement for purposes of providing services to the District, including, but not limited to, data management or storage services, conducting studies for or on behalf of the District, or audit or evaluation of publicly funded programs. Such term shall include an educational partnership organization that receives student or teacher or Principal data from a school district to carry out its responsibilities pursuant to Education Law §211-e and is not a District, and a not-for-profit corporation or other nonprofit organization, other than a District.

1. Neither student data, nor teacher or Principal data will be sold or released for any commercial purpose;
2. Parents have the right to inspect and review the complete contents of their child's education records. Procedures for reviewing student records can be found in the Board Policy entitled Student Directory Information (FERPA);
3. Security protocols regarding confidentiality of personally identifiable information are currently in place and the safeguards necessary to protect the confidentiality of student data are maintained at industry standards and best practices. The safeguards include, but are not limited to, encryption, firewalls,



and password protection. As required by Education Law §2-d (5), the National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity Version 1.1 (NIST Cybersecurity Framework or NIST CSF) is adopted as the standard for data security and privacy;

4. New York State maintains a complete list of all student data collected by the State and the data is available for public review at <http://www.pl2.nysed.gov/irs/sirs/NYSEDDDataElements2018.xlsx>, or by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, New York 12234;
5. Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to Data Protection Officer Eric Voorhees;
6. The District will promptly acknowledge receipt of complaints, commence an investigation, and take the necessary precautions to protect personally identifiable information;
  - Following its investigation of a submitted complaint, the District shall provide the parent or eligible student with its findings within a reasonable period but no more than 60 calendar days from receipt of the complaint;
  - Where the District requires additional time, or where the response may compromise security or impede a law enforcement investigation, the District shall provide the parent or eligible student with a written explanation that includes the approximate date when the District anticipates that it will respond to the complaint;
  - The District will require complaints to be submitted in writing;
  - The District will maintain a record of all complaints of breaches or unauthorized releases of student data and their disposition in accordance with applicable data retention policies, including the Records Retention and Disposition Schedule LGS-1;
7. This policy will be regularly updated with supplemental information for each



contract the District enters into with a third-party contractor where the third-party contractor receives student data or teacher or Principal data. The supplemental information must be developed by the District and include the following information:

- the exclusive purposes for which the student data or teacher or Principal data will be used by the third-party contractor, as defined in the contract;
  - how the third-party contractor will ensure that the subcontractors, or other authorized persons or entities to whom the third-party contractor will disclose the student data or teacher or Principal data, if any, will abide by all applicable data protection and security requirements, including, but not limited to, those outlined in applicable State and federal laws and regulations (e.g., FERPA; Education Law §2-d);
  - the duration of the contract, including the contract's expiration date and a description of what will happen to the student data or teacher or Principal data upon expiration of the contract or other written agreement (e.g., whether, when and in what format it will be returned to the District, and whether, when and how the data will be destroyed);
  - if and how a parent, student, eligible student, teacher or Principal may challenge the accuracy of the student data or teacher or Principal data that is collected;
  - where the student data or teacher or Principal data will be stored, it will be described in such a manner as to protect data security and the security protections taken to ensure that such data will be protected and data security and privacy risks mitigated; and how the data will be protected using encryption while in motion and at rest will be addressed.
8. This policy shall be published on the District's website. This policy shall also be included with every contract the District enters with a third party contractor where the third party contractor receives student data or teacher or Principal data.

# POLICY

2020

5820  
4 of 4

Non-Instructional/Business  
Operations

Second Reading & Adoption: June 17, 2020  
Amended: January 13, 2021

# POLICY

1993

5110

Non-Instructional/Business  
Operations

## SUBJECT: BUDGET PLANNING

Budget planning for the District will be an integral part of program planning so that the annual operating budget may effectively express and implement programs and activities of the school system. Budget planning will be a year-round process involving participation of District-level administrators, principals, directors, coordinators, teachers, and other personnel.

The Superintendent will have overall responsibility for budget preparation, including the construction of and adherence to a budget calendar. Program managers will develop and submit budget requests for their particular areas of responsibility after seeking the advice and suggestions of staff members.

Principals will develop and submit budget requests for their particular schools after seeking the advice and suggestions of staff members. Each school's budget request will reflect the principal's judgment as to the most effective way to use available resources in achieving progress toward the approved educational objectives of the school. Program budgets and school budgets will reflect state and/or federal requirements, special sources of funding, and District objectives and priorities.

The Board will give consideration to budget requests, and will review allocations for fairness and for their consistency with the school system's educational priorities.

State Education Department  
Handbook No. 3 on Budget

Adopted: 7/6/93

# POLICY

1993

5221

Non-Instructional/Business  
Operations

**SUBJECT: OPERATION AND REPORTING OF DISTRICT INVESTMENTS**

The Business Office shall prepare an annual report by August 20 of all TIME investments excluding NOW and like accounts which shall be for the past fiscal year. The report shall include the following information with respect to each of the investments:

- a) The trading partner;
- b) The type of investment;
- c) The investment date;
- d) The maturity date;
- e) The interest rate;
- f) The total interest earned on the investment.

The treasurer shall submit a copy of the ledger of collateral for each investing bank or trust company with the annual investment report.

Adopted: 7/6/93

# POLICY

1993

5241

Non-Instructional/Business  
Operations

**SUBJECT: PROPERTY TAX EXEMPTION FOR THE ELDERLY**

Real property used exclusively for residential purposes and owned by one or more persons, each of whom is sixty-five years of age or over, or real property owned by husband and wife, one of whom is sixty-five years of age or over, shall be exempt from taxation to the extent of percentum of the assessed valuation determined by the Board if the owners meet the criteria established annually by the Board.

The real property tax exemption of real property owned by husband and wife, when one of them is sixty-five (65) years of age or over, once granted, shall not be rescinded solely because of the death of the older spouse so long as the surviving spouse is at least sixty-two (62) years of age.

New York State Real Property Tax Law,  
Section 467

Adopted: 7/6/93



# POLICY

1993

5540

Non-Instructional/Business  
Operations

**SUBJECT: PUBLICATION OF THE DISTRICT'S ANNUAL FINANCIAL STATEMENT**

In compliance with Education Law, the Board of Education shall direct the District Clerk to publish annually during the month of July or during the month of August a full and detailed account of all monies received by the Board or the Treasurer of the District for its account and use, and all of the money expended therefore, giving the items of expenditure in full.

The account shall be published in the official District newspaper once each year.

Education Law Sections 1610,  
1721 and 2117  
Commissioner's Regulations  
Section 170.2

Adopted: 7/6/93

# POLICY

2009

5550

Non-Instructional/Business Operations

## **SUBJECT: ANNUAL FINANCIAL STATEMENT PREPARATION AND OVERSIGHT**

Objective: Preparation of annual financial statements “that include a full and detailed account of all monies received and all items of expenditure” is required by New York State Education Law (§1721). Such statements, when combined with monthly budget status and fund reports, enable the Board of Education to fulfill its responsibility for fiscal management of the District. Responsibility for generating financial reports rests with the District Treasurer, assisted by the independent auditor who conducts an annual audit of the Districts financial records. The following principles must be observed to ensure the auditor maintains independence:

- 1) Auditors must not provide non-audit services that involve management functions or management decisions.
- 2) Auditors must not audit their own work or provide non-audit services material to the subject matter of the audit.

To ensure that these objectives are attained, the Board of Education sets the following principles:

- 1) The District Treasurer is responsible for overseeing the preparation of the financial statements.

Minimum qualifications of a District Treasurer are a two-year degree in accounting and at least eight hours annually of continuing education regarding financial statement preparation and generally accepted accounting principles.

- 2) The independence of the auditing firm is maintained as outlined above.
- 3) The understanding for the preparation of the financial statements is incorporated into the auditor’s engagement and representation letter.
- 4) The District is responsible for the outcome of the work and therefore, has a responsibility to be in a position to make an informed judgment on the results of the financial statement preparation.

(Continued)

# POLICY

2009

5550

Non-Instructional/Business Operations

## **SUBJECT: ANNUAL FINANCIAL STATEMENT PREPARATION AND OVERSIGHT (CONT'D)**

- 5) The District will document the methods used to review and accept the financial statements.
- 6) The District Treasurer and auditor report to the Board of Education. The District Treasurer will make every effort to resolve disagreements. Unresolved disagreements will be reported to the Audit Committee and the Board of Education.

### **PROCEDURES:**

- 1) The Board of Education will ensure that minimum qualifications of the District Treasurer are maintained.
- 2) The Audit Committee will review the safeguards for ensuring the independence of the auditor by reviewing the annual engagement and representation letter prior to commencement of the audit.
- 3) Any adjustments at the audit will be done with appropriate supporting documentation and will be communicated to the District Treasurer, the Audit Committee, and the Board of Education.
- 4) The District Treasurer will reconcile the financial information and prepare the ST-3 which will be used by the auditor as a basis for preparation of the annual financial statements.
- 5) Disagreements between the District Treasurer and the designated auditor will be resolved by use of external resources which include but are not limited to: GASB, FASB, AICPA, NYSED and Office of Management and Budget.

Adopted: 5/20/09

# POLICY

1999

5730

Non-Instructional/Business Operations

## SUBJECT: TRANSPORTATION OF STUDENTS

### Requests for Transportation to and from Non-Public Schools

The parent or guardian of a parochial or private school child residing in the School District who desires that the child be transported to a parochial or private school outside the School District during the next school year must submit a written request to the Board of Education no later than April 1st of the preceding year, or within thirty (30) days of moving into the District.

### Transportation of Students with Disabilities

Students with disabilities in the District shall be transported up to fifty (50) miles (one way) from their home to the appropriate special service or program, unless the Commissioner certifies that no appropriate nonresidential special service or program is available within fifty (50) miles. The Commissioner may then establish transportation arrangements.

### Transportation of Non-Resident Students

The District shall not extend its bus routes outside of the District to pick up non-resident students.

### Late Bus Use

The District will provide bus transportation for supervised student activities held after the close of the normal school day. The extent of the transportation will be reviewed and determined on an annual basis.

Education Law Sections 3635,  
4401(4), 4404 and 4405

Revised and Adopted 12/19/95  
Revised and Adopted 9/21/99



SUBJECT: TRANSPORTATION OF STUDENTS: ATHLETICS

**All of the options listed below can be accommodated as long as there are signed permission slips from the parents/guardians.**

1. Students may walk home from a practice or home game.
2. Students may be picked up by a parent/guardian directly from a practice or home game.
3. Parents may bring their children home from an away game as long as the coach has a permission slip.
4. Students may be picked up from a practice or home game by a relative or neighbor.

If a student is not being picked up at the practice as per the guidelines above, then he/she will be transported to and from the practice. Parents/guardians would then pick up their children at the school at the time designated by the coach. As in the past, parents can pick up their children after home games.

Parents/guardians should send the permission slips with their sons/daughters to the High School Office.



# POLICY

2001

BP5731

Non-Instructional Business Operations

**SUBJECT:** Transportation for Field Trips and School-Sponsored Events

When the district has provided transportation on school district vehicles to a school sponsored field trip, extracurricular activity or athletic event, the school district shall return all students to the point of departure or to the appropriate school in the district.

If intervening circumstances make such transportation of any one student impractical, then a chaperone or coach shall remain with the student until the parent(s) or legal guardian have been contacted and informed of the intervening circumstances which make such transportation impractical, and such student and the parent(s) or legal guardian are together in the same location.

# POLICY

2001

5761

Non-Instructional Business Operations

SUBJECT: OPERATORS OF DISTRICT VEHICLES

Gilbertsville-Mount Upton Central School employees who drive district owned vehicles will provide their supervisors with a copy of their valid, current driver's license before operating any district vehicle. The supervisors will then have them filed in the district office employee files.

Approved 9/4/01

Gilbertsville- Mount Upton Central School  
693 Highway 51  
Gilbertsville, New York 13776

Chris Kjolhede, M.D., Medical Director

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## **PUBLIC ACCESS DEFIBRILLATION AGENCY COLLABORATIVE AGEEMENT**

(Pursuant To § 3000-B, New York State Public Health Law, As Amended by Chapter 552 of the laws of 1998)

AGREEMENT made as of the 1<sup>st</sup> day of December 2020 by and between the Gilbertsville-Mount Upton Central School District hereinafter referred to as the "AGENCY," and Chris Kjolhede M.D., school physician of the Gilbertsville-Mount Upton Central School District hereinafter referred to as the "MEDICAL DIRECTOR").

### **WITNESSETH:**

WHEREAS, THE MEDICAL DIRECTOR assists in the oversight of the Gilbertsville-Mount Upton Central School District, assuring the consistency of said system with current standards for out-of-hospital emergency medical care; and

WHEREAS, the American Safety and Health Institute, in collaboration with other national authorities, has developed the "Chain of Survival" model of optimal response to an out-of-hospital cardiac arrest emergency, which includes as its four components: Early Access, Early Cardiopulmonary Resuscitation, Early Defibrillation, and Early Advanced Life Support; and

WHEREAS, the AGENCY is desirous of strengthening the chain of survival within its facilities through the provision of Early Defibrillation under the Public Access Defibrillation provision of the New York State Public Health Law;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. The undersigned physician Medical Director of the Agency agrees to serve, subject to the AGENCY'S continued compliance with all provisions of the agreement, as the "Emergency Health Care Provider" for the AGENCY'S Public Access Defibrillation program, as defined in § 3000-B 1. (B) of the New York State Public Health Law.
2. The AGENCY will, at its own expense or through its own resources, purchase and maintain in full accordance with its manufacturer's recommendations, one or more automated external defibrillators (AED's), as defined in § 3000-B1. (A) of the New York State Public Health law.

## **PUBLIC ACCESS DEFIBRILLATION AGENCY COLLABORATIVE AGREEMENT**

3. The AGENCY will maintain its AED(s) in use-ready condition, at all times, at a location or locations which is (are) known to all members, employees, or affiliates who are to be involved in the provision of early defibrillation under this agreement. The AGENCY will also maintain at a minimum, with each AED, the necessary equipment for body substance isolation during the provision of cardiopulmonary resuscitation (disposable medical examination gloves in appropriate sizes, and a "pocket" resuscitation mask or bag-valve-mask device for the respiratory ventilation of adult victims).

4. The AGENCY will provide or procure for all of its members, employees, or affiliates who are to be involved in the provision of early defibrillation under this agreement, formal training in automated external defibrillation pursuant to a curriculum approved by the New York State Emergency Medical Services Council for this purpose. The curriculum selected for use under this agreement will be "Heartsaver AED" Course of the American Heart Association.

5. The AGENCY will use, as its sole treatment protocol with respect to the Public Access Defibrillation program governed by this agreement, the Automated External Defibrillation Protocol of the American Heart Association, as presented in the "Heartsaver AED" training materials. A copy of the protocol is included as Exhibit "A".

6. The AGENCY will assure that only those members, employees, or affiliates who have successfully completed training as specified in Item 4, above, are permitted to operate an AED within the scope of the Public Access Defibrillation program governed by this agreement.

7. The AGENCY will assure that the community's Emergency Medical Services (EMS) System is immediately activated for response to any person on whom the AGENCY'S members, employees, or affiliates use or attempt to use its AED. This will be accomplished in Otsego County by dialing 911 and requesting EMS response at the earliest possible moment after the discovery of a medical emergency.

8. The AGENCY will abide by all standards of continuing and in-service education and practice required by the MEDICAL DIRECTOR, and will require its members, employees, or affiliates to complete any and all classes or training sessions which may be required by the MEDICAL DIRECTOR. This will include, at a minimum, annual re-qualification of the AED via mannequin practice. The use of a computerized simulation program as a substitute for actual hands-on mannequin practice will be permissible. Complete records of such annual re-qualification will be kept and maintained for an indefinite period by the AGENCY.



**PUBLIC ACCESS DEFIBRILLATION AGENCY COLLABORATIVE AGREEMENT**

9. The AGENCY will assure that, immediately following any incident in which the AGENCY'S AED has been connected to a person, the AED will be connected to an appropriately-equipped computer, and that the data stored in its internal memory will be "downloaded" to that computer. Further, the AGENCY will assure that the operator of the AED in any instance in which the AED has been connected to a person, completes the computerized data form with respect to that instance, and records thereon, at a minimum, the following information:

- The name of the AGENCY
- The date of the incident
- The time of the incident
- The age of the victim
- The sex of the victim
- The estimated time from the onset of cardiac arrest until the first shock from the AED was given.
- The estimated time from the onset of cardiac arrest until cardiopulmonary resuscitation was begun.
- The total number of shocks administered to the patient via the AGENCY'S AED.
- The name of the ambulance service transporting the patient from the incident scene
- The status of the patient when he/she was transported from the scene (continued cardiac arrest, spontaneous pulse present, unresponsive, responsive, etc.)

10. The AGENCY will assure that the data and information captured in the computer, as specified in item 9, above, are transferred by electronic means in a timely manner to the MEDICAL DIRECTOR. Written procedures for accomplishing this transfer shall be maintained by the AGENCY.

11. The AGENCY shall participate in all Quality Assurance/Quality Improvement activities required by the MEDICAL DIRECTOR. This shall consist, at a minimum of review by the MEDICAL DIRECTOR or his agent of the electronic data submitted by the AGENCY, as required in Item 10, above. The MEDICAL DIRECTOR or his agent, after completion of such review, shall issue a written or verbal communication to the AGENCY outlining the results or findings of the review.

12. At the request of the MEDICAL DIRECTOR or his agent, the AGENCY shall make available any and all of its members, employees, or affiliates who were involved in the use or attempted use of the AED on a person for a review meeting in a timely manner.



## Exhibit "A"

### Heartsaver AED Protocol

