

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, October 14, 2020

Regular Meeting, 6:30 pm, Cafeteria

AGENDA

CALL TO ORDER & PLEDGE OF ALLEGIANCE

COMMUNICATIONS / POSITIVE HIGHLIGHTS

INFORMATION FOR MEMBERS

Senior Citizen Holiday Luncheon

PUBLIC COMMENT

REPORTS

-School Counseling Plan, System of Care/SBHC, Mental Health, Wellness Team, Kognito-Lisa Ruland and Clara Tanner, School Counselors

BOARD DISCUSSION

-Second Reading-Title IX Student Sexual Harassment (BP 5688.1) (**Enclosure 3**)

EXECUTIVE SESSION

I. RECOMMENDED ACTIONS – ROUTINE MATTERS

APPROVE MINUTES

RESOLVED, to approve the minutes from the Special Board of Education on 16 September 2020. (**Enclosure 2**)

APPROVE AGENDA

RESOLVED, to approve the 14 October 2020, consent agenda. (**Enclosure 1**)

II. RECOMMENDED ACTIONS-NEW BUSINESS

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

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 14 October 2020, Committee on Special Education/Committee on Preschool Special Education Consent Agenda. The meeting dates include 18 September 2020 and 02 October 2020.

FINANCIAL CONSENT AGENDA

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 14 October 2020, Financial Consent Agenda.

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

PERSONNEL CONSENT AGENDA

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 14 October 2020, Personnel Consent Agenda.

NEW ITEMS CONSENT AGENDA

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept/approve the 14 October 2020, New Items Consent Agenda.

EXECUTIVE SESSION

SECOND PUBLIC COMMENT

ADJOURNMENT

Gilbertsville-Mount Upton Central School Board of Education

Special Meeting

30 September 2020

Cafeteria

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

Members Hillary Giuda-Philpott and Brian Underwood were absent.

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

The meeting was called to order at 6:32 P.M. by President Pain. ORDER

The Principal and Superintendent provided the following Positive Highlights: POSITIVE HIGHLIGHTS
-School is going well considering the circumstances.
-SBHC is very helpful to have this year

No topics raised from the floor. PUBLIC COMMENT

The board convened in executive session at 6:43 p.m. to discuss employment history of particular persons with the Superintendent, District Treasurer, and Principal on a motion by Smith, seconded by Barnes and passed unanimously. EXECUTIVE SESSION

The board reconvened in open session at 8:07 p.m. on a motion by Barrows, seconded by Covington and passed unanimously.

Minutes from the 16 September 2020 regular meeting were unanimously approved on a motion by Barnes, seconded by Smith. For the motion five, opposed none. Motion carried. MINUTES

The proposed 30 September 2020 Regular Consent Agenda was unanimously adopted as amended on a motion by Covington, seconded by Barrows. For the motion five, opposed none. Motion carried. AGENDA

Board Member Barrows made the motion, seconded by Board Member Barnes, RESOLVED: Upon the recommendation of the Superintendent of Schools, to accept/approve the 30 September 2020, Personnel Consent Agenda as amended. For the motion five, opposed none. PERSONNEL CONSENT AGENDA

Motion carried.

Appoint Clerk-Pro Tem

To appoint the Board of Education President, Vice-President or Superintendent as Clerk Pro-Tem for the 2020-2021 school year.

No topics raised from the floor.

PUBLIC COMMENT

The meeting adjourned at 8:09 p.m. on a motion by Barnes, seconded by Smith, and passed unanimously.

ADJOURNMENT

Title IX Student Sexual Harassment

It is the policy of the Gilbertsville-Mount Upton Central School District that no person in the District shall be excluded on the basis of sex from participation in, denied benefits of, or be subjected to discrimination under any education program or activity. This includes the following types of sexual harassment:

Quid Pro Quo Harassment: No employee may condition the provision of aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct.

Hostile Environment Harassment: No person may engage in unwelcome sexual conduct which a reasonable person would find to be so severe and objectively offensive so as to deny a person's equal access to the District's education program or activity. Sexual assault, domestic violence and stalking are considered hostile environment harassment.

For purposes of this policy, the District's education program or activity is defined as any location, event, or circumstance over which the District exhibits substantial control over both the alleged harasser and the context in which the harassment occurred.

The District will provide notice of this policy and the related grievance procedure on an annual basis and the policy and related procedure will be posted on the District website.

Reporting Sexual Harassment:

Any person believing they have been a victim of sexual harassment may report the harassment to the District's Title IX Coordinator. District employees who have knowledge of sexual harassment under this policy are required to report the harassment to the District's Title IX Coordinator promptly even if the person reporting is not the victim. The report may be made in person, by email, telephone or in writing.

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.

POLICY

2020

5688.1
2 of 6

Non-Instructional/Business Operations

- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which creates a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phone and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Once the Title IX Coordinator has notice of the sexual harassment, the Coordinator must respond promptly to the report of harassment. The Title IX Coordinator will promptly reach out to the victim of the alleged harassment to discuss the formal complaint procedure, availability of supportive measures and to determine the victim's wishes regarding supportive measures. The Title IX Coordinator will treat both parties equitably and will offer supportive measures to both parties. Supportive measures will be designed to restore or preserve equal access to education programs or activities without unreasonably burdening the other party.

The Title IX Coordinator will also conduct an individualized safety and risk analysis to determine whether removal of the respondent is necessary to protect a student or another individual from an immediate threat to physical health and safety. If there is an immediate threat to physical health of safety, the respondent can be removed to an emergency basis. If the respondent is removed, the respondent must be given notice and opportunity to challenge the decision immediately after the removal. Removal for an employee is administrative leave.

For purposes of this policy, the respondent is the individual who has been reported to be the perpetrator of the conduct that could be considered sexual harassment.

Formal Complaint:

A formal complaint may only be filed by the victim of the alleged harassment during the time that the victim is participating in or attempting to participate in the District's education program. Once the victim is no longer participating in the District's education program or attempting to participate, a complaint may no longer be filed. Parties other than the victim, with the exception of the District Title IX Coordinator, may not file a formal complaint on behalf of the victim. The Title IX Coordinator may file a formal

POLICY

2020

5688.1
3 of 6

Non-Instructional/Business
Operations

sexual harassment complaint on behalf of the victim. A formal complaint must be written and signed on the District's Title IX Complaint form.

Once the formal complaint has been filed, the District will ensure that the parties are treated equitably during the grievance procedure, evidence will be evaluated objectively, and the Title IX Coordinator or investigator does not have a conflict of interest against a party. Further, the Title IX Coordinator and the investigator will presume that the respondent is not responsible for the alleged conduct and that the grievance procedure moves forward in a reasonably prompt manner. Both parties will be advised of the procedures and advised about the possible disciplinary outcomes and remedies which may be implemented following a determination of responsibility.

Upon filing of a formal complaint, the Title IX Coordinator will provide both parties with a Notice of Formal Complaint. The Notice of Formal Complaint will include the following:

- a. Supportive measures available
- b. Appeals procedures
- c. Notice of allegations in sufficient detail to allow the respondent to prepare a response
- d. Informal resolution process, if any
- e. A statement that the respondent is presumed not responsible for the conduct and responsibility will be determined at the conclusion of the grievance process
- f. The parties' right to be represented by an attorney or other representative
- g. The right to review and inspect the evidence
- h. Notice of any provision of the Code of Conduct that prohibits making false statements or providing false information during the grievance process
- i. The right to be notified of any new allegations occurring during the grievance process.

The Notice will be provided to the parties prior to the initial interview and early enough to allow the respondent to prepare a response to the complaint.

In evaluating complaints, the District adopts an evidentiary standard of preponderance of the evidence. The Title IX Coordinator may dismiss a complaint if the complaint does not constitute sexual harassment as defined by this policy, if the Title IX Coordinator receives a request for the complaint to be withdrawn, the respondent's employment or enrollment ends, or circumstances exist which prevent the District from gathering evidence.

Once a formal complaint is received, an investigation is triggered. The Title IX Coordinator may, but is not required to, act as investigator as long as no conflict of interest against either party exists. Other investigators may be appointed as needed. In conducting the investigation, the District must:

- a. Bear the responsibility for gathering the evidence and meeting the burden of proof;

Non-Instructional/Business Operations

- b. Provide both parties an equal opportunity to present witnesses and evidence;
- c. Refrain from restricting either party's ability to discuss the allegations or gather and present evidence;
- d. Provide both parties the same opportunity to have a representative present during the interview and subsequent hearing, if any;
- e. Provide both parties written notice of date, time, participants, purpose and location of any investigative interview, hearing or other meetings with sufficient time for the party to prepare;
- f. The parties' right to be represented by an attorney or other representative
- g. The right to review and inspect the evidence
- h. Notice of any provision of the Code of Conduct that prohibits making false statements or providing false information during the grievance process
- i. The right to be notified of any new allegations occurring during the grievance process.

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- a. Bear the responsibility for gathering the evidence and meeting the burden of proof;
- b. Provide both parties an equal opportunity to present witnesses and evidence;
- c. Refrain from restricting either party's ability to discuss the allegations or gather and present evidence;
- d. Provide both parties the same opportunity to have a representative present during the interview and subsequent hearing, if any;
- e. Provide both parties written notice of date, time, participants, purpose and location of any investigative interview, hearing or other meetings with sufficient time for the party to prepare;
- f. Provide both parties and representatives, if any, equal opportunity to review all the evidence that is directly related to the allegations in the formal complaint, including evidence the District does not rely on and any exculpatory or inculpatory evidence from any source. This evidence is to be

provided at least 10 days prior to completion of the investigatory report and the parties may submit a written response which will be considered prior to completion of the investigation report.

Once the investigation is complete, the investigator must prepare a written investigative report and provide the report to the parties and representative, if any, for their review and written response. The complaint, evidence, investigation report and any written responses must then go to a Decision maker for a determination regarding responsibility of the respondent for the conduct alleged.

At least 10 days prior to any hearing or other determination of responsibility by the Decision maker, each party has the opportunity to submit to the Decision maker relevant questions to be asked of another party or witness. The Decision maker will provide the answers and the parties will be given a follow-up opportunity for questions.

The Decision maker must be a person who is neither the Title IX Coordinator nor the investigator. Once the Decision maker reviews all the documentation, the Decision maker must issue a written response within 10 days of the last submission of documentation. The written decision must address the allegations, procedural steps taken, finding of facts, application of the Code of Conduct to the facts and a statement of and rationale for each allegation including determination of responsibility, disciplinary sanctions and whether remedies to restore or preserve equal access to the educational program will be provided.

Appeal of Decision

If either party is unhappy with the final determination of the complaint for the following reasons, the party may appeal:

- a. A procedural irregularity existed that affected the outcome of the investigation and final determination;
- b. New evidence has been discovered which was not reasonably available at the time of the determination and which could affect the outcome;
- c. There was a conflict of interest on the part of the Title IX Coordinator, investigator or Decision maker.

The appeal must be filed with the Title IX Coordinator within 10 days of the final written determination. Upon receipt of the written request for appeal, the Title IX Coordinator will notify both parties of the appeal and given them each an equal opportunity to submit in writing a statement in support of or challenging the final determination. Within 10 days of submission of statements, the appeal will be reviewed by a member of the District administration who is not the Title IX Coordinator, investigator or Decision maker and who does not have a conflict of interest. Within 10 days after receipt of the submissions, a written decision will be issued to both parties on the appeal.

POLICY

2020

5688.1

6 of 6

Non-Instructional/Business
Operations

If a party is not satisfied with the outcome of the appeal, either party may seek further legal remedies. Specifically, the New York State Human Rights Law protect employees, students, and non-employees from sexual harassment. Complaints may be filed with the Division of Human Rights or in New York State Supreme Court. Further, the United States Equal Employment Opportunity Commission enforces federal discrimination laws, including Title VII of the Federal Civil Rights Act. Contact information is provided below.

New York State Division of Human Rights
1 Fordham Plaza, Fourth Floor
Bronx, NY 10458
(888) 392-3644

United States Equal Employment Opportunity Commission (EEOC)
1-800-669-4000
www.eeoc.gov

U.S. Department of Education
Office of Civil Rights
400 Maryland Avenue, SW
Washington, D.C. 20202
(800) 872-5327
www.ed.gov

All records regarding the formal complaint, investigation, remedies, sanctions and appeals must be maintained by the District for at least 7 years.

Any District employee is prohibited from engaging in retaliation against any person involved in the complaint, the grievance process, appeal or investigation.

First Reading: September 16, 2020
Second Reading & Adoption: October 14, 2020



GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL

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

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

Heather Wilcox, Principal / Director of Special Education

TO: Board of Education

FROM: Heather Wilcox
Principal/Director of Special Education

RE: Recommendations Regarding Students with Disabilities

DATE: October 2, 2020

The following were reviewed by the CSE/CPSE Committee(s) at its meetings of September 18th, & October 2nd, 2020. The CSE/CPSE Committee's recommendations regarding each student are set forth here. The tests, reports or other information upon which the recommendations are based, and a summary of the discussions, deliberations, and rationale for the recommendations are available upon request.

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

Gilbertsville-Mt Upton Central School

Board Action Sheet

Meeting 09/18/2020

Meeting Date: 09/18/2020

ID	DOB	Gender	Grade	Disability	12Mth
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000042014	04/07/2015	F	KFD	Speech or Language Impairment	
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09/18/20 - Transfer Student/Intake

Committee: Gilbertsville-Mt. Upton Elem CSE

Outcome: Continuation of IEP

Primary	Start Date	Fut End Date End Date	Service	Frq/Cyl/Minutes	Delivery Recommendation	School/Location
CURRENT YEAR						
Yes	09/14/2020	06/25/2021	Speech Therapy	1/Weekly/30	Individual	Gilbertsville-Mt. Upton Primary School K-2/Speech Therapy Room
	09/14/2020	06/25/2021	Speech Therapy	2/Weekly/30	Group	Gilbertsville-Mt. Upton Primary School K-2/Speech Therapy Room

000041398	09/01/2008	F	007	Other Health Impairment	
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09/18/20 - Informal Conference

Committee: Gilbertsville-Mt. Upton MS/HS CSE

Outcome: Meeting Held

Primary	Start Date	Fut End Date End Date	Service	Frq/Cyl/Minutes	Delivery Recommendation	School/Location
CURRENT YEAR						
	07/01/2020		Aide provided in general education classes	Daily 5x/wk 120 min/day/	Aide provided during ELA, Math, Science	Academic Classes and Activities
Yes	09/09/2020	06/25/2021	Resource Room	5/Weekly/40		Gilbertsville-Mt Upton MS/High School/Resource Room
	09/09/2020	06/25/2021	Physical Therapy	2/Weekly/30	Group	Gilbertsville-Mt Upton MS/High School/Related Services Room

000041207	01/20/2004	F	011	Non-Disabled As of 10/15/20: Section 504 Disability	
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09/18/20 - 504 Referral

Committee: 504 Committee

Outcome: Create Accommodation Plan

Primary	Start Date	Fut End Date End Date	Service	Frq/Cyl/Minutes	Delivery Recommendation	School/Location
CURRENT YEAR						

Gilbertsville-Mt Upton Central School

Board Action Sheet

Meeting 09/18/2020

Meeting Date: 09/18/2020

	ID	DOB	Gender	Grade	Disability	12Mth
Yes	10/15/2020	06/25/2021		504	Accommodation Plan	5/Weekly/330 Access to Resource Room as needed Gilbertsville-Mt Upton MS/High School/Academic Classes and Activities

000042019 03/21/2004 M 010 Other Health Impairment

09/18/20 - Transfer Student/Intake

Committee: Gilbertsville-Mt. Upton MS/HS CSE

Outcome: IEP Change: Remains Classified

Primary	Start Date	Fut End Date	Service	Frq/Cyl/Minutes	Delivery Recommendation	School/Location
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CURRENT YEAR

Yes	09/23/2020	06/25/2021	8:1:1 Special Education Needs(SEN)	5/Weekly/330	8 students/1 teacher/1 aide	Delaware-Chenango BOCES/DCMO BOCES @ Harold Campus
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	09/23/2020	06/25/2021	Psychological Counseling Services	2/Weekly/30	Individual	Delaware-Chenango BOCES/DCMO BOCES @ Harold Campus
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000040534 06/02/2002 F 012 Learning Disability

09/18/20 - Program Review

Committee: Gilbertsville-Mt. Upton MS/HS CSE

Outcome: IEP Change: Remains Classified

Primary	Start Date	Fut End Date	Service	Frq/Cyl/Minutes	Delivery Recommendation	School/Location
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CURRENT YEAR

Yes	09/14/2020	06/25/2021	Resource Room	5/Weekly/48		Gilbertsville-Mt Upton MS/High School/Resource Room
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	09/14/2020	06/25/2021	Career & Technical Program	5/Weekly/165		Gilbertsville-Mt Upton MS/High School/DCMO BOCES @ Harold Campus
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Gilbertsville-Mt Upton Central School

Board Action Sheet

Meeting 09/18/2020

Total Meetings 5

Gilbertsville-Mt Upton Central School

Board Action Sheet

Meeting 10/02/2020

Meeting Date: 10/02/2020

ID	DOB	Gender	Grade	Disability	12Mth
000042013	02/13/2005	F	009	Learning Disability	

10/02/20 - Transfer Student/Intake

Committee: Gilbertsville-Mt. Upton MS/HS CSE

Outcome: IEP Change: Remains Classified

Primary	Start Date	Fut End Date End Date	Service	Frq/Cyl/Minutes	Delivery Recommendation
CURRENT YEAR					
Yes	09/14/2020	06/24/2021	Resource Room	5/Weekly/40	Resource Room
	09/14/2020	06/25/2021	Psychological Counseling Services	1/Weekly/30	Individual Counselors Room/Office

Total Meetings 1

**Gilbertsville-Mt. Upton Board of Education
Regular Meeting
Wednesday, October 14, 2020**

Financial Consent Agenda

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

Financial Reports (encl F1)

To accept the financial reports for September 2020.

Standard Workday Reporting Form for Elected and Appointed Officials (encl F2)

BE IT RESOLVED, that the Gilbertsville-Mount Upton Central School District, location code 73609, hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on their record of activities:

Jarrin Hayden, Superintendent's Secretary/Board Clerk- 8 hours

Dorothy Iannello, District Treasurer- 8 hours

Cindy Ketchum, Deputy Treasurer- 6 hours

Donation (encl F3)

To accept the \$500.00 donation from Borden's Hose Company (Mount Upton Fire Department) for the GMU Backpack Program.

Donation (encl F4)

To accept the \$500.00 donation from Mark and Lynne Talbot for the GMU Backpack Program.

Donation (encl F5)

To accept the \$500.00 donation from Talbot Insurance Agency LLC. For the GMU Backpack Program.

GILBERTSVILLE-MT. UPTON CENTRAL SCHOOL STUDENT ACCOUNTS

08/01/2020 through 08/31/2020

ACTIVITY	ADVISOR	TREASURER	BEGINNING	PAYMENTS	DEPOSITS	ENDING
			BALANCE			BALANCE
Class of 2021 (Seniors)	Raquel Norton	Skyler Norton	\$ 6,953.93		\$ 799.26	\$ 7,753.19
Class of 2022 (Jrs)	Katie Woods	Angelina Correll	\$ 6,607.71			\$ 6,607.71
Class of 2023 (Sophmores)	Teresa Titus	Kendra Hammond	\$ 1,655.62			\$ 1,655.62
Class of 2024 (9th)	Shania Speenburgh	Devon Hartwell	\$ 1,911.94			\$ 1,911.94
Class of 2025 (8th)	Lisa Ruland	Emma Peck	\$ 240.50			\$ 240.50
Class of 2026 (7th)	Clara Tanner					
Drama Club	Jennifer McDowall	Kelly Cole	\$ 3,683.13			\$ 3,683.13
7-8 Student Council	Katie Woods	Emma Peck	\$ 3,237.59			\$ 3,237.59
9-12 Student Council	Shania Speenburgh		\$ 826.30			\$ 826.30
Elementary Student Council	Alicia Cummings	Alivia Plows	\$ 2,820.75			\$ 2,820.75
Language		Marley Labounty	\$ 488.74			\$ 488.74
Band Fund	William Gilchrest	Emily Hammond	\$ 6,660.20		\$ 5,614.00	\$ 12,274.20
Chorus Fund	Deanna Perkosky	Gavin Bonzkowski	\$ 2,024.89			\$ 2,024.89
National Honor Society	Cierra Stafford	Ethan Charron	\$ 2,900.32			\$ 2,900.32
SADD	Katie Izzo,	Savanah Bresee	\$ 4,565.47			\$ 4,565.47
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	Jennifer McDowall	Angelina Correll	\$ 299.19			\$ 299.19
Yearbook			\$ 8,273.21		\$ 150.53	\$ 8,423.74
DUE TO OTHER FUNDS					\$ -	
Cheerleaders	Cheerleaders		\$ 253.13			\$ 253.13
SALES TAX	SALES TAX		\$ 152.98	\$ 10.26	\$ 65.74	\$208.46
		TOTALS	\$ 58,714.05	\$ 10.26	\$ 6,629.53	\$ 65,333.32
SUBMITTED BY <i>Cindy Ketchum</i>			REVIEWED BY: <i>D. Daniel</i>			

Gilbertsville-Mt. Upton CSD



Check Warrant Report For A - 5: Cash Disbursement For Dates 9/1/2020 - 9/30/2020

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1	09/30/2020	3252	Lifetime Benefit Solutions	4	14,325.60
28763	09/01/2020	2629	BROWN & BROWN OF GARDEN CITY INC	253	6,071.36
28764	09/01/2020	248	DOUG EXLEY		289.20
28765	09/01/2020	2196	PITNEY BOWES RESERVE ACCOUNT	201	108.50
28766	09/01/2020	1025	VOLO'S AUTO SUPPLY	250	31.55
28767	09/01/2020	2373	HOME DEPOT CREDIT	223	198.07
28768	09/03/2020	2006	BUILT RIGHT FABRICATION, LLC	383	310.00
28769	09/03/2020	1137	CANNON SPORTS INC	192	25.80
28770	09/03/2020	770	CENGAGE LERNING	351	1,546.88
28771	09/03/2020	134	CHENANGO WELDING SUPPLY LLC		156.00
28772	09/03/2020	292	GOPHER, SPORT	193	75.99
28773	09/03/2020	2644	HEARTLAND SCHOOL SOLUTIONS	382	299.00
28774	09/03/2020	426	HENRY SCHEIN INC	129	124.66
28775	09/03/2020	3365	NY BUS SALES LLC	377	591.94
28776	09/03/2020	2640	PUPIL BENEFITS PLAN INC		5,044.50
28777	09/03/2020	607	PUTNAM PEST CONTROL INC	228	55.00
28778	09/03/2020	3367	R C KOLSTAD WATER CORP	386	457.25
28779	09/03/2020	680	SCHOOL SPECIALTY	112	887.86
28780	09/03/2020	2956	SITSPOTS	366	1,333.58
28781	09/03/2020	788	TRI-COUNTY COMMUNICATIONS INC.	375	386.40
28782	09/03/2020	1507	UNIFIRST	372	36.85
28783	09/03/2020	2283	W.B. MASON CO INC	332	390.33
28784	09/03/2020	3351	WILSON LANGUAGE TRAINING CORP.	580	899.21
28785	09/03/2020	830	VASCO BRAND INC		367.76
28786	09/09/2020	428	CDW GOVERNMENT	380	257.00
28787	09/09/2020	2564	Follett School Solutions Inc	186	5.24
28788	09/09/2020	1834	Gillee's Auto Truck & Marine	219	135.98
28789	09/09/2020	432	MIRABITO ENERGY PRODUCTS	241	271.63
28790	09/09/2020	680	SCHOOL SPECIALTY	288	131.26
28791	09/09/2020	765	THE WATER BOTTLE	225	15.00
28792	09/09/2020	2254	US BANK EQUIPMENT FINANCE	350	510.65
28793	09/09/2020	3249	WASTE RECOVERY ENTERPRISES. LLC	12	350.00
28794	09/09/2020	327	HOGAN & SARZYNSKI LYNCH, DEWIND & GREGORY, LLP	7	783.06
28795	09/09/2020	3370	JARRIN HAYEN		91.36
28796	09/09/2020	680	SCHOOL SPECIALTY	177	103.42
28797	09/09/2020	3244	CASEBP	6	83,570.00
28798	09/10/2020	54	AT & T	232	108.62
28799	09/10/2020	2109	MICROBAC LABORATORIES, INC	200	58.43
28800	09/10/2020	508	NYS UNEMPLOYMENT INSURANCE	77	64.70
28801	09/14/2020	3050	LEARNING WITHOUT TEARS	574	1,884.85
28802	09/14/2020	1809	LOWE'S	231	72.51
28803	09/14/2020	547	OTSEGO ELECTRIC COOP.	229	4,315.05
28804	09/14/2020	680	SCHOOL SPECIALTY	312	154.39
28805	09/15/2020	2109	MICROBAC LABORATORIES, INC	200	136.20
28806	09/15/2020	2196	PITNEY BOWES RESERVE ACCOUNT	201	98.91

Gilbertsville-Mt. Upton CSD

Check Warrant Report For A - 5: Cash Disbursement For Dates 9/1/2020 - 9/30/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
28807	09/16/2020	188	DCMO BOCES	398	169,587.66
28808	09/17/2020	188	DCMO BOCES		92.77
28809	09/17/2020	2564	Follett School Solutions Inc	183	609.27
28810	09/17/2020	3360	SAVVAS LEARNING CO LLC	216	149.39
28811	09/17/2020	680	SCHOOL SPECIALTY	290	236.48
28812	09/17/2020	1944	SUSQUEHANNA VALLEY SIGNS		155.00
28813	09/17/2020	1507	UNIFIRST	372	35.35
28814	09/17/2020	2283	W.B. MASON CO INC	303	102.98
28815	09/21/2020	30	AMAZON.COM	389	946.48
28816	09/21/2020	1583	BUSINESS CARD	365	368.97
28817	09/21/2020	2635	Excellus Health Plan - Group	5	9,111.15
28818	09/21/2020	835	GRAINGER	213	229.82
28819	09/21/2020	432	MIRABITO ENERGY PRODUCTS	241	105.77
28820	09/21/2020	660	SARGENT - WELCH	155	27.50
28821	09/22/2020	2283	W.B. MASON CO INC	302	454.02
28822	09/23/2020	40	AMREX CHEMICAL CO., INC.	403	533.25
28823	09/23/2020	2006	BUILT RIGHT FABRICATION, LLC		90.00
28824	09/23/2020	188	DCMO BOCES		199.90
28825	09/23/2020	272	FRONTIER COMMUNICATIONS	230	802.74
28826	09/24/2020	347	INTERSTATE BATTERIES	249	112.95
28827	09/24/2020	607	PUTNAM PEST CONTROL INC	228	55.00
28828	09/24/2020	677	SCHOOL HEALTH CORPORATION	131	4.63
28829	09/24/2020	3062	SUPERIOR TEXT, LLC	184	41.34
28829	09/25/2020	3062	**VOID** SUPERIOR TEXT, LLC	184	-41.34
28830	09/24/2020	3372	JACQUELINE MARSH		29.50
28831	09/24/2020	518	NYSPPHSA		810.00
28832	09/25/2020	2196	PITNEY BOWES RESERVE ACCOUNT	201	2,500.00
28833	09/25/2020	3282	BETH ANN FITCH		349.60
28834	09/25/2020	3062	SUPERIOR TEXT, LLC	184	40.34

Gilbertsville-Mt. Upton CSD

Check Warrant Report For H - 1: Cash Disbursement For Dates 9/1/2020 - 9/30/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
743	09/01/2020	3322	HUDSON MOTOR PARTNERSHIP	539	33,965.40
Number of Transactions: 1					Warrant Total: 33,965.40
					Vendor Portion: 33,965.40

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 33,965.40. 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.

9/28/20 Cindy Kitchin 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 \$ 33,965.40. 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.

9/25/20 JH Cook Internal Claims Auditor
Date Auditor's Signature Title

Gilbertsville-Mt. Upton CSD



Check Warrant Report For TA - 4: September 2020 Payroll For Dates 9/1/2020 - 9/30/2020

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
569	09/11/2020	288	GMU PAYROLL ACCOUNT		91,101.75
570	09/11/2020	459	SECURITY BENEFIT LIFE INS		200.00
571	09/11/2020	498	NYS INCOME TAX		5,752.89
572	09/11/2020	810	UNITED STATES TREASURY		30,973.21
573	09/11/2020	873	LEGEND GROUP		1,820.00
574	09/11/2020	2773	MET LIFE		100.00
575	09/25/2020	288	GMU PAYROLL ACCOUNT		91,513.61
576	09/25/2020	459	SECURITY BENEFIT LIFE INS		200.00
577	09/25/2020	496	NYS EMPLOYEES RETIREMENT SYSTE		706.58
578	09/25/2020	498	NYS INCOME TAX		5,512.39
579	09/25/2020	810	UNITED STATES TREASURY		30,715.26
580	09/25/2020	873	LEGEND GROUP		2,030.00
581	09/25/2020	2773	MET LIFE		100.00
23544	09/11/2020	545	OTSEGO COUNTY SHERIFF		72.60
23546	09/25/2020	1831	ALLSTATE LIFE INS COMP OF NY		18.18
23547	09/25/2020	3079	COMMUNITY BANK		1,195.25
23548	09/25/2020	172	CSEA INC.		928.86
23549	09/25/2020	188	DCMO BOCES		176.57
23550	09/25/2020	507	NYS TEACHERS RETIREMENT SYSTEM		898.00
23551	09/25/2020	545	OTSEGO COUNTY SHERIFF		81.83

Number of Transactions: 20

Warrant Total: 264,096.98
Vendor Portion: 264,096.98

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 20 in number, in the total amount of \$264,096.98. 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.

9/28/20 Date Cathy K... [Signature] 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 \$264,096.98. 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.

9/25/20 Date [Signature] Auditor's Signature Internal Claims Auditor Title

Gilbertsville-Mt. Upton CSD



Check Warrant Report For TA - 5: Cash Disbursement For Dates 9/1/2020 - 9/30/2020

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
23545	09/17/2020	3202	REGIONAL FOOD BANK OF NORTHEASTERN NY		397.72
Number of Transactions: 1					Warrant Total: 397.72
					Vendor Portion: 397.72

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 397.72. 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.

9/22/20 Cindy Kettlbaum 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 \$ 397.72. 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.

9/25/20 T.H. Lamb Internal claims Auditor
Date Auditor's Signature Title

Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2020 To 9/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1010.400</u>	BOE - CONTRACTUAL	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
<u>A 1010.450</u>	BOE - SUPPLIES	250.00	0.00	250.00	45.86	8.64	195.50
<u>A 1040.400</u>	CONF/ELECTION OFFICIALS	750.00	0.00	750.00	0.00	0.00	750.00
<u>A 1040.450</u>	BOARD CLERK-SUPPLIES	150.00	0.00	150.00	0.00	0.00	150.00
<u>A 1060.400</u>	LEGAL ADVERTISING	2,500.00	0.00	2,500.00	17.78	2,482.22	0.00
<u>A 1240.150</u>	SUPERINTENDENT-SALARY	137,300.00	0.00	137,300.00	33,522.76	103,655.34	121.90
<u>A 1240.160</u>	SUPERINTENDENT SECRETARY	40,000.00	0.00	40,000.00	9,999.99	30,000.01	0.00
<u>A 1240.400</u>	DO - CONTRACTUAL	5,000.00	-120.00	4,880.00	150.00	130.00	4,600.00
<u>A 1240.450</u>	DO - SUPPLIES	1,000.00	0.00	1,000.00	599.51	0.00	400.49
<u>A 1310.160</u>	BO - NON INSTRUCTIONAL	91,058.00	1,773.04	92,831.04	25,669.74	67,161.30	0.00
<u>A 1310.400</u>	BO - CONTRACTUAL	5,000.00	-1,813.04	3,186.96	0.00	0.00	3,186.96
<u>A 1310.450</u>	SUPPLIES	0.00	122.95	122.95	81.65	37.74	3.56
<u>A 1310.490</u>	BOCES-PAYROLL SERVICE	80,702.00	0.00	80,702.00	8,200.29	72,501.71	0.00
<u>A 1320.400</u>	AUDITOR SERVICES	17,500.00	0.00	17,500.00	8,500.00	8,500.00	500.00
<u>A 1325.160</u>	INTERNAL CLAIMS AUD	1,000.00	0.00	1,000.00	52.50	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	624.98	1,875.02	500.00
<u>A 1330.400</u>	TAX COLLECTOR-NOTICES	3,200.00	0.00	3,200.00	1,800.00	0.00	1,400.00
<u>A 1345.490</u>	BOCES - COOP BID	4,000.00	0.00	4,000.00	321.84	2,898.16	780.00
<u>A 1420.400</u>	LEGAL SERVICES	15,000.00	0.00	15,000.00	1,543.06	8,456.94	5,000.00
<u>A 1430.400</u>	ADVERTISING-PERSONNEL	2,500.00	120.00	2,620.00	138.23	2,481.77	0.00
<u>A 1430.400-01</u>	PERSONNEL-FINGER PRINTING	520.00	0.00	520.00	0.00	0.00	520.00
<u>A 1430.490</u>	BOCES-REC/WC/EPA	31,810.00	0.00	31,810.00	3,384.17	28,425.83	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	1,132.30	10,217.70	0.00
<u>A 1480.490</u>	BOCES - SAFETY	49,500.00	0.00	49,500.00	6,896.52	42,603.48	0.00
<u>A 1620.160</u>	BLDG MAINT MECHANIC-SALARY	71,445.00	203.80	71,648.80	17,517.11	54,131.69	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	285.00	6,375.00	23,840.00
<u>A 1620.400-05</u>	MAINT-RUGS/MOPS	2,200.00	0.00	2,200.00	109.05	890.95	1,200.00
<u>A 1620.421</u>	MAINT-FUEL OIL	73,705.00	-9,565.41	64,139.59	0.00	55,000.00	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



Appropriation Status Detail Report By Function From 7/1/2020 To 9/30/2020

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1620.425</u>	MAINT-ELECTRIC	75,000.00	0.00	75,000.00	8,613.93	41,386.07	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	2,565.41	7,065.41	2,639.08	4,334.55	91.78
<u>A 1620.450</u>	MAINT-SUPPLIES	26,000.00	813.60	26,813.60	1,858.54	1,824.86	23,130.20
<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	9,500.00	9,500.00	4,536.96	4,644.96	318.08
<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	110.00	890.00	500.00
<u>A 1620.472</u>	MAINT-FIRE EXTING	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 1620.474</u>	MAINT-GARBAGE	4,950.00	0.00	4,950.00	685.00	1,415.00	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	0.00	1,800.00	0.00
<u>A 1621.160</u>	MAINT-SALARIES	142,560.00	-203.80	142,356.20	34,788.43	97,939.07	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	0.00	0.00	5,000.00
<u>A 1621.160-LO-NG</u>	NON-INSTRUCTIONAL-LONGEVITY	1,600.00	0.00	1,600.00	0.00	1,500.00	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	0.00	2,600.00	0.00	0.00	2,600.00
<u>A 1621.400-03</u>	MAINT-BOILER/MAINTENANCE	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
<u>A 1621.400-04</u>	MAINT-WATER SYSTEM	3,000.00	0.00	3,000.00	184.96	1,728.65	1,086.39
<u>A 1621.400-06</u>	MAINT-HARDWARE REPAIRS	1,150.00	0.00	1,150.00	0.00	1,000.00	150.00
<u>A 1621.400-07</u>	MAINT-MECH./ELECTRICAL REPAIR	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
<u>A 1621.400-08</u>	MAINT-ROOF SCAN/GYM FLOOR	6,500.00	0.00	6,500.00	0.00	1,350.00	5,150.00
<u>A 1621.400-09</u>	MAINT-ROOF MAINT.	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 1621.400-10</u>	MAINT-CLOCK MAINT.& REPAIR	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 1621.423</u>	MAINT-BUILDING COND SURVEY-PROJECT INCIDENTALS	12,500.00	0.00	12,500.00	0.00	0.00	12,500.00
<u>A 1621.429</u>	MAINT-TURF MAINT.	4,350.00	0.00	4,350.00	0.00	2,500.00	1,850.00
<u>A 1621.450</u>	MAINT-FIELD PAINTS	2,300.00	0.00	2,300.00	0.00	0.00	2,300.00
<u>A 1621.450-01</u>	MAINT-BASEBALL INFIELD DIRT	1,600.00	0.00	1,600.00	0.00	0.00	1,600.00
<u>A 1621.450-02</u>	MAINT-TOP DRESSING	3,500.00	9,750.00	13,250.00	3,513.27	6,236.73	3,500.00

Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2020 To 9/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1670.450</u>	POSTAGE/PAPER/PC	24,155.00	0.00	24,155.00	6,200.51	9,799.49	8,155.00
<u>A 1670.490</u>	BOCES-PRINTING/Q-COPY	50,145.00	0.00	50,145.00	4,078.20	45,921.80	145.00
<u>A 1680.490</u>	BOCES-Central Data Processing	60,895.00	0.00	60,895.00	4,796.24	45,203.76	10,895.00
<u>A 1910.400</u>	INSURANCE-DISTRICT LIABILITY	50,745.00	0.00	50,745.00	44,130.50	0.00	6,614.50
<u>A 1964.400</u>	REFUND-PROPERTY TAXES	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 1981.490</u>	BOCES-ADM CHARGES/CAPITAL EXP	210,500.00	0.00	210,500.00	21,140.71	189,359.29	0.00
<u>A 2010.150</u>	CURRICULUM DEVELOPMENT- STIPENDS	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 2020.150-01</u>	PRINCIPAL-SALARY PRE-K-12	90,000.00	0.00	90,000.00	21,204.04	63,608.96	5,187.00
<u>A 2020.160</u>	SECRETARIES-HS/ELEM-SALARY	27,500.00	0.00	27,500.00	8,660.18	18,833.10	6.72
<u>A 2020.160-01</u>	SUB CALLING	1,591.00	0.00	1,591.00	0.00	1,591.00	0.00
<u>A 2020.160-LO-NG</u>	NON-INSTRUCTIONAL-LONGEVITY	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00
<u>A 2020.400</u>	MAIN OFFICE CONTRACTUAL	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 2020.450</u>	MAIN OFFICE SUPPLIES	1,500.00	0.00	1,500.00	194.53	0.00	1,305.47
<u>A 2020.450-00-1</u>	MAIN OFFICE BRIDGING SUPPLIES	500.00	0.00	500.00	38.93	0.00	461.07
<u>A 2020.451-02</u>	MAIN OFFICE GRADUATION SUPPLIES	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 2020.490</u>	BOCES-STAFF DEVELOPMENT	28,250.00	0.00	28,250.00	2,998.66	25,199.56	51.78
<u>A 2060.490</u>	BOCES-Research,Planning & Evaluation	0.00	950.00	950.00	93.43	856.57	0.00
<u>A 2110.120</u>	SALARIES/K-6	766,600.00	-16,345.05	750,254.95	51,089.77	605,606.80	93,558.38
<u>A 2110.120-01</u>	SALARIES-BRIDGING	2,000.00	0.00	2,000.00	919.20	0.00	1,080.80
<u>A 2110.120-02</u>	SALARIES- SUMMER PROGRAM	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
<u>A 2110.130</u>	SALARIES/7-12	642,500.00	0.00	642,500.00	52,846.78	579,703.86	9,949.36
<u>A 2110.130-12</u>	SALARIES-TUTORING	5,000.00	0.00	5,000.00	76.62	4,923.38	0.00
<u>A 2110.130-CS</u>	SALARIES-STEAM SALARY	44,828.00	0.00	44,828.00	3,000.04	36,000.96	5,827.00
<u>A 2110.140</u>	SALARIES-SUB TEACHERS	39,250.00	0.00	39,250.00	190.00	39,060.00	0.00
<u>A 2110.160</u>	SALARIES-AIDES	132,350.00	0.00	132,350.00	2,044.25	130,305.00	0.75
<u>A 2110.160-01</u>	SALARIES-SUB CLERICAL	10,000.00	0.00	10,000.00	247.80	9,752.20	0.00
<u>A 2110.160-CS</u>	Non-Instructional-Community School Aid	0.00	14,760.00	14,760.00	159.30	14,600.70	0.00
<u>A 2110.160-LO-NG</u>	NON-INSTRUCTIONAL-LONGEVITY	2,000.00	0.00	2,000.00	0.00	2,000.00	0.00
<u>A 2110.200</u>	EQUIPMENT-PREK-12 BUILDING	4,500.00	0.00	4,500.00	0.00	1,173.70	3,326.30
<u>A 2110.200-06-S</u>	STEM Equipment	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 2110.200-10</u>	EQUIPMENT-HS PE	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 2110.220-08</u>	EQUIPMENT-MUSIC	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 2110.400-10</u>	CONTRACTUAL - ELEM MUSIC	5,950.00	1,259.00	7,209.00	0.00	4,199.00	3,010.00

Gilbertsville-Mt. Upton CSD



Appropriation Status Detail Report By Function From 7/1/2020 To 9/30/2020

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2110.400-11</u>	CONTRACTUAL - PREK-12 BLDG.	16,307.00	0.00	16,307.00	3,668.95	7,284.85	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	524.58	2,162.74	2,695.40
<u>A 2110.401-09</u>	CONTRACTUAL - HS TECHNOLOGY	1,500.00	0.00	1,500.00	0.00	1,450.00	50.00
<u>A 2110.401-12</u>	CONTRACTUAL - HS SCIENCE	691.00	0.00	691.00	0.00	0.00	691.00
<u>A 2110.450</u>	SUPPLIES-K	745.00	121.94	866.94	152.47	135.17	579.30
<u>A 2110.450-01</u>	SUPPLIES-1ST GRADE	700.00	0.00	700.00	37.98	325.34	336.68
<u>A 2110.450-02</u>	SUPPLIES-2ND GRADE	650.00	75.00	725.00	403.91	308.09	13.00
<u>A 2110.450-03</u>	SUPPLIES-3RD GRADE	750.00	0.00	750.00	207.61	287.95	254.44
<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	121.26	140.91	87.83
<u>A 2110.450-06</u>	SUPPLIES-6TH GRADE	500.00	175.00	675.00	416.65	254.86	3.49
<u>A 2110.450-08</u>	SUPPLIES-ELEM ART	1,150.00	75.00	1,225.00	1,035.82	153.26	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	-670.00	830.00	291.98	0.00	538.02
<u>A 2110.450-10</u>	SUPPLIES-ELEM MUSIC	1,560.00	0.00	1,560.00	0.00	12.81	1,547.19
<u>A 2110.450-14</u>	SUPPLIES-ELEM COMPUTER LAB	100.00	0.00	100.00	0.00	0.00	100.00
<u>A 2110.450-19</u>	SUPPLIES-ELEM AGENDAS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 2110.450-20</u>	SUPPLIES-PRE-K	550.00	-464.20	85.80	0.00	0.00	85.80
<u>A 2110.450-21</u>	READING	200.00	0.00	200.00	97.63	21.55	80.82
<u>A 2110.451</u>	SUPPLIES- HS ENGLISH	300.00	0.00	300.00	51.26	175.58	73.16
<u>A 2110.451-01</u>	SUPPLIES- HS MATH	350.00	0.00	350.00	179.72	87.81	82.47
<u>A 2110.451-02</u>	SUPPLIES- HS SOCIAL STUDIES	100.00	539.20	639.20	586.58	28.56	24.06
<u>A 2110.451-03</u>	SUPPLIES- HS SCIENCE	2,500.00	266.69	2,766.69	2,592.30	174.39	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	0.00	2,000.00	759.55	1,181.64	58.81
<u>A 2110.451-06</u>	SUPPLIES - H.S. BUSINESS	275.00	0.00	275.00	0.00	0.00	275.00
<u>A 2110.451-06-S</u>	STEM SUPPLIES	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 2110.451-08</u>	SUPPLIES - HS MUSIC	7,645.00	0.00	7,645.00	92.23	437.74	7,115.03
<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	0.00	772.00
<u>A 2110.451-16</u>	SUPPLIES-H.S. HEALTH	100.00	0.00	100.00	0.00	0.00	100.00

Gilbertsville-Mt. Upton CSD



Appropriation Status Detail Report By Function From 7/1/2020 To 9/30/2020

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2110.471</u>	Tuition - Paid to Other Districts	16,000.00	0.00	16,000.00	0.00	0.00	16,000.00
<u>A 2110.480-1</u>	TEXTBOOKS-DISTRICT WIDE	19,500.00	0.00	19,500.00	11,183.01	1,545.00	6,771.99
<u>A 2110.480-1.-CS</u>	TEXTBOOKS FONTAS & PINNELL	0.00	5,404.65	5,404.65	0.00	0.00	5,404.65
<u>A 2110.490</u>	BOCES/REGULAR SCHOOL	210,048.00	0.00	210,048.00	21,111.55	188,936.45	0.00
<u>A 2250.150</u>	SPEC ED-SALARIES	395,270.00	0.00	395,270.00	29,750.96	357,011.54	8,507.50
<u>A 2250.160</u>	SPEC ED-SALARIES	169,350.00	-1,150.00	168,200.00	6,679.07	100,820.93	60,700.00
<u>A 2250.400</u>	SPECIAL ED - CONTRACTUAL	6,000.00	0.00	6,000.00	0.00	900.00	5,100.00
<u>A 2250.400-05</u>	SPEC ED-TUITION	340,000.00	0.00	340,000.00	0.00	230,000.00	110,000.00
<u>A 2250.450</u>	SPEC ED-SUPPLIES ELEMENTARY	0.00	1,600.00	1,600.00	993.70	401.46	204.84
<u>A 2250.450-05</u>	SPEC ED-CSE SUPPLIES	2,060.00	0.00	2,060.00	1,086.50	479.12	494.38
<u>A 2250.490</u>	BOCES-SPECIAL EDUCATION	567,489.00	0.00	567,489.00	55,619.44	504,380.56	7,489.00
<u>A 2280.490</u>	BOCES-OC ED	232,992.00	0.00	232,992.00	23,224.44	209,020.56	747.00
<u>A 2330.490</u>	BOCES - SUMMER SCHOOL	14,925.00	0.00	14,925.00	1,147.50	10,327.50	3,450.00
<u>A 2610.150</u>	LIBRARIAN-SALARY	60,965.00	0.00	60,965.00	4,689.62	56,275.38	0.00
<u>A 2610.160</u>	LIBRARY AIDES-SALARIES	15,600.00	0.00	15,600.00	159.30	14,205.70	1,235.00
<u>A 2610.450</u>	LIBRARY-SUPPLIES	500.00	0.00	500.00	45.23	0.00	454.77
<u>A 2610.460</u>	LIBRARY-BOOKS/PERIODICALS	9,230.00	0.00	9,230.00	0.00	3,247.64	5,982.36
<u>A 2610.490</u>	BOCES-MEDIA SERVICES	40,500.00	0.00	40,500.00	2,717.06	37,282.94	500.00
<u>A 2630.150-01</u>	COMPUTER-HS/STIPEND	64,455.00	0.00	64,455.00	16,113.76	48,341.24	0.00
<u>A 2630.220</u>	COMPUTER HARDWARE K-12	9,000.00	0.00	9,000.00	0.00	0.00	9,000.00
<u>A 2630.400</u>	COMPUTER-CONTRACTUAL	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
<u>A 2630.450</u>	COMPUTER-SUPPLIES	2,200.00	0.00	2,200.00	257.00	0.00	1,943.00
<u>A 2630.460</u>	COMPUTER-SOFTWARE K-12	11,612.00	0.00	11,612.00	2,450.00	0.00	9,162.00
<u>A 2630.490</u>	BOCES - COMPUTER SERVICES	60,000.00	0.00	60,000.00	8,916.67	51,083.33	0.00
<u>A 2810.150</u>	GUIDANCE-SALARY	41,468.00	0.00	41,468.00	5,360.78	31,177.82	4,929.40
<u>A 2810.150-CS</u>	GUIDANCE SALARY CS	40,930.00	0.00	40,930.00	3,420.50	37,509.50	0.00
<u>A 2810.400-01</u>	GUIDANCE CONTRACTUAL/HS	1,500.00	-70.18	1,429.82	-240.00	0.00	1,669.82
<u>A 2810.400-02</u>	GUIDANCE-CONTRACTUAL/ES	350.00	0.00	350.00	0.00	0.00	350.00
<u>A 2810.450</u>	GUIDANCE-SUPPLIES/ES	450.00	70.18	520.18	520.18	0.00	0.00
<u>A 2810.450-01</u>	GUIDANCE-SUPPLIES/HS	350.00	0.00	350.00	313.81	0.00	36.19
<u>A 2815.160</u>	HEALTH OFFICE-SALARIES	34,615.00	618.36	35,233.36	3,057.52	32,175.84	0.00
<u>A 2815.400</u>	HEALTH OFFICE-CONTRACTUAL	8,500.00	0.00	8,500.00	1,027.03	4,707.00	2,765.97
<u>A 2815.450</u>	HEALTH OFFICE-SUPPLIES	2,550.00	0.00	2,550.00	574.24	105.80	1,869.96

Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2020 To 9/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2816.450</u>	SCREENING-K	215.00	0.00	215.00	0.00	0.00	215.00
<u>A 2820.490</u>	BOCES - PSYCHOLOGIST	30,000.00	0.00	30,000.00	2,301.96	20,718.04	6,980.00
<u>A 2850.150</u>	MARCHING BAND	2,657.00	0.00	2,657.00	0.00	2,657.00	0.00
<u>A 2850.150-01</u>	EXTRA CHORAL	1,163.00	0.00	1,163.00	0.00	1,163.00	0.00
<u>A 2850.150-02</u>	COLOR GUARD	1,098.00	0.00	1,098.00	0.00	1,098.00	0.00
<u>A 2850.150-03</u>	HS STUDENT COUCIL	1,292.00	0.00	1,292.00	0.00	1,292.00	0.00
<u>A 2850.150-03-1</u>	ES STUDENT COUNCIL	622.00	0.00	622.00	0.00	622.00	0.00
<u>A 2850.150-04</u>	YEARBOOK	1,421.00	0.00	1,421.00	0.00	1,421.00	0.00
<u>A 2850.150-05</u>	DRAMA DIRECTOR	1,098.00	0.00	1,098.00	0.00	1,098.00	0.00
<u>A 2850.150-05-1</u>	ASST. DIRECTOR/COREOGRAPHER	638.00	0.00	638.00	0.00	638.00	0.00
<u>A 2850.150-05-2</u>	PIT AND DIRECTOR	638.00	0.00	638.00	0.00	638.00	0.00
<u>A 2850.150-06</u>	MUSICAL DIRECTOR	3,546.00	0.00	3,546.00	0.00	3,546.00	0.00
<u>A 2850.150-08</u>	SAFETY PATROL	516.00	0.00	516.00	0.00	516.00	0.00
<u>A 2850.150-09</u>	CHEERLEADING-V/JV	1,421.00	0.00	1,421.00	0.00	0.00	1,421.00
<u>A 2850.150-10</u>	HONOR SOCIETY	798.00	0.00	798.00	0.00	798.00	0.00
<u>A 2850.150-12</u>	SADD	516.00	0.00	516.00	0.00	516.00	0.00
<u>A 2850.150-13</u>	7TH GRADE	324.00	0.00	324.00	0.00	324.00	0.00
<u>A 2850.150-14</u>	8TH GRADE	387.00	0.00	387.00	0.00	387.00	0.00
<u>A 2850.150-15</u>	9TH GRADE	451.00	0.00	451.00	0.00	451.00	0.00
<u>A 2850.150-16</u>	10TH GRADE	1,553.00	0.00	1,553.00	0.00	1,553.00	0.00
<u>A 2850.150-17</u>	11TH GRADE	1,807.00	0.00	1,807.00	0.00	1,807.00	0.00
<u>A 2850.150-18</u>	12TH GRADE	2,063.00	0.00	2,063.00	0.00	2,063.00	0.00
<u>A 2850.150-19</u>	NATIONAL JHS	516.00	0.00	516.00	0.00	516.00	0.00
<u>A 2850.150-20</u>	MS STUDENT COUNCIL	689.00	0.00	689.00	0.00	689.00	0.00
<u>A 2850.150-21</u>	JAZZ BAND	1,336.00	0.00	1,336.00	0.00	1,336.00	0.00
<u>A 2850.150-23</u>	SPANISH CLUB	500.00	0.00	500.00	0.00	500.00	0.00
<u>A 2850.150-24</u>	MOCK TRIAL	798.00	0.00	798.00	0.00	798.00	0.00
<u>A 2850.150-26</u>	SKI CLUB	470.00	0.00	470.00	0.00	470.00	0.00
<u>A 2850.160-00</u>	STUDENT ACCT TREAS STIPEND	1,250.00	0.00	1,250.00	0.00	1,250.00	0.00
<u>A 2855.150</u>	SOCCER/VARSITY-1/2 EACH	7,588.00	0.00	7,588.00	0.00	7,588.00	0.00
<u>A 2855.150-02</u>	SOCCER/MODIFIED-1/2 EACH	3,644.00	0.00	3,644.00	0.00	3,644.00	0.00
<u>A 2855.150-03</u>	BASKETBALL/VARSITY-1/2 EACH	9,474.00	0.00	9,474.00	0.00	9,474.00	0.00
<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

Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2020 To 9/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2855.150-05</u>	BASKETBALL/MODIFIED-1/2 EACH	5,164.00	0.00	5,164.00	0.00	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	358.50	2,391.50	0.00
<u>A 5510.160</u>	TRANS-SALARIES	265,150.00	0.00	265,150.00	18,342.40	201,657.60	45,150.00
<u>A 5510.160-01</u>	TRANS-OFFICE SALARIES	11,150.00	0.00	11,150.00	0.00	0.00	11,150.00
<u>A 5510.160-22</u>	TRANS-EXTRA RUNS	14,000.00	-8,500.00	5,500.00	0.00	5,500.00	0.00
<u>A 5510.160-23</u>	TRANS-SUB RUNS	17,500.00	0.00	17,500.00	50.00	17,450.00	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	0.00	2,800.00	0.00
<u>A 5510.400</u>	TRANS-INSURANCE	13,500.00	376.00	13,876.00	13,876.00	0.00	0.00
<u>A 5510.400-01</u>	TRANS-CONF./WKSHOPS/DUES	1,500.00	0.00	1,500.00	35.00	0.00	1,465.00
<u>A 5510.400-02</u>	TRANS-MILEAGE	500.00	0.00	500.00	349.60	0.00	150.40
<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	-490.50	2,009.50	0.00	0.00	2,009.50
<u>A 5510.400-05</u>	TRANS-FIRE EXTINGUISHERS	625.00	0.00	625.00	0.00	0.00	625.00
<u>A 5510.400-06</u>	TRANS-DRIVER PHYSICALS	1,250.00	0.00	1,250.00	0.00	0.00	1,250.00
<u>A 5510.400-07</u>	TRANS-COPIER CHARGES	1,366.00	0.00	1,366.00	0.00	0.00	1,366.00
<u>A 5510.400-08</u>	TRANS-PHONE (NOT REPAIRS)	1,000.00	-976.00	24.00	0.00	0.00	24.00
<u>A 5510.400-09</u>	TRANS-CONTRACTUAL	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 5510.400-10</u>	TRANS-FINGERPRINTING/HEP.B SHOTS	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 5510.450</u>	TRANS-DIESEL	55,000.00	0.00	55,000.00	189.28	50,000.00	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
<u>A 5510.450-02</u>	TRANS-OIL & GREASE	2,400.00	0.00	2,400.00	0.00	0.00	2,400.00

Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2020 To 9/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 5510.450-03</u>	TRANS-OFFICE SUPPLIES	500.00	239.20	739.20	199.96	0.00	539.24
<u>A 5510.450-04</u>	TRANS-CLEANING SUPPLIES	500.00	9,430.91	9,930.91	3,742.36	141.85	6,046.70
<u>A 5510.450-05</u>	TRANS-POSTAGE	250.00	0.00	250.00	0.00	0.00	250.00
<u>A 5510.450-06</u>	TRANS-JACKETS	700.00	0.00	700.00	0.00	0.00	700.00
<u>A 5510.450-07</u>	TRANS-UNLEADED GASOLINE	25,000.00	0.00	25,000.00	377.40	24,622.60	0.00
<u>A 5510.450-08</u>	TRANS-PROPANE	6,000.00	0.00	6,000.00	0.00	6,000.00	0.00
<u>A 5510.450-CO-VID</u>	Supplies COVID-19	0.00	7,500.00	7,500.00	5,244.90	651.70	1,603.40
<u>A 5510.490</u>	BOCES-TRAINING/TESTING/TOWERS	4,500.00	0.00	4,500.00	353.30	4,146.70	0.00
<u>A 5530.160</u>	MECHANIC/BUS DRIVER-SALARY	43,500.00	0.00	43,500.00	10,738.26	32,214.74	547.00
<u>A 5530.160-01</u>	CLEANER/BUS GARAGE-SALARY	36,800.00	0.00	36,800.00	8,858.34	26,575.02	1,366.64
<u>A 5530.200</u>	GARAGE-TRANS. EQP'T. SMALL TOOLS	2,000.00	0.00	2,000.00	0.00	500.00	1,500.00
<u>A 5530.200-01</u>	MAINT EQUIP	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 5530.400</u>	GARAGE-ELECTRIC	30,000.00	0.00	30,000.00	0.00	30,000.00	0.00
<u>A 5530.400-01</u>	GARAGE-INSURANCE, PROP & LIAB.	7,500.00	150.00	7,650.00	7,650.00	0.00	0.00
<u>A 5530.400-02</u>	GARAGE-SEALANT/PAVING	10,000.00	10,000.00	20,000.00	10,000.00	0.00	10,000.00
<u>A 5530.400-03</u>	GARAGE-HARDWARE REPAIR	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 5530.400-04</u>	GARAGE-GARBAGE REMOVAL/MOSA	4,000.00	0.00	4,000.00	335.00	1,765.00	1,900.00
<u>A 5530.400-05</u>	GARAGE-SNOW REMOVAL/ICE MELT	15,000.00	0.00	15,000.00	0.00	1,048.60	13,951.40
<u>A 5530.400-06</u>	GARAGE - UNIFORMS	1,000.00	0.00	1,000.00	0.00	700.00	300.00
<u>A 5530.400-07</u>	GARAGE - HEAT	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 5530.400-09</u>	GARAGE - HVAC	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 5530.400-10</u>	GARAGE - RUGS/MOPS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 5530.400-11</u>	GARAGE - WATER SYSTEM MAINT.	500.00	1,490.50	1,990.50	1,270.31	720.19	0.00
<u>A 5530.400-12</u>	BUS WASH DISCHARGE	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 5530.400-13</u>	GARAGE - PHONE REPAIRS	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 5530.400-14</u>	GARAGE-LIFT INSPECTION	400.00	0.00	400.00	0.00	0.00	400.00
<u>A 5530.400-16</u>	GARAGE-GARAGE DOOR MAINT.	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 5530.450</u>	GARAGE-PARTS	23,124.00	0.00	23,124.00	3,418.75	13,787.06	5,918.19
<u>A 5530.450-01</u>	GARAGE-PARTS(EXTRA)	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
<u>A 5530.450-02</u>	GARAGE-MAINT SUPPLIES	11,000.00	0.00	11,000.00	908.96	7,341.04	2,750.00
<u>A 5530.450-03</u>	GARAGE-TRANS. SUPPLIES	400.00	0.00	400.00	0.00	0.00	400.00
<u>A 7140.400</u>	SUMMER RECREATION PROGRAM	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 9010.800</u>	EMPLOYEES RETIREMENT	169,770.00	0.00	169,770.00	0.00	164,171.00	5,599.00

Gilbertsville-Mt. Upton CSD

Appropriation Status Detail Report By Function From 7/1/2020 To 9/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 9020.800</u>	TEACHERS RETIREMENT	283,880.00	0.00	283,880.00	0.00	275,000.00	8,880.00
<u>A 9030.800</u>	FICA/MEDICARE-EMPLOYER	280,000.00	0.00	280,000.00	29,890.87	232,163.60	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	7,253.83	41,412.22	22,000.00
<u>A 9060.800</u>	HEALTH INSURANCE	1,679,850.00	0.00	1,679,850.00	335,606.59	1,187,851.40	156,392.01
<u>A 9070.800</u>	DENTAL INSURANCE	41,429.00	0.00	41,429.00	10,250.18	29,944.22	1,234.60
<u>A 9731.600</u>	BONDS - SCHOOL CONSTRUCTION- PRINCIPAL	750,000.00	0.00	750,000.00	0.00	750,000.00	0.00
<u>A 9731.700</u>	BONDS-SCHOOL CONSTRUCTION- INTEREST	267,400.00	0.00	267,400.00	0.00	267,400.00	0.00
<u>A 9770.700</u>	REVENUE ANTICIPATION NOTE (RAN)- INTEREST	28,950.00	0.00	28,950.00	0.00	0.00	28,950.00
<u>A 9901.01</u>	INTERFUND TRANSFER TO SLF	25,000.00	0.00	25,000.00	0.00	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
Fund ATotals:		10,195,655.00	92,235.07	10,287,890.07	1,114,971.11	7,941,316.66	1,231,602.30
<u>C 2860.160</u>	SALARIES	80,000.00	0.00	80,000.00	19,049.07	77,063.93	-16,113.00
<u>C 2860.160-LO-NG</u>	NON-INSTRUCTIONAL-LONGEVITY	400.00	0.00	400.00	0.00	400.00	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	5,437.67	75,062.33	0.00
<u>C 2860.410-1</u>	SURPLUS FOOD	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00
<u>C 2860.450</u>	SUPPLIES	7,500.00	0.00	7,500.00	2,530.41	5,632.73	-663.14
<u>C 2860.490</u>	BOCES MAINT AGREEMENT	4,250.00	0.00	4,250.00	279.89	2,720.11	1,250.00
<u>C 9030.800</u>	SOCIAL SECURITY	7,000.00	0.00	7,000.00	1,448.70	5,656.50	-105.20
<u>C 9060.800</u>	HEALTH & DENTAL INSURANCE	51,685.00	0.00	51,685.00	0.00	0.00	51,685.00
Fund CTotals:		255,335.00	0.00	255,335.00	29,153.56	167,735.60	58,445.84
<u>F 1421.150</u>	20-21 Title IIA - Instructional Salaries	15,827.00	0.00	15,827.00	1,217.26	14,609.74	0.00
<u>F 1621.150</u>	20-21 Title IV - Instructional	10,000.00	0.00	10,000.00	769.46	9,230.54	0.00
<u>F 2120.150</u>	19-20 Title I - Instructional Salaries	2,120.03	0.00	2,120.03	2,362.02	0.00	-241.99
<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
<u>F 2121.150</u>	20-21 Title I - Instructional Salaries	93,494.00	0.00	93,494.00	7,680.06	71,726.98	14,086.96

Gilbertsville-Mt. Upton CSD



Appropriation Status Detail Report By Function From 7/1/2020 To 9/30/2020

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>F 2121.160</u>	20-21 Title I - Non Structional Salaries	19,279.00	0.00	19,279.00	1,165.00	13,978.00	4,136.00
<u>F 2121.400</u>	20-21 Title I - Purchased Services	12,000.00	0.00	12,000.00	800.00	11,200.00	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	5,281.08	58,883.42	-0.50
<u>F 3221.160</u>	20-21 IDEA, Section 611 - Non Instructional	36,135.00	0.00	36,135.00	8,999.27	26,997.85	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	0.00	0.00	197.00
<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	808.17	0.00	1,960.83
<u>F 8421.160</u>	20-21 REAP - Non-Instructional Salaries	17,693.00	0.00	17,693.00	0.00	19,653.83	-1,960.83
	Fund FTotals:	435,954.03	0.00	435,954.03	28,682.32	226,280.36	180,991.35
<u>H 5510.200</u>	BUS PAYMENTS	0.00	33,965.40	33,965.40	33,965.40	0.00	0.00
	Fund HTotals:	0.00	33,965.40	33,965.40	33,965.40	0.00	0.00
	Grand Totals:	10,886,944.03	126,200.47	11,013,144.50	1,206,772.39	8,335,332.62	1,471,039.49

Gilbertsville-Mt. Upton CSD

Revenue Status Report From 7/1/2020 To 9/30/2020



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	2,180,096.45	-42,046.45
<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	0.00	13,500.00
<u>A 2401</u>	INTEREST AND EARNINGS	325.00	0.00	325.00	13.01	311.99
<u>A 2401.PR</u>	INTEREST PAYROLL ACCOUNT	3.00	0.00	3.00	0.60	2.40
<u>A 2402</u>	INTEREST EARNINGS-CAPITAL RESERVE	325.00	0.00	325.00	18.16	306.84
<u>A 2403</u>	INTEREST EARNINGS-LIABILITY RESERVE	100.00	0.00	100.00	9.11	90.89
<u>A 2404</u>	INTEREST EARNINGS-EBALR RESERVE	102.00	0.00	102.00	17.74	84.26
<u>A 2405</u>	INTEREST EARNINGS-ERS RESERVES	100.00	0.00	100.00	4.27	95.73
<u>A 2406</u>	INTEREST EARNINGS-UNEMPLOYMENT RES	45.00	0.00	45.00	5.19	39.81
<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	0.00	55,000.00
<u>A 2703</u>	REFUND OF PRIOR YEARS EXP	0.00	0.00	0.00	8,056.20	-8,056.20
<u>A 2770</u>	OTHER UNCLASSIFIED REVENUES	23,500.00	0.00	23,500.00	8,427.41	15,072.59
<u>A 3101</u>	BASIC AID GENERAL	4,047,743.00	0.00	4,047,743.00	85,622.86	3,962,120.14
<u>A 3101.1</u>	Building Aid	1,107,320.00	0.00	1,107,320.00	0.00	1,107,320.00
<u>A 3101.A</u>	EXCESS COST AID	672,057.00	0.00	672,057.00	0.00	672,057.00
<u>A 3102</u>	LOTTERY AID	464,400.00	0.00	464,400.00	437,368.72	27,031.28
<u>A 3102..1</u>	LOTTERY GRANT AID	272,000.00	0.00	272,000.00	27,882.21	244,117.79
<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	2,261.67	15,238.33
A Totals:		9,817,155.00	0.00	9,817,155.00	3,112,400.58	6,704,754.42
<u>C 1440</u>	SALE OF REIMBURSABLE MEALS	34,000.00	0.00	34,000.00	205.00	33,795.00
<u>C 1445</u>	OTHER CAFETERIA SALES	22,500.00	0.00	22,500.00	-429.46	22,929.46
<u>C 2401</u>	INTEREST AND EARNINGS	50.00	0.00	50.00	1.03	48.97
<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 9/30/2020



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C 3190</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	0.00	45,000.00
<u>C 4190.01</u>	FEDERAL REIMB.-LUNCH	95,000.00	0.00	95,000.00	17,311.00	77,689.00
<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
C Totals:		255,335.00	0.00	255,335.00	17,451.58	237,883.42
<u>F 2401</u>	INTEREST	0.00	0.00	0.00	0.87	-0.87
<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	0.00	128,766.00
<u>F 4142.21</u>	20-21 Title IIA	15,827.00	0.00	15,827.00	0.00	15,827.00
<u>F 4143.21</u>	20-21 Title IV	10,000.00	0.00	10,000.00	0.00	10,000.00
<u>F 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	0.00	101,242.00
<u>F 4243.21</u>	20-21 IDEA Section 619	197.00	0.00	197.00	0.00	197.00
<u>F 6120</u>	2019-20 REAP	2,769.00	0.00	2,769.00	0.00	2,769.00
<u>F 6121</u>	20-21 REAP	17,693.00	0.00	17,693.00	0.00	17,693.00
F Totals:		435,954.03	0.00	435,954.03	3,630.87	432,323.16
<u>H 2401</u>	INTEREST EARNED	0.00	0.00	0.00	0.77	-0.77
H Totals:		0.00	0.00	0.00	0.77	-0.77
<u>V 2401</u>	INTEREST EARNED	0.00	0.00	0.00	5.43	-5.43
V Totals:		0.00	0.00	0.00	5.43	-5.43
Grand Totals:		10,508,444.03	0.00	10,508,444.03	3,133,489.23	7,374,954.80

Gilbertsville-Mount Upton Central School District
Community Bank and JP Morgan Chase Bank Accounts
Monthly Treasurer's Report
September 1, 2020 through September 30, 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	Capl Savings/Ckg Chase Interest
Beginning Bal.	\$ 35,889.58	\$ 33,538.96	\$ 30,906.52	\$ 612.57	\$ 38,301.71	\$ 58,714.05	\$ 244,806.77	\$ 688,087.55	\$ 218,991.55	\$ 713,882.24	\$ 262,360.43	\$ 120,618.32	\$ 366,336.38	\$ 36,057.38
Cash Receipts	\$ 1,641,526.33	\$ 205.23	\$ 269,573.49	\$ 180,368.72	\$ 0.21	\$ 6,629.53	\$ 571,899.78	\$ 5.57	\$ 1.77	\$ 5.78	\$ 2.13	\$ 0.98	\$ 2.97	\$ 0.17
Other Adjust.														
TOTAL BEG BAL & CR	\$ 1,677,415.91	\$ 33,744.19	\$ 300,480.01	\$ 180,981.29	\$ 38,301.92	\$ 65,343.58	\$ 816,706.55	\$ 688,093.12	\$ 218,993.32	\$ 713,888.02	\$ 262,362.56	\$ 120,619.30	\$ 366,339.35	\$ 36,057.55
Cash Disburse.	\$ 557,463.41	\$ 8,707.16	\$ 264,984.68	\$ 180,368.41	\$ 20,476.45	\$ 10.26								\$ 33,965.40
Other Adjust.														
TOTAL CD & ADJ	\$ 557,463.41	\$ 8,707.16	\$ 264,984.68	\$ 180,368.41	\$ 20,476.45	\$ 10.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,965.40
Cash Balance End of Month	\$ 1,119,952.50	\$ 25,037.03	\$ 35,495.33	\$ 612.88	\$ 17,825.47	\$ 65,333.32	\$ 816,706.55	\$ 688,093.12	\$ 218,993.32	\$ 713,888.02	\$ 262,362.56	\$ 120,619.30	\$ 366,339.35	\$ 2,092.15

Reconciliation W/Bank Records	General Community	Cafeteria Community	T & A Community	Payroll Community	Federal Community	Student Community	General MMA Chase	Capital Res Chase	Debt Res Chase	EBALR Chase	ERS Res Chase	Unemploy- ment-Chase	Liability Res Chase	Cap Savings/Ckg Chase
Balance Per Bank	\$ 1,128,325.72	\$ 25,444.85	\$ 37,003.91	\$ 1,934.58	\$ 17,825.47	\$ 65,383.32	\$ 816,706.55	\$ 688,093.12	\$ 218,993.32	\$ 713,888.02	\$ 262,362.56	\$ 120,619.30	\$ 366,339.35	\$ 2,092.15
Bank Error Outstanding Checks	\$ 8,373.22	\$ 407.82	\$ 1,508.58	\$ 1,321.70		\$ 50.00								
Other Adjust.														
Available Cash Balance	\$ 1,119,952.50	\$ 25,037.03	\$ 35,495.33	\$ 612.88	\$ 17,825.47	\$ 65,333.32	\$ 816,706.55	\$ 688,093.12	\$ 218,993.32	\$ 713,888.02	\$ 262,362.56	\$ 120,619.30	\$ 366,339.35	\$ 2,092.15

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 October 14, 2020.


DOROTHY L. IANNELLO, DISTRICT TREASURER


JARRIN HAYEN, CLERK OF THE BOARD OF EDUCATION

Received Date

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

Employer Location Code
73609

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A
 (Rev.11/19)

BE IT RESOLVED, that the Gilbertsville-Mount Upton School District / 73609 hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
Appointed Officials:									
Jarrin Hayen			Supt Sec & Board Clerk	7/1/20-6/30-21	8		<input type="checkbox"/>	Bi-weekly	<input type="checkbox"/>
Dorothy Iannello			District Clerk	7/1/20-6/30-21	8		<input type="checkbox"/>	Bi-weekly	<input type="checkbox"/>
Cindy Ketchum			Deputy Treasurer	7/1/20-6/30-21	6		<input type="checkbox"/>	Bi-weekly	<input type="checkbox"/>

I, Jarrin Hayen, secretary/clerk of the governing board of the Gilbertsville-Mount Upton School District of the State of New York,

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 14th day of October, 2020 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Gilbertsville-Mount Upton School District on this 14th day of October, 2020,

 (Signature of Secretary or Clerk)

Affidavit of Posting: I, Jarrin Hayen being duly sworn, deposes and says that the posting of the Resolution began on October 14, 2020 and continued for at least 30 days. That the Resolution was available to the public on the:

- Employer's website at: www.gmucsd.org
- Official sign board at: Gilbertsville-Mount Upton CSD District Office
- Main entrance Secretary or Clerk's office at: Gilbertsville-Mount Upton CSD District Office

(seal)

For Board approval, please accept the following donations to the Backpack program:

Borden's Hose(Mount Upton Fire Department) \$500

BENEVOLENT FUND

50-361/213

1695

BORDENS HOSE
1698 STATE HIGHWAY 8
MOUNT UPTON, NY 13809

DATE 9/17/2020

PAY TO THE ORDER OF Hellatowill - Mt. Upton CS \$ 500.00

Five hundred DOLLARS  Security Features include Dink in Back

NBT BANK of Sidney 316

MEMO good bank Harold A Butts MP

⑆021303618⑆ ⑆0054084822⑆ 1695

SPECIALTY GRAY

For Board approval, please accept the following donations to the Backpack program:


Mark and Lynne Talbot \$500.00

MARK T. TALBOT
LYNNE M. TALBOT
P.O. BOX 323 PH. (607) 783-2464
GILBERTSVILLE, NY 13776

50-347/213

12580

Date 9/29/2020

Pay to the Order of GMU Backpack Program \$ 500.00
Five hundred & 00/100 Dollars  Security Features included. Data is on Bank.

WILBER NATIONAL BANK 11
ONEONTA, NY 13820-0430

Memo _____

Lynne M. Talbot MP

⑆021303472⑆ 1 0 39587 3⑈ 2580

For Board approval, please accept the following donations to the Backpack program :

Talbot Insurance Agency LLC \$500.00

TALBOT INSURANCE AGENCY LLC

50-361/213

1177

5244 STATE HWY. 23
ONEONTA, NY 13820-3560

DATE 9-30-2020

PAY TO GMU Backpack Program \$ 500.00
THE ORDER OF Five Hundred Dollars DOLLARS

NBT BANK of Oneonta 333

MEMO _____

[Signature] MP

⑆021303618⑆ ⑈7008327860⑈ 1177

SPECIALTY GRAY

© DELIVER delivere.com/checks

**Gilbertsville-Mt. Upton Board of Education
Regular Meeting
Wednesday, October 14, 2020**

New Items Consent Agenda

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

Calendar (Encl N1)

To approve the amended 2020-2021 District Calendar.

Agreement between G-MU and Chenango County Department of Health Pre-School Special Education Program (encl N2)

To approve the agreement between the Gilbertsville-Mount Upton CSD and Chenango County Department of Health Pre-School Special Education Program effective September 1, 2020 to August 31, 2021 for G-MU to become evaluators of 3-5 year old preschoolers suspected of having a disability.

Adopt Board Policy (encl N3)

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

Section 5000: Non-Instructional/Business Operations

5688.1-Title IX Student Sexual Harassment

Adopt Revised Board Policies (encl N4)

To approve the amended board policy 3310 listed on behalf of the Superintendent and Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP

Section 3000-Community Relations

3310-Access to Records under Public Officers Law Article 6

Section 5000-Non-Instructional/Business Operations

5670-Records Management

Abolish Board Policies (encl N5)

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.

Non-Instructional/Business Operations

5120-Budget Adoption

5130-Dissemination of Budget Information

5140-Administration of the Budget

5210-Revenues

5240-School Tax Assessment and Collection

5310-Expenditures of School District Funds

5320-Budget Transfers

5330-Borrowing of Funds

Gilbertsville-Mt. Upton Board of Education
Regular Meeting
Wednesday, October 14, 2020

5512-Allegations of Fraud (including the Administrative Regulations)
5513-Security of Financial Instruments (including the Administrative Regulations)
5560-Fund Balance Reporting and Government Fund Type Definitions (GASB 54)
5610-Insurance
5620-Inventories (duplicate Policy)
5630-Facilities: Inspection, Operation and Maintenance
5631-Hazardous Waste and Handling of Toxic Substances by Employees
5640-Smoking
5650-Energy/Water Conservation and Recycling of Solid Waste
5680-Safety and Security
5681-Hazard Communication Standard
5682-Emergency Management Plan
5683-Crisis Management
5684-Structural Safety Inspections
5685-Notification of Release of Sex Offenders (including Administrative Regulations)
5686-Public Access Defibrillation (including Administrative Regulations)
5691-Communicable Diseases
5692-Acquired Immune Deficiency Syndrome (AIDS) and/or Positive Blood Tests to the Human Immunodeficiency Virus (HIV)
5710-Transportation Program
5711-Transportation Staff
5720-Bus Routing
5740-Use of Buses by Community Groups
5741-Transportation of District Residents (including Administrative Regulations)
5750-School Bus Safety Program
5760-Qualifications of Bus Drivers

GILBERTSVILLE-MOUNT UPTON DISTRICT CALENDAR

2020-2021 School Calendar

FINAL

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

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

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

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

- September**
- 07 Labor Day - No School/Offices Closed
 - 08-11 Staff Development/No School for Students
 - 14 First Day for Cohort Blue Students
 - 15 First Day for Cohort Gold Students
- October**
- 12 Columbus Day - No School
- November**
- 10 Half Day for Students, Noon Dismissal
 - 11 Veteran's Day - No School/Offices Closed
 - 20 Half Day for Students, Noon Dismissal (Parent/Teacher Conferences)
 - 25-27 Thanksgiving Recess - No School
 - 26-27 Offices Closed
- December**
- 23 Half Day for Students, 11 a.m. Dismissal
 - 24-31 Christmas Recess - No School
 - 24-28 Offices Closed
- January**
- 01 New Year's Day - No School/Offices Closed
 - 18 Martin Luther King, Jr. Day - No School
 - 26-29 Regents Exams
 - 29 Half Day for Students, Noon Dismissal
- February**
- 12 Winter Recess - No School for Students
 - 15 Presidents' Day - Offices Closed
- March**
- 04 Half Day for Students, Noon Dismissal (Parent/Teacher Conferences)
- April**
- 02 Good Friday - Offices Closed
 - 05 Easter Monday - Offices Closed
 - 06-09 Spring Recess/No School for Students
 - 16 Half Day for Students, Noon Dismissal
 - 19-26 ELA State Tests, Grades 3-8
- May**
- 03-10 Math State Tests, Grades 3-8
 - 25-27 Science Performance Test, Grades 4 & 8
 - 31 Memorial Day - No School/Offices Closed
- June**
- 01 Memorial Day Recess - No School for Students
 - 02-04 Science Performance Test, Grades 4 & 8
 - 07 Science Written Test, Grade 4 & 8
 - 15 7-12 Last Day of School
 - 16-24 Regents Exams
 - 24 Pk-6 Last Day of School, 11 a.m. Dismissal
 - 25 Regents Rating Day
 - 26 Graduation

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

Student Days

Sept	13	Feb	18
Oct	21	Mar	23
Nov	17	Apr	16
Dec	17	May	20
Jan	19	June	17
87		94	

Total Student Days **181**

Staff Days

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

Total Staff Days **186**

CHENANGO COUNTY DEPARTMENT OF HEALTH
PRE-SCHOOL SPECIAL EDUCATION PROGRAM

This Contract, made this 31st day of July, 2020 by and between the MUNICIPALITY of the County of Chenango, hereinafter referred to as the MUNICIPALITY, acting through the Chenango County Board of Supervisors, having its office at 5 Court Street, Norwich, NY 13815, and Gilbertsville/Mt. Upton Central Schools, hereinafter referred to as PROVIDER, having its office at 693 State Hwy. #51, Gilbertsville, NY 13776, is for the provision of **4410 evaluation** services to preschool children with disabilities pursuant to section 4410 of the New York State Education Law.

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

WHEREAS, "BOARD" shall mean:

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

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

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

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

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

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

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

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

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

1. The PROVIDER shall provide appropriate services in accordance with Appendix A for preschool children with disabilities placed by the BOARD to attend PROVIDER'S program. The school year is hereby defined as a school year session from September 10, 2020 through June 23, 2021 or thereabouts, and/or a six week summer session from July 5 through August 13, 2021 or thereabouts. The PROVIDER shall provide such services for that part of the school year for which the BOARD places children.
2. All financial arrangements for services under this Contract shall be between the MUNICIPALITY and PROVIDER in accordance with the provisions of paragraph 3 of this Contract. The PROVIDER shall be responsible for the delivery of appropriate services, including the training and/or retraining of direct service staff employed by the PROVIDER.
3. The MUNICIPALITY, in accordance with the provision of this Contract, shall reimburse the PROVIDER for expenditures made for contracted services as follows:
 - A) Such payments shall be at the rates approved for tuition and, if applicable, maintenance. The rate for tuition shall be the amount established for such purpose by the COMMISSIONER and certified by the Director of the Budget of the State of New York. The rate for maintenance shall be the amount established for such

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

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

- F) 1) The PROVIDER shall prepare and make available such statistical, financial and other records pursuant to section 4410 of the New York State Education Law, as are necessary for reporting and accountability. All documents and records shall be consistent with New York State financial requirements for audit and rate establishment procedures. The PROVIDER shall retain the financial records and other financial documents relevant to this Contract in accordance with the ED-4 records retention schedule.
- 2) These records pursuant to section 4410 of the New York State Education Law shall be subject at all reasonable times to inspection, review or audit by the BOARD, the municipality where the PROVIDER is located, the State of New York, acting through the Education Department or the Office of the State Comptroller, federal and other personnel duly authorized by such municipality. In addition, such municipality shall make available any and all copies of such documents to such other MUNICIPALITIES as may contract with the PROVIDER. PROVIDER acknowledges and agrees that the MUNICIPALITY may recover funds from PROVIDER if the State of New York has findings against PROVIDER as the result of an audit.
4. The MUNICIPALITY and PROVIDER shall observe and require the observance by all subcontractors and their employees of all applicable federal and New York State requirements relating to confidentiality of records and information.
5. This Contract shall take effect as of **September 1, 2020** and terminate on **August 31, 2021**; provided however, that this agreement shall be deemed to have terminated at any time as the COMMISSIONER withdraws approval for the PROVIDER to provide services or programs for children with handicapping conditions. This contract may be renewed for an additional period of one (1) year upon notification by the MUNICIPALITY, and acceptance by the PROVIDER at least thirty (30) days prior to the expiration of the existing term. However, should the PROVIDER be requesting termination of this contract based on the PROVIDER'S intent to cease operation, all specific close-down procedures shall be followed by the PROVIDER in accordance with Part 200 of the Regulations of the COMMISSIONER. Written notice of any such termination shall be provided to the MUNICIPALITY and the

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

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

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

COUNTY OF CHENANGO

Dated: _____

By _____
Lawrence Wilcox; Chair, Board of Supervisors

PROVIDER

Dated: _____

By _____

Printed Name: _____

Title: _____

APPENDIX A

1. Provision of Services:

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

2. SSHSP Medicaid Compliance

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

3. Records:

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

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

4. Quarterly Progress Reports

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

5. Reports for the Child’s Annual Review:

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

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

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

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

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

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

7. Authorization of Services

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

8. Participation in the CPSE Process:

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

9. Extended School Year Services

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

10. Evaluations

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

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

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

ATTACHMENT B

Chenango County Preschool Special Education
Annual Progress Report

Date of Report: _____

Child's Name: _____ DOB: _____

Provider Name: _____ Discipline: _____

Method of Assessment

Examples: data collection, provider observation, checklist

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

Academic

Present Levels:

Abilities:

Needs:

Social Development

Present Levels:

Abilities:

Needs:

Physical Development

Present Levels:

Abilities:

Needs:

ATTACHMENT B

Management Needs:

Present Levels:

Abilities:

Needs:

Measurable Annual Goal and Short-Term Instructional Objectives/Benchmarks

Annual Goal:

Evaluative Criteria

Procedures to Evaluate Goal:

Evaluation Schedule:

Instructional Objectives or Benchmarks:

Annual Goal:

Evaluative Criteria

Procedures to Evaluate Goal:

Evaluation Schedule:

Instructional Objectives or Benchmarks:

Annual Goal:

Evaluative Criteria

Procedures to Evaluate Goal:

Evaluation Schedule:

Instructional Objectives or Benchmarks

ATTACHMENT B

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

Proposed recommendation for service in provider's discipline:

Use additional page(s) if necessary.

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

Signature of Preschool Provider

Date

I have reviewed this report and agree with its recommendations.

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

Copies: School District, Parent, County



Regional Calendar 2020-2021

2020-2021

JULY 2020

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

AUGUST 2020

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

SEPTEMBER 2020 (15+2)

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

OCTOBER 2020 (20+1)

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

NOVEMBER 2020 (17)

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

DECEMBER 2020 (16)

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

KEY

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

JULY 2020

- 3 4th of July (Observed)
- 6 Special Education Summer School Begins
- 7 Regional Summer School Begins

AUGUST 2020

- 12 Regional Summer School Ends
- 13-14 Regents Exams
- 14 Special Education Summer School Ends

SEPTEMBER 2020

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

OCTOBER 2020

- 9 Staff Development Day—No School
- 12 Columbus Day—No School

NOVEMBER 2020

- 11 Veterans Day—No School
- 25-27 Thanksgiving Recess—No School

DECEMBER 2020

- 23-31 Christmas Recess—No School

JANUARY 2021

- 1 New Year's Recess—No School
- 18 Martin Luther King, Jr. Day—No School
- 26-29 Regents Exams

FEBRUARY 2021

- 12-15 Presidents' Day Recess—No School

MARCH 2021

- 5 Staff Development Day—No School

APRIL 2021

- 2-9 Spring Recess—No School
- 19-29 ELA Testing (date range), Grades 3-8

MAY 2021

- 3-14 Math Testing (date range), Grades 3-8
- 26-28 Science Performance Test (date range), Grades 4 & 8
- 31 Memorial Day—No School

JUNE 2021

- 1-4 Science Performance Test (date range), Grades 4 & 8
- 7 Science Written Test, Grades 4 & 8
- 15 Last Day CTE & Career Academy for Students
- 16-24 Regents Exams
- 23 Last Day Special Education for Students
- 25 Rating Day, No Regents
- 25 Last Day for Instructors

JANUARY 2021 (19)

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

FEBRUARY 2021 (18)

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

MARCH 2021 (22+1)

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

APRIL 2021 (16)

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

MAY 2021 (20)

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

JUNE 2021 (19)

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

STATEMENT OF REASSIGNMENT

Name of the Outside Contracted Provider

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

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

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

(Date)

(Outside Contract Service Provider's Signature)

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

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

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

(Organization/Contracted Provider's Name)

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

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

(Outside Contract) Provider's Authorized Signature: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Date Signed: _____

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

CHENANGO COUNTY DEPARTMENT OF PUBLIC HEALTH
DIVISION FOR CHILDREN WITH SPECIAL NEEDS
REFERRAL CONTACT PERSON INFORMATION

CONTACT PERSON: _____

AGENCY NAME (if applicable): _____

ADDRESS: _____

PRIMARY PHONE #: _____ ALT. PHONE #: _____

FAX#: _____

E-MAIL: _____

DISCIPLINE: _____

Title IX Student Sexual Harassment

It is the policy of the Gilbertsville-Mount Upton Central School District that no person in the District shall be excluded on the basis of sex from participation in, denied benefits of, or be subjected to discrimination under any education program or activity. This includes the following types of sexual harassment:

Quid Pro Quo Harassment: No employee may condition the provision of aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct.

Hostile Environment Harassment: No person may engage in unwelcome sexual conduct which a reasonable person would find to be so severe and objectively offensive so as to deny a person's equal access to the Districts education program or activity. Sexual assault, domestic violence and stalking are considered hostile environment harassment.

For purposes of this policy, the District's education program or activity is defined as any location, event, or circumstance over which the District exhibits substantial control over both the alleged harasser and the context in which the harassment occurred.

The District will provide notice of this policy and the related grievance procedure on an annual basis and the policy and related procedure will be posted on the District website.

Reporting Sexual Harassment:

Any person believing they have been a victim of sexual harassment may report the harassment to the District's Title IX Coordinator. District employees who have knowledge of sexual harassment under this policy are required to report the harassment to the District's Title IX Coordinator promptly even if the person reporting is not the victim. The report may be made in person, by email, telephone or in writing.

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.

POLICY

2020

5688.1

2 of 6

Non-Instructional/Business
Operations

- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which creates a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phone and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Once the Title IX Coordinator has notice of the sexual harassment, the Coordinator must respond promptly to the report of harassment. The Title IX Coordinator will promptly reach out to the victim of the alleged harassment to discuss the formal complaint procedure, availability of supportive measures and to determine the victim's wishes regarding supportive measures. The Title IX Coordinator will treat both parties equitably and will offer supportive measures to both parties. Supportive measures will be designed to restore or preserve equal access to education programs or activities without unreasonably burdening the other party.

The Title IX Coordinator will also conduct an individualized safety and risk analysis to determine whether removal of the respondent is necessary to protect a student or another individual from an immediate threat to physical health and safety. If there is an immediate threat to physical health or safety, the respondent can be removed to an emergency basis. If the respondent is removed, the respondent must be given notice and opportunity to challenge the decision immediately after the removal. Removal for an employee is administrative leave.

For purposes of this policy, the respondent is the individual who has been reported to be the perpetrator of the conduct that could be considered sexual harassment.

Formal Complaint:

A formal complaint may only be filed by the victim of the alleged harassment during the time that the victim is participating in or attempting to participate in the District's education program. Once the victim is no longer participating in the District's education program or attempting to participate, a complaint may no longer be filed. Parties other than the victim, with the exception of the District Title IX Coordinator, may not file a formal complaint on behalf of the victim. The Title IX Coordinator may file a formal

POLICY

2020

5688.1
3 of 6

Non-Instructional/Business
Operations

sexual harassment complaint on behalf of the victim. A formal complaint must be written and signed on the District's Title IX Complaint form.

Once the formal complaint has been filed, the District will ensure that the parties are treated equitably during the grievance procedure, evidence will be evaluated objectively, and the Title IX Coordinator or investigator does not have a conflict of interest against a party. Further, the Title IX Coordinator and the investigator will presume that the respondent is not responsible for the alleged conduct and that the grievance procedure moves forward in a reasonably prompt manner. Both parties will be advised of the procedures and advised about the possible disciplinary outcomes and remedies which may be implemented following a determination of responsibility.

Upon filing of a formal complaint, the Title IX Coordinator will provide both parties with a Notice of Formal Complaint. The Notice of Formal Complaint will include the following:

- a. Supportive measures available
- b. Appeals procedures
- c. Notice of allegations in sufficient detail to allow the respondent to prepare a response
- d. Informal resolution process, if any
- e. A statement that the respondent is presumed not responsible for the conduct and responsibility will be determined at the conclusion of the grievance process
- f. The parties' right to be represented by an attorney or other representative
- g. The right to review and inspect the evidence
- h. Notice of any provision of the Code of Conduct that prohibits making false statements or providing false information during the grievance process
- i. The right to be notified of any new allegations occurring during the grievance process.

The Notice will be provided to the parties prior to the initial interview and early enough to allow the respondent to prepare a response to the complaint.

In evaluating complaints, the District adopts an evidentiary standard of preponderance of the evidence. The Title IX Coordinator may dismiss a complaint if the complaint does not constitute sexual harassment as defined by this policy, if the Title IX Coordinator receives a request for the complaint to be withdrawn, the respondent's employment or enrollment ends, or circumstances exist which prevent the District from gathering evidence.

Once a formal complaint is received, an investigation is triggered. The Title IX Coordinator may, but is not required to, act as investigator as long as no conflict of interest against either party exists. Other investigators may be appointed as needed. In conducting the investigation, the District must:

- a. Bear the responsibility for gathering the evidence and meeting the burden of proof;

POLICY

2020

5688.1
4 of 6

Non-Instructional/Business
Operations

- b. Provide both parties an equal opportunity to present witnesses and evidence;
- c. Refrain from restricting either party's ability to discuss the allegations or gather and present evidence;
- d. Provide both parties the same opportunity to have a representative present during the interview and subsequent hearing, if any;
- e. Provide both parties written notice of date, time, participants, purpose and location of any investigative interview, hearing or other meetings with sufficient time for the party to prepare;
- f. The parties' right to be represented by an attorney or other representative
- g. The right to review and inspect the evidence
- h. Notice of any provision of the Code of Conduct that prohibits making false statements or providing false information during the grievance process
- i. The right to be notified of any new allegations occurring during the grievance process.

The Notice will be provided to the parties prior to the initial interview and early enough to allow the respondent to prepare a response to the complaint.

In evaluating complaints, the District adopts an evidentiary standard of preponderance of the evidence. The Title IX Coordinator may dismiss a complaint if the complaint does not constitute sexual harassment as defined by this policy, if the Title IX Coordinator receives a request for the complaint to be withdrawn, the respondent's employment or enrollment ends, or circumstances exist which prevent the District from gathering evidence.

Once a formal complaint is received, an investigation is triggered. The Title IX Coordinator may, but is not required to, act as investigator as long as no conflict of interest against either party exists. Other investigators may be appointed as needed. In conducting the investigation, the District must:

- a. Bear the responsibility for gathering the evidence and meeting the burden of proof;
- b. Provide both parties an equal opportunity to present witnesses and evidence;
- c. Refrain from restricting either party's ability to discuss the allegations or gather and present evidence;
- d. Provide both parties the same opportunity to have a representative present during the interview and subsequent hearing, if any;
- e. Provide both parties written notice of date, time, participants, purpose and location of any investigative interview, hearing or other meetings with sufficient time for the party to prepare;
- f. Provide both parties and representatives, if any, equal opportunity to review all the evidence that is directly related to the allegations in the formal complaint, including evidence the District does not rely on and any exculpatory or inculpatory evidence from any source. This evidence is to be

POLICY

2020

5688.1
5 of 6

Non-Instructional/Business
Operations

provided at least 10 days prior to completion of the investigatory report and the parties may submit a written response which will be considered prior to completion of the investigation report.

Once the investigation is complete, the investigator must prepare a written investigative report and provide the report to the parties and representative, if any, for their review and written response. The complaint, evidence, investigation report and any written responses must then go to a Decision maker for a determination regarding responsibility of the respondent for the conduct alleged.

At least 10 days prior to any hearing or other determination of responsibility by the Decision maker, each party has the opportunity to submit to the Decision maker relevant questions to be asked of another party or witness. The Decision maker will provide the answers and the parties will be given a follow-up opportunity for questions.

The Decision maker must be a person who is neither the Title IX Coordinator nor the investigator. Once the Decision maker reviews all the documentation, the Decision maker must issue a written response within 10 days of the last submission of documentation. The written decision must address the allegations, procedural steps taken, finding of facts, application of the Code of Conduct to the facts and a statement of and rationale for each allegation including determination of responsibility, disciplinary sanctions and whether remedies to restore or preserve equal access to the educational program will be provided.

Appeal of Decision

If either party is unhappy with the final determination of the complaint for the following reasons, the party may appeal:

- a. A procedural irregularity existed that affected the outcome of the investigation and final determination;
- b. New evidence has been discovered which was not reasonably available at the time of the determination and which could affect the outcome;
- c. There was a conflict of interest on the part of the Title IX Coordinator, investigator or Decision maker.

The appeal must be filed with the Title IX Coordinator within 10 days of the final written determination. Upon receipt of the written request for appeal, the Title IX Coordinator will notify both parties of the appeal and given them each an equal opportunity to submit in writing a statement in support of or challenging the final determination. Within 10 days of submission of statements, the appeal will be reviewed by a member of the District administration who is not the Title IX Coordinator, investigator or Decision maker and who does not have a conflict of interest. Within 10 days after receipt of the submissions, a written decision will be issued to both parties on the appeal.

POLICY

2020

5688.1
6 of 6

Non-Instructional/Business
Operations

If a party is not satisfied with the outcome of the appeal, either party may seek further legal remedies. Specifically, the New York State Human Rights Law protect employees, students, and non-employees from sexual harassment. Complaints may be filed with the Division of Human Rights or in New York State Supreme Court. Further, the United States Equal Employment Opportunity Commission enforces federal discrimination laws, including Title VII of the Federal Civil Rights Act. Contact information is provided below.

New York State Division of Human Rights
1 Fordham Plaza, Fourth Floor
Bronx, NY 10458
(888) 392-3644

United States Equal Employment Opportunity Commission (EEOC)
1-800-669-4000
www.eeoc.gov

U.S. Department of Education
Office of Civil Rights
400 Maryland Avenue, SW
Washington, D.C. 20202
(800) 872-5327
www.ed.gov

All records regarding the formal complaint, investigation, remedies, sanctions and appeals must be maintained by the District for at least 7 years.

Any District employee is prohibited from engaging in retaliation against any person involved in the complaint, the grievance process, appeal or investigation.

First Reading: September 16, 2020
Second Reading & Adoption: October 14, 2020

ACCESS TO RECORDS UNDER PUBLIC OFFICERS LAW ARTICLE 6

1. Chief Executive's Duties.

The Chief Executive Officer shall be responsible for insuring compliance with these regulations and shall designate one or more persons as Records Access Officer by name or by specific job title and business address who shall have the duty of coordinating the Gilbertsville-Mount Upton Central School District response to public requests for access to records.

2. Records Access Officer.

The Records Access Officer is responsible for assuring that Gilbertsville-Mount Upton Central School District personnel:

- a. Maintain an up to date subject matter list.
- b. Assist the requester in identifying requested records, if necessary.
- c. Upon locating the records, take one of the following actions:
 - i. Make records promptly available for inspection; or,
 - ii. Deny access to the records in whole or in part and explain in writing the reasons therefor.
- d. Upon request for copies of records:
 - i. Make a copy available upon payment or offer to pay established fees, if any; or,
 - ii. Permit the requester to copy these records.
- e. Upon request, certify that a transcript is a true copy of records copied.
- f. Upon failure to locate records, certify that:
 - i. The Gilbertsville-Mount Upton Central School District is not the legal custodian for such records;
 - ii. The records of which the Gilbertsville-Mount Upton Central School District is a legal custodian cannot be found after diligent search.

3. Location.

The Gilbertsville-Mount Upton Central School District records shall be available for public inspection and copying at the Gilbertsville-Mount Upton Central School District.

4. Hours for Public Inspection.

The Gilbertsville-Mount Upton Central School District shall accept requests for public access to records and produce records during all hours the Gilbertsville-Mount Upton Central School District offices are regularly open for business.

5. Requests for Public Access to Records.

a. Where request for records is required, such request may be oral or in writing. However, a written request shall not be required for records that have been customarily available without written request. Requests will be accepted by e-mail.

b. A request shall reasonably describe the record or records sought. Whenever possible, a person requesting records shall supply information regarding dates, file designations or other information that may help to describe the records sought.

c. If a record sought cannot be supplied within five business days of receipt of a request, the Gilbertsville-Mount Upton Central School District shall furnish a written acknowledgment of receipt of the request and a statement of the approximate date when the request will be granted or denied. If access to records is neither granted nor denied within ten business days after the date of acknowledgment of receipt of the request, the request may be construed as a denial of access that may be appealed.

d. The Gilbertsville-Mount Upton Central School District shall maintain a reasonably detailed current list by subject matter of all records in its possession, whether or not records are available pursuant to Public Officers Law, Section 87 2.

i. The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought.

ii. The subject matter list shall be updated not less than twice per year. The date of the most recent updating shall appear on the first page of the subject matter list.

e. No records may be removed by the requester from the office where the record is located without the permission of the Chief Executive Officer.

POLICY

2018

3310
3 of 5

Community Relations

6. Denial of Access of Records.

a. The Gilbertsville-Mount Upton Central School District Board President shall hear appeals for denial of access to records under the Freedom of Information Law.

b. Denial of access shall be in writing stating the reason therefor and advising the requester of his right to appeal to the Board President, who shall be identified by name, business address and business telephone number.

c. If the Gilbertsville-Mount Upton Central School District fails to provide requested records promptly as required by law, such failure shall be deemed a denial of access by the Gilbertsville-Mount Upton Central School District.

d. Any person denied access to records may appeal within 30 days of denial.

e. The time for deciding the appeal by the Board President shall commence upon receipt of written appeal identifying:

- i. The date and location of request for records;
- ii. The records to which the requester was denied access; and
- iii. The name and return address of the requester.

f. The Gilbertsville-Mount Upton Central School District shall transmit to the Committee on Open Government, copies of all appeals upon receipt of an appeal. Such copies shall be addressed to:

Committee on Open Government
Department of State
162 Washington Avenue
Albany, NY 12231

g. The School Board President shall inform the requester and the Committee on Open Government of the decision in writing within seven business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth in subdivision f of this section.

h. A final denial of access to a requested record shall be subject to court review, as provided in Article 78 of the Civil Practice Law and Rules.

POLICY

2018

3310
4 of 5

Community Relations

7. Fees.

- a. There shall be no fee charge for the following:
 - i. Inspection of records;
 - ii. Search for records; or,
 - iii. Any certification pursuant to this bylaw.
- b. A charge for copies of records shall be as follows:
 - i. The fee for copying records shall be 25 cents per page for photocopies not exceeding 9 x 14 inches.
 - ii. The fee for copies of records not covered by paragraph i above shall not exceed the actual reproduction cost as defined by Public Officers Law.

8. Public Notice.

The Gilbertsville-Mount Upton Central School District shall publicize by publication in the local newspaper having general circulation in the Gilbertsville-Mount Upton Central School District:

- a. The location where public records shall be made available for inspection and
- b. The name, title, business address and business telephone number of the designated Records Access Officer.
- c. The right to appeal by any requester denied access to a record for whatever reason and the name and business address of the person to whom an appeal is to be directed.

9. The bylaw previously adopted in accordance with Article 6 of the Public Officers Law (Freedom of Information Law) is hereby revoked.

POLICY

2018

3310
5 of 5

Community Relations

GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL DISTRICT

PUBLIC NOTICE IN ACCORDANCE WITH THE REGULATIONS OF THE COMMITTEE ON OPEN GOVERNMENT

I. The location where records shall be made available for inspection and copying is:
Gilbertsville-Mount Upton Central School District

II. The Records Access Officer is:
Jarrin Hayen-District Clerk, 693 State Highway 51 Gilbertsville, NY 13776 607-783-2207

III. A person denied access to a record for whatever reason shall have the right to appeal in accordance with the bylaw of the Gilbertsville-Mount Upton Central School District. The name and address of the Appeal Officer is:
Jeremy Pain-Board President, 693 State Highway 51 Gilbertsville, NY 13776

Adopted: 11/28/18

Amended and Adopted: 10/14/20

SUBJECT: RECORDS MANAGEMENT

1. Chief Executive's Duties.

The Chief Executive Officer shall be responsible for insuring compliance with these regulations and shall designate one or more persons as Records Access Officer by name or by specific job title and business address who shall have the duty of coordinating the District's response to public requests for access to records.

2. Records Access Officer.

The Records Access Officer is responsible for assuring that District personnel:

- a. Maintain an up to date subject matter list.
- b. Assist the requester in identifying requested records, if necessary.
- c. Upon locating the records, take one of the following actions:
 - i. Make records promptly available for inspection; or,
 - ii. Deny access to the records in whole or in part and explain in writing the reasons therefor.
- d. Upon request for copies of records:

or,

 - i. Make a copy available upon payment or offer to pay established fees, if any;
 - ii. Permit the requester to copy these records.
- e. Upon request, certify that a transcript is a true copy of records copied.
- f. Upon failure to locate records, certify that:
 - i. The District is not the legal custodian for such records;
 - ii. The records of which the District is a legal custodian cannot be found after diligent search.

(Continued)

POLICY

2020

5670
2 of 5

Non-Instructional/Business
Operations

3. Location.

The District records shall be available for public inspection and copying at Gilbertsville-Mt. Upton CSD.

4. Hours for Public Inspection.

The District shall accept requests for public access to records and produce records during all hours the District offices are regularly open for business.

5. Requests for Public Access to Records.

a. Where request for records is required, such request may be oral or in writing. However, a written request shall not be required for records that have been customarily available without written request. Requests will be accepted by e-mail.

b. A request shall reasonably describe the record or records sought. Whenever possible, a person requesting records shall supply information regarding dates, file designations or other information that may help to describe the records sought.

c. If a record sought cannot be supplied within five business days of receipt of a request, the District shall furnish a written acknowledgment of receipt of the request and a statement of the approximate date when the request will be granted or denied. If access to records is neither granted nor denied within ten business days after the date of acknowledgment of receipt of the request, the request may be construed as a denial of access that may be appealed.

d. The District shall maintain a reasonably detailed current list by subject matter of all records in its possession, whether or not records are available pursuant to Public Officers Law, Section 87 2.

i. The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought.

ii. The subject matter list shall be updated not less than twice per year. The date of the most recent updating shall appear on the first page of the subject matter list.

e. No records may be removed by the requester from the office where the record is located without the permission of the Chief Executive Officer.

(Continued)

6. Denial of Access of Records.

a. The District Board President shall hear appeals for denial of access to records under the Freedom of Information Law.

b. Denial of access shall be in writing stating the reason therefor and advising the requester of his right to appeal to the Board President, who shall be identified by name, business address and business telephone number.

c. If the District fails to provide requested records promptly as required by law, such failure shall be deemed a denial of access by the District.

d. Any person denied access to records may appeal within 30 days of denial.

e. The time for deciding the appeal by the Board President shall commence upon receipt of written appeal identifying:

- i. The date and location of request for records;
- ii. The records to which the requester was denied access; and
- iii. The name and return address of the requester.

f. The District shall transmit to the Committee on Open Government, copies of all appeals upon receipt of an appeal. Such copies shall be addressed to:

Committee on Open Government Department of State
162 Washington Avenue
Albany, NY 12231

g. The School Board President shall inform the requester and the Committee on Open Government of the decision in writing within seven business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth in subdivision f of this section.

h. A final denial of access to a requested record shall be subject to court review, as provided in Article 78 of the Civil Practice Law and Rules.

(Continued)

POLICY

2020

5670
4 of 5

Non-Instructional/Business
Operations

7. Fees.

a. There shall be no fee charge for the following:

- i. Inspection of records;
- ii. Search for records; or,
- iii. Any certification pursuant to this bylaw.

b. A charge for copies of records shall be as follows:

- i. The fee for copying records shall be 25 cents per page for photocopies not exceeding 9 x 14 inches.
- ii. The fee for copies of records not covered by paragraph above shall not exceed the actual reproduction cost as defined by Public Officers Law.

8. Public Notice.

The District shall publicize by publication in the local newspaper having general circulation in the District:

- a. The location where public records shall be made available for inspection and copying.
- b. The name, title, business address and business telephone number of the designated Records Access Officer.
- c. The right to appeal by any requester denied access to a record for whatever reason and the name and business address of the person to whom an appeal is to be directed.

9. The bylaw previously adopted in accordance with Article 6 of the Public Officers Law (Freedom of Information Law) is hereby revoked.

(Continued)

POLICY

2020

5670
5 of 5

Non-Instructional/Business
Operations

Gilbertsville-Mt. Upton Central School District

PUBLIC NOTICE IN ACCORDANCE WITH THE REGULATIONS OF THE COMMITTEE ON OPEN GOVERNMENT

I. The location where records shall be made available for inspection and copying is:
Gilbertsville-Mt. Upton CSD, 693 State Highway 51, Gilbertsville, New York 13776

II. The Records Access Officer is:

Jarrin Hayen, 693 State Highway 51, Gilbertsville, New York 13776, 607-783-2207

III. A person denied access to a record for whatever reason shall have the right to appeal in
accordance with the bylaw of the District. The name and address of the Appeal Officer is:

Jeremy Pain, 693 State Highway 51, Gilbertsville, New York 13776

Adopted: 10/14/20

POLICY

1993

5120

Non-Instructional/Business
Operations

SUBJECT: BUDGET ADOPTION

The method and time of voting on the budget shall be stated in the Notice of the Annual District Election.

The budget shall be presented by the Board of Education at the budget information meeting and time shall be given for an explanation of its elements by the Superintendent and such other persons as the Board may designate.

Upon acceptance of the budget by the voters and the making of any final adjustments, it shall be entered into the books of record.

Education Law Sections
1716, 2022, 2023, 2024

Adopted: 7/6/93

POLICY

1993

5130

Non-Instructional/Business
Operations

SUBJECT: DISSEMINATION OF BUDGET INFORMATION

The Board of Education and the administration will make every effort to keep District residents informed concerning fiscal needs of the school system. This may be accomplished by the following:

- a) News releases to local papers, radio, and television;
- b) District newsletters;
- c) Large and small group meetings;
- d) Wide dissemination of the popular budget;
- e) Annual meeting or hearing.

A written statement of the proposed annual operating budget for the succeeding year shall be available, on request, to voters during the business hours of the District office for seven (7) days (other than a Saturday, Sunday or holiday) preceding the Annual District Meeting. The availability of this budget information shall be included in a legal notice of the annual meeting.

District funds may not be expended to promote either a favorable or negative opinion of the proposed budget.

Education Law Section 1716

Adopted: 7/6/93

POLICY

1993

5140

Non-Instructional/Business
Operations

SUBJECT: ADMINISTRATION OF THE BUDGET

The Superintendent of Schools, working in conjunction with the administrative staff, is responsible to the Board for the administration of the budget.

- a) He/she shall acquaint District employees with the final provisions of the program budget and guide them in planning to operate efficiently and economically within these provisions.
- b) Under his/her direction the District shall maintain such records of accounting control as are required by the New York State Uniform System of Accounts for School Districts, the Board of Education, and such other procedures as are deemed necessary and shall keep the various operational units informed through periodic reports as to the status of their individual budgets.
- c) Board approval is required prior to the expenditure of District funds.

Adopted: 7/6/93

POLICY

1993

5210

Non-Instructional/Business
Operations

SUBJECT: REVENUES

The School District treasurer will have custody of all District funds in accordance with the provisions of state law. The treasurer will be authorized and directed by the Board to invest the balances available in various District funds in accordance with regulations set forth in state law.

Education Law Sections
1723(a) and 1604(a)

Adopted: 7/6/93

POLICY

1993

5240

Non-Instructional/Business
Operations

SUBJECT: SCHOOL TAX ASSESSMENT AND COLLECTION

A tax collection plan giving dates of warrant and other pertinent data shall be prepared annually and submitted for review and consideration by the Superintendent or his/her designee to the Board of Education.

Real Property Tax Law Sections
1300 - 1342
Education Law Section 2130

Adopted: 7/6/93

POLICY

1993

5310

Non-Instructional/Business
Operations

SUBJECT: EXPENDITURES OF SCHOOL DISTRICT FUNDS

The Board of Education authorizes the Purchasing Agent to expend school funds as appropriated by approved operational and capital budgets, and by the adoption of special resolutions. He/she will make expenditures in accordance with applicable law and in a manner that will achieve the maximum benefit from each dollar expended.

All claims shall be properly confirmed and verified before payment.

Complete records of all expenditures shall be maintained for future analysis and reporting within the time frame required by the Records Disposition Law or regulation.

Adopted: 7/6/93

POLICY

1993

5320

Non-Instructional Business
Operations

SUBJECT: BUDGET TRANSFERS

Within legal limits, as established by the Board, the Superintendent is authorized to transfer funds within the budget. The Superintendent may transfer up to and including \$10,000 between budgetary code lines. Those adjustments will be reflected in the next month's budget status report.

Commissioner's Regulations
Section 170.2
Education Law Section 1718

Adopted: 7/6/93
Revised: 9/14/04

POLICY

1993

5330

Non-Instructional/Business
Operations

SUBJECT: BORROWING OF FUNDS

The School District may borrow money only by means of serial bonds, bond anticipation notes, capital notes, tax anticipation notes, revenue anticipation notes and budget notes.

New York State Local Finance Law
Section 20

Adopted: 7/6/93

POLICY

2006

BP 5512

Non-Instructional/Business
Operations

SUBJECT: ALLEGATIONS OF FRAUD

All Board members and officers, District employees and third party consultants are required to abide by the District's policies, administrative regulations and procedures in the conduct of their duties. Further, all applicable federal and/or state laws and regulations must be adhered to in the course of District operations and practices. The District's prohibition of wrongful conduct, including fraud, will be publicized within the District and written notification will be provided to all employees with fiscal accounting/oversight and/or financial duties including the handling of money.

Any individual who has reason to believe that financial improprieties or wrongful conduct is occurring within the District is to disclose such information according to the reporting procedures established by the District. The Board prohibits any retaliatory behavior directed against those individuals who, in good faith, report allegations of fraud and/or wrongful conduct. Any act of retaliation is subject to appropriate disciplinary action by the District. Any individual who **knowingly** makes a false accusation may also face appropriate disciplinary action.

Upon receipt of an allegation of fraud, the Board or designated employee(s) will conduct a thorough investigation of the charges. However, even in the absence of a report of suspected wrongful conduct, if the District has knowledge of, or reason to know of, any occurrence of financial improprieties/fraud and/or wrongful conduct, the District will investigate such conduct promptly and thoroughly. An appeal procedure will also be provided, as applicable, to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable investigating officer(s).

To the extent possible, within legal constraints, all reports will be treated as confidentially as possible.

Adopted: March 21, 2006

SUBJECT: ALLEGATIONS OF FRAUD**Reporting and Investigations of Allegations of Fraud**

Any individual who has reason to believe that financial improprieties or wrongful conduct is occurring within the School System is to disclose such information according to the reporting procedures established by the District.

- 1) The reporting procedures will follow the chain of command as enumerated in the District's Organizational Chart.
- 2) In the event that the allegations of financial improprieties/fraud and/or wrongful conduct concern the investigating official, the report shall be made to the next level of supervisory authority.
- 3) If the chain of supervisory command is not sufficient to ensure impartial, independent investigation, allegations of financial improprieties/fraud and/or wrongful conduct will be reported as applicable, to the Internal Auditor (if available), or the Independent (External) Auditor, or the School Attorney, or the Board of Education.
- 4) Upon receipt of an allegation of financial improprieties/fraud and/or wrongful conduct, the Board or designated employee(s) will conduct a thorough investigation of the charges. However, even in the absence of a report of suspected wrongful conduct, if the District has knowledge of, or reason to know of, any occurrence of financial improprieties/fraud and/or wrongful conduct, the District will investigate such conduct promptly and thoroughly.
- 5) To the extent possible, within legal constraints, all reports will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges and/or to notify law enforcement officials as warranted, and any disclosure will be provided on a "need to know" basis.
- 6) Written records of the allegation, and resulting investigation and outcome will be maintained in accordance with law.
- 7) An appeal procedure will also be provided, as applicable, to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable investigating officer(s).

Consequences

Based upon the results of this investigation, if the District determines that a school official has engaged in financial improprieties/fraudulent and/or wrongful actions, appropriate disciplinary measures will be applied, up to and including termination of employment, in accordance with legal guidelines, District policy and regulation, and any applicable collective bargaining agreement. Third parties who are found to have engaged in financial improprieties/fraud and/or wrongful conduct will be subject to appropriate sanctions as warranted and in compliance with law. **The application of such disciplinary measures by the District does not preclude the filing of civil and/or criminal charges as may be warranted. Rather, when school officials receive a complaint or report of alleged financial improprieties/fraud and/or wrongful conduct that may be criminal in nature, law authorities should be immediately notified.**

Prohibition of Retaliation

The Board prohibits any retaliatory behavior directed against those individuals who, in good faith, report allegations of suspected financial improprieties/fraud and/or wrongful conduct as well as witnesses and/or any other individuals who participate in the investigation of an allegation of financial impropriety/fraud and/or wrongful conduct. Follow-up inquiries shall be made to ensure that no reprisals or retaliatory behavior has occurred to those involved in the investigation. Any act of retaliation is prohibited and subject to appropriate disciplinary action by the District.

Knowingly Makes False Accusations

Any individual who **knowingly** makes false accusations against another individual as to allegations of financial improprieties/fraud may also face appropriate disciplinary action.

POLICY

2006

5513

Non -Instructional/Business
Operations

SUBJECT: SECURITY OF FINANCIAL INSTRUMENTS

All financial instruments, including cash, blank and voided checks, and signature stamps, shall be stored in a secure place. The Superintendent of Schools shall develop appropriate measures to implement this policy.

Adopted: 2/21/06

Security of Financial Instruments

All cash, whether District or extracurricular funds shall be held in the safe. Under no circumstances shall cash be left in classroom areas or desks. The District will not be responsible for funds left unprotected.

All funds, whether District or extracurricular funds, shall be deposited prior to the close of school each week.

Only authorized personnel designated by the Superintendent shall be allowed in the district office safe and vault.

The signature stamp should be stored in the safe at all times when it is not in use.

All uses of the signature stamp should be done with the knowledge and control of the treasurer.

A signature stamp should never be used on a blank check.

All void or spoiled checks should be marked and retained.

All checks should be kept in a secure area.

POLICY

2011

BP 5560

Non-Instructional/Business Operations

SUBJECT: FUND BALANCE REPORTING AND GOVERNMENTAL FUND TYPE DEFINITIONS (GASB 54)

BACKGROUND

GASB (Governmental Accounting Standards Board) has issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB 54). The objective of this Statement 54 is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied.

Fund balance classifications will be reported by the District in accordance with accounting standards issued by the GASB.

POLICY

Fund Balance measures the net financial resources available to finance expenditures within current or future periods. The District's Unassigned General Fund Balance will be maintained to provide the District with financial stability and a margin of safety to fund unanticipated contingent expenditures that may occur during the fiscal year.

Any portion of Fund Balance may be applied or transferred for a specific purpose either by voter approval if required by law or by formal action of the Board of Education if voter approval is not required. Amendments or modification to the applied or transferred fund balance must also be approved by formal action of the Board of Education.

The Board of Education may delegate the authority to assign fund balance, for encumbrance purposes, to the person(s) to whom it has delegated the authority to sign purchase orders.

In circumstances where an expenditure is incurred for a purpose for which amounts are available in multiple fund balance classifications (e.g., expenditures related to reserves), the Board will assess the current financial condition of the district and then determine the order of application of expenditures and which fund balance classification will be charged.

First Reading: 6/21/2011
Adopted: 6/21/2011

POLICY

1993

5610

Non-Instructional/Business
Operations

SUBJECT: INSURANCE

The objective of the Board of Education is to obtain the best possible insurance at the lowest possible cost, and to seek advice from an Insurance Appraisal Service to determine that adequate coverage is being provided regarding fire, boiler, general liability, bus and student accident insurance.

The Board shall carry insurance to protect the District's real and personal property against loss or damage. This property shall include school buildings, the contents of such buildings, school grounds and automobiles.

The Board may also purchase liability insurance to pay damages assessed against Board members and District employees acting in the discharge of their respective duties, within the scope of their employment and/or under the direction of the Board.

All insurance policies shall be kept in a fireproof depository along with an inventory of the contents of the building. The Superintendent shall review the District's insurance program annually and make recommendations to the Board if more suitable coverage is required.

Public Officers Law Section 18
General Municipal Law Section 6-n
Education Law Sections 1604(6),
1709(8), 3023 and 3028

Adopted: 7/6/93

POLICY

1993

5620

Non-Instructional/Business
Operations

SUBJECT: INVENTORIES

The Superintendent or his/her designee shall be responsible for maintaining a continuous and accurate inventory of equipment owned by the district in excess of \$500.00 in accordance with "The Uniform System of Accounts for School Districts".

All supplies and equipment purchased and received by the district shall be checked, logged and stored through an established procedure.

The district will maintain capital threshold per GASB 34 in the amount of \$2,500.00.

Uniform System of Accounts
for School Districts
(Fiscal Section)

Adopted: 7/6/93

Revised: 6/1/04

POLICY

1993

5630

Non-Instructional/Business
Operations

SUBJECT: FACILITIES: INSPECTION, OPERATION AND MAINTENANCE

Operation and Maintenance

The Superintendent is charged with the responsibility for administering plant operations in the most efficient and economical manner possible, while placing high priority on health and safety of students and conservation of natural resources.

The board, through the Superintendent and his/her staff, has the responsibility of protecting the District investment in plant and facilities through a systematic maintenance program.

It is expected that the program shall including periodic preventive maintenance activities, long-range maintenance schedules and emergency repair procedures. It is further expected that all maintenance work will be carried out in a manner that will cause the least interference with the educational program.

The Superintendent will review all proposed structural alterations to school facilities with the Board of Education prior to their initiation.

Inspections

The administration of the school system shall cooperate with officials conducting health, fire, asbestos, bus, and boiler inspections. The administration shall keep the Board of Education informed of the results of such inspections in a timely fashion.

The board should conduct an annual buildings and grounds inspection as part of the inspections program.

Fire Inspection: Commissioner's
Regulations Section 155.4 and
Education Law Section 807-a

Health Inspection: Education Law
Section 906

Asbestos Inspection: Education
Law Sections 430-437 (School Asbestos Safety
Act)

40 Code of Federal Register (CFR) Part
763, Subpart E

POLICY

1993

5631

Non-Instructional/Business
Operations

SUBJECT: HAZARDOUS WASTE AND HANDLING OF TOXIC SUBSTANCES BY EMPLOYEES

The Board of Education recognizes the need to protect human health and the environment from damage resulting from the improper handling of hazardous wastes.

The management of hazardous waste from its point of generation to the ultimate disposal is regulated through specific Federal and State laws.

The Board directs the Superintendent to adopt rules to insure District implementation of applicable Federal and State laws pertaining to the identification, transportation, treatment, storage, and disposal of hazardous wastes.

The Superintendent/designee shall maintain a current record of the social security numbers of every employee who handles toxic substances.

Environmental Protection Agency
(40 CFR 261 & 262)
New York State Codes, Rules &
Regulations (6 NYCRR Part 371)
New York State Legislature
(1985) - A7935
Occupational Safety and Health
Regulations - S1910.Z

Adopted: 7/6/93

POLICY

1994

5640

NON-INSTRUCTIONAL/
BUSINESS OPERATIONS

SUBJECT: SMOKING

The Board, having given full consideration to the health hazards associated with smoking, and in compliance with Federal and State Laws, prohibits smoking or the use of tobacco products anywhere in the school building, on school grounds, or on any other related school properties or vehicles. Clearly marked signs must be posted in all appropriate areas and announcements are to be made at school functions regarding this policy, which is supportive of amendments to revised Public Health Law, Sections 1399 n-x.

The Superintendent is directed by the Board to see that posting of the ban on smoking is carried out and that appropriate enforcement means are put into effect.

Public Health Law, Chapter 565
Sections 1399 (n-x)

Public Health Law Art. 13-E

POLICY

1993

5650

Non-Instructional/Business
Operations

SUBJECT: ENERGY/WATER CONSERVATION AND RECYCLING OF SOLID WASTE

The Board of Education recognizes the importance of energy and water conservation and is committed to the analysis, development, and initiation of conservation measures throughout the District for the purpose of reducing energy consumption.

Recycling

The Superintendent will develop a program for the source separation and segregation of recyclable or reusable materials in the District. This District-wide recycling plan shall include:

- a) A conservation education program to teach students about their social responsibility for preserving our resources, and involvement of all students and personnel in a comprehensive effort to reduce, reuse and recycle waste materials;
- b) A concerted effort to purchase recycled items and biodegradable rather than non-biodegradable products;
- c) Separation of waste into appropriate categories for the purpose of recycling;
- d) A cooperative effort with community recycling programs.

General Municipal Law 120-aa

Adopted: 7/6/93

POLICY

1993

5680

Non-Instructional/Business
Operations

SUBJECT: SAFETY AND SECURITY

The Board of Education of the Gilbertsville-Mount Upton Central School District hereby declares that it is the policy of this School District to provide a safe and secure environment to all those persons, students, staff and visitors, who lawfully enter upon District property or who travel in District vehicles for the purposes of the District.

It shall be the responsibility of the Superintendent to establish and carry out written regulations that will:

- a) Identify those staff members who will be responsible for the effective administration of the regulations;
- b) Provide staff time and other necessary resources for the effective administration of the regulations;
- c) Establish periodic written review of the activities of the staff to insure compliance with applicable laws and regulations;
- d) Provide an on-going mechanism for the effective review of safety and security concerns of the staff, students and affected public;
- e) Provide for semi-annual reports to the Board of Education regarding the significant aspects of safety and security of the District.

Adopted: 7/6/93

POLICY

1993

5681

Non-Instructional/Business
Operations

SUBJECT: HAZARD COMMUNICATION STANDARD

The Board of Education recognizes the rights of all personnel to work in a healthy and safe environment that is as free as practicable from recognized hazards and risks to their safety.

Therefore, all personnel shall be provided with applicable training to comply with the New York State "Right-to-Know" Law and the Hazard Communication Standard.

The Board directs the Superintendent to develop rules and regulations to insure District implementation of this policy which shall include awareness information, employee training and record keeping.

NYS Labor Law
12 NYCRR Part 820
Article 28
OSHA 29 CFR 1910.1200

Adopted: 7/6/93

POLICY

1993

5682

Non-Instructional/Business
Operations

SUBJECT: EMERGENCY MANAGEMENT PLAN

To be prepared for an emergency or crisis in the District and to insure a prompt, thoughtful response, the Superintendent will prepare guidelines for the development of a District Emergency Management Plan. The plan shall make provision for:

- a) Shelter,
- b) Evacuation,
- c) Early dismissal,
- d) Annual written notification to students and staff,
- e) An annual drill, and
- f) Coordination with local emergency preparedness coordinators.

An Emergency Planning Committee may be established to supervise the plan, and an Emergency Management Plan Coordinator may be appointed with responsibility for overall coordination and decision-making should an emergency occur.

The Board of Education may create and sustain a control center in anticipation of an emergency. Further, a survey shall indicate the location of potential emergency sites on School District property as well as within the community itself.

Commissioner's Regulations
Section 155.13

Adopted: 7/6/93

POLICY

1993

5683

Non-Instructional/Business
Operations

SUBJECT: CRISIS RESPONSE

When a crisis arises no school system is immune to the negative, physical or mental effect on its students, staff and the local community. Immediate, effective and responsible management and communication can address the crisis and maintain a District's integrity and credibility. Therefore, the District shall develop and maintain a unified position by:

- a) Identifying a crisis response team to develop a plan and maintain a strong, ongoing communications program in each school. This is the foundation for long range success.
- b) Identifying a media spokesperson who will be briefed on all details. This spokesperson shall be the Superintendent or his/her designee. Only this spokesperson shall talk to and maintain a timely flow of information to the media.

The Superintendent/designee shall be responsible for informing staff of the crisis plan that is to be developed by both administration and the crisis response team.

Adopted: 7/6/93

POLICY

1993

5684

NON-INSTRUCTIONAL/BUSINESS
OPERATIONS

SUBJECT: STRUCTURAL SAFETY INSPECTIONS

It shall be the duty of the Board of Education to ensure that each facility owned by the District which is used for instructional purposes shall be inspected annually for structural deficiencies.

Every annual structural safety inspection shall be a visual inspection which will examine the structural elements of each building, and may also include inspection of building systems such as heating, plumbing and electrical systems.

If a visual inspection results in a determination that a building may have a structural deficiency, then the building shall be inspected by a licensed architect or a licensed professional engineer.

The annual structural safety inspection shall be made prior to June thirtieth of every school year, and reports of the inspections shall be made available to the public.

Education Law Sections 409-d and
3602 (6) (d)

Adopted 10-19-93

POLICY

1996

5685

Non Instructional Business
Operations

SUBJECT: NOTIFICATION OF RELEASE OF SEX OFFENDERS

The Superintendent shall be responsible for handling and disseminating any identifying information regarding convicted sex offenders received from the New York Department of Criminal Justice Services, the New York State Executive Department Division of Parole, or police agencies. When such information is received, the Superintendent shall provide copies of the information so received to the following District persons, who will then advise the employees under their supervision about the material received:

1. Building Principals;
2. Transportation Supervisors
3. Athletic Director; and
4. Other persons designated by the Superintendent

Additionally, all other staff members shall be advised, in writing, that information has been received about a sex offender, that a copy of the information has been given to their supervisor, and that they should check with their supervisors to review the material. Staff members should advise their supervisor if they observe any suspicious person(s) in an area where children congregate, and should contact law enforcement agencies if a person they believe is a convicted sex offender is so observed.

Requests for District records regarding convicted sex offenders shall be referred to the District's Freedom of Information Law Records Access Officer, the 900 telephone line, and/or police agencies.

The Superintendent shall establish any necessary regulations for implementing this policy with the advice of the school attorney.

Correction Law Article 6-C
Public Officers Law Section 84 et seq.

Adopted 7/16/96

SUBJECT: NOTIFICATION OF RELEASE OF SEX OFFENDERS

Upon receipt of information from the New York Department of Criminal Justice Services, the New York State Executive Department Division of Parole, or police agencies, the Superintendent of Schools shall, within 48 hours of receipt of such information, photocopy the information received and distribute such information to all building principals, the transportation supervisor, the athletic director and head building custodians. The Superintendent shall also provide a copy of such information to the District Superintendent of Schools in the event that the BOCES utilizes school district facilities for its programs.

The Superintendent shall also notify all staff members that information has been received with respect to a sex offender residing within the school district and that information pertaining to the sex offender, including a copy of his picture, has been given to his/her supervisor who will be sharing the information. The staff members will also be advised to be alert to the possible presence of the individual, and to notify the employee's supervisor and the local police agency immediately if such person is observed in the vicinity of the school grounds. The Superintendent shall also advise all staff members that they should discuss with the building principal whether, and to what extent, such information should be shared with the students. Such determination should be made by the staff member and the principal based upon the age of the students, the nature of the offenses committed by the sexual offender, the modus of operation of the sexual offender, the type of victim targeted by the sexual offender, and other information considered pertinent by the staff member and the principal. The Superintendent shall also advise the staff members that the information cannot be copied or given to anyone who is not a school employee, and that any person who is not a school employee can obtain the information through the local police agency, through the 900 number, or through a Freedom of Information Law (FOIL) request properly filed in accordance with school district policy.

The Superintendent shall also meet with all District administrators and support staff supervisors to review security procedures, including but not limited to, procedures for visitors signing in to the building, notification procedures in the event of an emergency, instructional programs for students to remind them of safety procedures when dealing with strangers, and any other pertinent procedures. The building administrators and the support staff supervisors will be advised to review such procedures with their staff. Additionally, the Superintendent shall, within 72 hours of receipt of such information, advise parents and guardians, in writing, that information has been received about a sex offender residing in the community, and the ongoing safety practices that the school follows to protect the safety of the students.

Upon adoption of the policy entitled "Notifications of Release of Sex Offenders" and the implementing regulations, the Superintendent shall review the procedures to be followed in the event that the District is notified that a sex offender is residing in the school district with all staff members.

MEMORANDUM

TO: All Employees of the Gilbertsville-Mount Upton School District
FROM: Douglas A. Exley, Superintendent
RE: Notification of Release of Sex Offender Residing in the District

The school district just received notification that a sex offender is now residing in the community. The complete information that the school district has received has been given to your building principal or your supervisor. A meeting will be arranged very quickly where the information will be shared with you. For your information, we receive information on two classes of sex offenders - level two offenders and level three offenders.

For a level two offender, the local police agency may disseminate information which may include the approximate address based on the sex offender's zip code, a photograph of the offender, background information including the offender's crime of conviction, modus of operation, type of victim targeted and the description of special conditions imposed on the offender.

For a level three offender, the local police agency may disseminate information which may include the sex offender's exact address, a photograph of the offender, background information including the offender's crime of conviction, modus of operation, type of victim targeted and the description of special conditions imposed on the offender. A level three offender is classified as a "sexually violent predator" who has been convicted of the most serious rape, sodomy and/or sexual abuse statutes.

You should continue to maintain your constant vigilance for the safety of our students. You should pay particular attention to strangers in and around the school and if you observe the sex offender in the vicinity of the school, you should immediately notify your supervisor or building principal. You or the supervisor should immediately contact the local police.

You should also rethink your existing practices to make sure that we continue to insure that students are appropriately supervised, that they are not placed in a position where there is no adult supervision, that strangers do not get into the school building without reporting to the school office, that strangers do not wander through the building without being stopped, and that delivery procedures for food and materials insure that staff members are present during the delivery. We believe that our current practices do emphasize student safety but we can always benefit by a periodic review of these procedures. We would also ask our teachers to reinforce those portions of the curriculum that deal with student safety - staying away from strangers, child abuse, etc.

Teachers should discuss with their principal whether, and to what extent, this information should be shared with students. Such determination should be based upon the age of the students, the nature of the offenses committed by the sexual offender, the modus of operation of the sexual offender, the type of victim targeted by the sexual offender, and other information considered pertinent by the staff member and the principal. No teacher should share this information without first discussing the issue with the principal. No support staff members should discuss this information with students since it is possible that an educational determination has been made not to share this information.

We are also sending a letter to parents and guardians informing them about the notification that we have received, and how we will continue to maintain our vigilance with respect to student safety.

Finally, if you receive requests for copies of the information from someone who is not a school employee, you should direct that person to contact the local police agency, contact the 900 number that is available to obtain information, or file a Freedom of Information Law (FOIL) request in accordance with school district policy. The board policy on Notification of Release of Sex Offenders specifically notes that if copies of materials received by the school district are to be released to the public, such release will only be made in accordance with the Freedom of Information Law.

If you should have any questions, please feel free to contact me.

DATE

Dear Parents and Guardians:

Recent changes in the law now provide that local law enforcement officials will, at their discretion, be notifying school administrators of sex offenders living or working in our school district. Such information may include the offender's address or zip code, photograph, crime of conviction, modus of operation, type of victim targeted and the description of any special conditions imposed on the offender. As of now we have not received such notification. However, if we receive actual notice that a sex offender is living or working in our district, we shall again advise you that we have actually received such notification and remind you how you can obtain additional information should you so desire.

Anytime that we receive this information, we promptly circulate the information to all staff members. We also remind them to maintain their vigilance with regard to the safety of our schools, but to pay even greater attention to strangers who may be in or near our schools. All staff members have been directed to check with their supervisor if they observe any suspicious person(s) in an area where children congregate, and to contact law enforcement agencies if a sex offender is so observed.

We have been, and continue to be, dedicated to the safety of our children while they are in our care. Our schools have strict sign in/sign out procedures for students and for visitors. All visitors are required to first report to the main office before they are allowed to go to any other part of the building. In addition, our school curriculum includes teaching personal safety procedures and stranger awareness skills. When and if we receive notification that a sex offender is living or working in our school district, our staff will be advised to reintegrate this material, to the extent possible, into their current lesson plans.

We encourage you to talk with your children about personal safety. Books and other resources are available from school staff upon request.

If and when we find out that such a sex offender is living or working in the community, specific information about such person can be obtained from the State Police, Troop C at Sidney. You may also call a 900 telephone line that has been established for the purpose of providing information with respect to certain sex offenders. Finally, if you wish to obtain a copy of the material provided to the school district, you may file a written request with the Records Access Officer in the District Office, in accordance with the provisions of the Freedom of Information Law.

Like you, we value the safety and security of your children who attend our school. You can be assured that we will continue to take responsible and appropriate measures to protect the safety and welfare of our students.

Very truly yours,

Superintendent of Schools

POLICY

2002

BP5686

Non-Instructional Business Operation

Public Access Defibrillation

The Gilbertsville-Mount Upton Central School District facilities are used by a wide variety of residents within the geographical area of the District. Its facilities are frequently used by not only elementary and secondary level students, but also by adults. Since many adults regularly utilize District facilities, the likelihood of sudden cardiac arrest must be considered. To address such a concern, and in light of the action of the Legislature of the State of New York in approving Chapter 552 of the Laws of 1998 authorizing the use of automated external defibrillators (AEDs), and Section 917 of Education Law mandating the placement of AEDs and the training of staff in the use and operation of AEDs in public school facilities, the District hereby determines that it is appropriate, in full conformance with the obligations established by Chapter 552, to provide AEDs in appropriate locations throughout the District.

To implement this policy, the Superintendent of Schools is hereby charged with developing appropriate administrative procedures to address at least the following elements:

- The development of an appropriate collaborative agreement with a selected emergency health care provider;
- The placement of and access to the AEDs;
- The determination of the appropriate number of staff who must be trained prior to the implementation of the program and insuring the appropriate training, and retraining, of staff members (at District expense) through a training course in the operation of an AED approved by a nationally recognized organization;
- The proper maintenance and testing of all AEDs according to the applicable standards of the manufacturer and any appropriate governmental agency;
- The proper reporting of every use of the AED to the local emergency medical services system or emergency communications center or emergency vehicle dispatch center, as appropriate, and the emergency health care provider with whom the District has a collaborative agreement;
- The proper notification of the Susquehanna Regional EMS Council of the existence, location and type of any AED on campus;
- The impact of possible liability of any trained staff who utilizes an AED and the impact of the Good Samaritan statute and District insurance on such actions;
- The integration of this policy into the District Building-level School Safety Plans as appropriate.

Procedures for Implementing the PAD Program

1. The District Physician will be the emergency health care provider with whom the District has entered into a collaborative agreement for medical control of the PAD program. Said agreement addresses, among other items;
 - a. Training standards the District must utilize;
 - b. Medical control protocols to be followed for the program, including notification of EMS providers; and
 - c. Quality control of every aspect of the PAD program, including recordkeeping of training, maintenance and inspection of AED's and related equipment, and reports of incidents of use of AED's.
2. A copy of such collaborative agreement, and any amendments or modifications thereto, shall be filed with the Susquehanna Regional EMS Council.
3. Only individuals properly trained in the use of the AED will be allowed and authorized by the District to use the District owned AEDs. Training in the use of an automated external defibrillator (AED) will be provided through the American Red Cross. Such training shall be provided at no cost to the employees designated by the District to receive such training or to any employee who volunteers to undergo such training.
4. School nurses will participate in the training program. Any other employee who volunteers, in writing, to participate in the training program shall be permitted to participate in the training program. Anyone who has been trained must participate in retraining every two years and maintain a current CPR certification.
5. One AED will be maintained in the cabinet on the wall across from the High School Gym, two in the PE office and one in the Health Office.

All staff will be notified of the presence of AEDs and that only properly trained individuals are authorized by the District to use them. The one AED will be kept in the cabinet in the hall. Staff members in the immediate area of the AEDs will be instructed by the appropriate Administrators and in writing to monitor AED cabinets for misuse.

6. Any person in charge of an activity requiring that an AED be available shall ensure that there is someone available who is trained in the use of an AED on site. If coverage cannot be scheduled, the activity must be cancelled or postponed.

7. In the event that an employee utilizes an AED in an emergency situation, such employee shall promptly notify the administrator in charge of the building. Said administrator shall immediately notify the local emergency services, the emergency health care provider, and the school nurse.
8. In conjunction with the training necessary to qualify in the use of an AED, the District shall also advise each employee who is participating in such training that “the operation of an automated external defibrillator pursuant to this section shall be considered first aid or emergency treatment for the purpose of any statute relating to liability”. [Public Health Law § 3000-a.4.(a)] The statute referenced by such section is commonly referred to as the Good Samaritan statute which states:

“Any person who voluntarily and without expectation of monetary compensation renders first aid or emergency treatment at the scene of an accident or other emergency outside a hospital, doctor’s office or any other place having proper and necessary medical equipment to a person who is unconscious, ill, or injured, shall not be liable for damages for the death of such person alleged to have occurred by reason of an act or omission in the rendering of such emergency treatment unless it is established that such injuries were or such death was caused by gross negligence on the part of such person.”

Additionally any employee who has been properly trained in the use of an AED and who utilizes an AED during the course of his/her employment shall be deemed “at the time of the accident or injury (to be) acting in the discharge of his duties within the scope of his employment or authorized volunteer duties and/or under the direction of the District” thereby placing the employee within the scope and protection of the defense and indemnification statutes relating to claims of negligence. Thus any employee who uses an AED is not liable, except for gross negligence.

POLICY

1993

5691

Non-Instructional/Business
Operations

SUBJECT: COMMUNICABLE DISEASES

The Board of Education directs the Superintendent or his/her designee to establish regulations and procedures for dealing with communicable diseases in ways that protect the health of both students and staff while minimizing the disruption of the education process.

Adopted: 7/6/93

POLICY

1993

5692

Non-Instructional/Business
Operations

SUBJECT: ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) AND/OR POSITIVE BLOOD TESTS TO THE HUMAN IMMUNODEFICIENCY VIRUS (HIV)

The Board of Education contends that a student shall not be denied the right to attend school or continue his/her education nor shall an employee be denied the right to continue his/her employment who has been diagnosed or identified as having Acquired Immune Deficiency Syndrome (AIDS) and/or positive blood tests for the antibodies to the Human Immunodeficiency Virus (HIV). The Board further contends that under current law and regulations, the disclosure of confidential AIDS and/or HIV-related information shall be strictly limited.

Administrative regulations and procedures shall be developed and implemented by the administration based on recommendations from the New York State Education Department and from consultation with appropriate professional and medical staff in the District.

The Superintendent shall also establish protocols for routine sanitary procedures for dealing with the cleaning and handling of body fluids in school, with special emphasis placed on staff awareness.

Confidentiality: Public Health Law,
Article 27-F

Adopted: 7/6/93

POLICY

1993

5710

Non-Instructional/Business
Operations

SUBJECT: TRANSPORTATION PROGRAM

It is the intent of the Board of Education to comply with the letter and spirit of the New York State Education Law; with the regulations of the Public Service Commission and of the Department of Transportation and with the Commissioner of Education's regulations and decisions pertinent to student transportation, and these shall govern any questions not covered by specific declaration of policy herein.

The purposes of the transportation program are to transport students to and from school, to transport them for extracurricular activities, to transport them on field trips, and to transport those requiring special services.

The Board of Education recognizes and assumes the responsibility for all aspects of the transportation of children wherein the health and safety of students are involved, for the Board of Education has a legal obligation to safeguard the welfare of bus-riding children. This implies that the Board is responsible for the safety of children transported and further implies that in no way shall education suffer as a result of transportation or lack of it.

Education Law Sections
3602(7) and 3635 et seq.

Adopted: 7/6/93

POLICY

1993

5711

Non-Instructional/Business
Operations

SUBJECT: TRANSPORTATION STAFF

The Board of Education recognizes the importance of the transportation staff in the operation of our School District, and will provide uniform, fair treatment to all within the department.

Adopted: 7/6/93

POLICY

1994

5720

Non-Instructional/Business
Operations

SUBJECT: BUS ROUTING

Designing bus routes is an administrative responsibility. Routing of buses will be reevaluated and reviewed on an annual basis and placed before the Board of Education for their approval. Requests to change previously authorized bus routes will not be considered unless compelling evidence is presented in support of the request for change.

Transportation services shall be provided to meet the needs of district students. Guidelines for this service will follow the requirements found in Education Law and the Regulations of the Commissioner of Education.

All questions having to do with student transportation should be directed to the Superintendent of Schools.

Revised and Adopted 6-21-94

POLICY

1993

5740

Non-Instructional/Business
Operations

SUBJECT: USE OF BUSES BY COMMUNITY GROUPS

Upon formal application to and approval by the Board of Education buses may be rented to a municipal corporation; to any senior citizen center recognized and funded by the office for the aging; to any not-for-profit organization serving the physically or mentally disabled; or, to any not-for-profit organization which provides recreational youth services or neighborhood recreation centers. Such rentals can be made only for times when vehicles are not needed for student transport and must be made for a consideration acceptable to the Board.

Education Law Section 1502

Adopted: 7/6/93

POLICY

2009

BP 5741

Non-Instructional Business Operations

SUBJECT: Transportation of District Residents

Providing there is adequate seating on the bus for students, District residents enrolled in education or training programs at the DCMO BOCES site may ride on scheduled bus runs from the school to the site.

The Superintendent shall develop Administrative Regulations necessary to implement this policy.

The Superintendent will make the final determination of an applicant's eligibility for transportation.

Education Law §1502

Adopted: October 6, 2009

Transportation of District Residents to BOCES

Residents of the Gilbertsville-Mount Upton Central School District enrolled in education or training programs at a DCMO BOCES site may apply for transportation to and from BOCES to the school.

Application should be made by letter to the Superintendent containing the following information:

- Complete name of applicant.
- Physical mailing address and telephone number.
- Program and course enrolled in and at which BOCES campus (Norwich or Sidney Center).

The Superintendent will make the final determination of an applicant's eligibility for transportation.

Adopted: October 6, 2009

POLICY

1993

5750

Non-Instructional/Business
Operations

SUBJECT: SCHOOL BUS SAFETY PROGRAM

The safe transportation of students to and from school is of primary concern in the administration of the school bus program. All state laws and regulations pertaining to the safe use of school buses shall be observed by drivers, students and school personnel.

To assure the safety and security of students boarding or exiting school buses on school property, it shall be unlawful for a driver of a vehicle to pass a stopped school bus when the red bus signal is in operation.

The Transportation Supervisor, in cooperation with the principals, has the responsibility of developing and publishing safety rules to be followed by drivers and passengers, including rules of student conduct. In order to ensure maximum safety to those riding school buses, it is necessary that students and drivers cooperate in this effort. There is no substitute for training to develop safe habits in pedestrian and vehicular traffic.

All buses and other vehicles owned and operated by the School District will have frequent safety inspections, and will be serviced regularly. The transportation supervisor will maintain a comprehensive record of all maintenance performed on each vehicle.

Every bus driver is required to report promptly any school bus accident involving death, injury, or property damage. All accidents, regardless of damage involved, must be reported at once to the Transportation Supervisor.

Education Law Section 3623
Commissioner's Regulations
Section 156.3
Vehicle and Traffic Law
Section 1174, subdivision a and b

Adopted: 7/6/93

POLICY

1993

5760

Non-Instructional/Business
Operations

SUBJECT: QUALIFICATIONS OF BUS DRIVERS

A person shall be qualified to operate a bus only if such person:

- a) Is at least twenty-one years of age;
- b) Has been issued a currently valid driver's license or permit which is valid for the operation of a bus in New York State;
- c) Has passed the bus driver physical examination administered pursuant to Commissioner's Regulations;
- d) Is not disqualified to drive a motor vehicle;
- e) Has on file at least three character references; and
- f) Has completed, or is scheduled to complete, State Education Department safety programs as required by law.

Special Requirements For New Bus Drivers

Before employing a new bus driver, the Superintendent or his/her designee shall:

- a) Require such person to pass a medical examination to drive a bus;
- b) Make an inquiry to the appropriate agency in every state in which the person resided, worked, and/or held a driver's license or learner's permit during the preceding three years;
- c) Investigate the person's employment record during the preceding three years;
- d) Request the department of Motor Vehicles to initiate a criminal history check;
- e) Require such person to submit to the mandated finger-printing procedure.

Section 509 Article 19-A of the
Vehicle and Traffic Law
Part 6 of the Rules and Regulations of
the Commissioner of Motor Vehicles
Commissioner's Regulations
Section 156.3

Adopted: 7/6/93