

**UNATEGO CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION AGENDA
MONDAY, JANUARY 2, 2024
EXEMPT SESSION
TO DISCUSS CSE RECOMMENDATIONS
6:30 P.M.
BOARD OF EDUCATION MEETING
CALLED TO ORDER
7:00 P.M.
UNATEGO MS/SR HIGH SCHOOL
ROOM #93**

1. ROUTINE MATTERS

- 1.1 Call to Order
- 1.2 Roll Call
- 1.3 Exempt Session
- 1.4 Return to Open Session
- 1.5 Roll Call
- 1.6 Pledge
- 1.7 Approve regular board meeting minutes of December 4, 2023
- 1.8 Approve special district meeting minutes of December 4, 2023
- 1.9 Adopt Agenda

2. PUBLIC COMMENT

3. PRESENTATIONS

- 3.1 High School Yearbook -
- 3.2 Administrators' Reports -
- 3.3 Business Manager's Report - Patti Loker
- 3.4 Superintendent's Report - Dr. David S. Richards

4. ADMINISTRATIVE ACTION

- 4.1 Policy #6190 Workplace Violence Prevention Policy (First Reading)
- 4.2 Warrants (Information Only)
- 4.3 Budget Status Reports (Information Only)
- 4.4 Approve Treasurer's Reports (1.2.24 G1)
- 4.5 Approve CSE Recommendations (1.2.24 G2)
- 4.6 Policy #5662 Meal Charge and Prohibition Against Meal Shaming (Second Reading, Adopt) (1.2.24 G3)
- 4.7 Policy #5663 School Meal Modification (Second Reading, Adopt) (1.2.24 G4)
- 4.8 Policy #6121 Sexual Harassment in the Workplace (Second Reading, Adopt) (1.2.24 G5)
- 4.9 Approve change order #005 (1.2.24 G6)
- 4.10 Approve change order #012 (1.2.24 G7)
- 4.11 Approve change order #013 (1.2.24 G8)
- 4.12 Approve surplus of unused/damaged items (1.2.24 G9)
- 4.13 Approve Kylie Mussaw as a volunteer Assistant Coach for JV Girl's Basketball (1.2.24 UC1)
- 4.14 Accept Michael Coffin's resignation as a bus driver (1.2.24 UC2)
- 4.15 Approve Kaleigh Barber's permanent appointment as keyboard specialist (1.2.24 UC3)
- 4.16 Approve Heather Ryder's permanent appointment as keyboard specialist (1.2.24 UC4)
- 4.17 Appoint Clara Carver to a probationary appointment as keyboard specialist (1.2.24 UC5)

- 4.18 Approve Jamie-Lyn Amatuccio's permanent appointment as keyboard specialist (1.2.24 UC6)
- 4.19 Appoint McKenzie Rutherford to a second provisional appointment as keyboard specialist (1.2.24 UC7)
- 4.20 Accept Grace Baker's resignation as a part-time lunch/recess aide (1.2.24 UC8)
- 4.21 Appoint Grace Baker to a probationary appointment as a full-time aide (1.2.24 UC9)
- 4.22 Appoint Abigail Bomba to a probationary appointment as a part-time lunch and recess aide (1.2.24 UC10)
- 4.23 Appoint Mallorie Bomba to a probationary appointment as a part-time lunch and recess aide (1.2.24 UC11)
- 4.24 Appoint Eliza Cechnicki as a teacher for Math Magicians and Book Club; elementary after school programs (1.2.24 C1)

5. PUBLIC COMMENT

6. ROUND TABLE DISCUSSION/QUESTIONS

7. EXECUTIVE SESSION (IF NECESSARY)

Upon a majority vote of its total membership, taken in open meeting pursuant to a motion identifying the general area of the subject or subjects to be considered, a public body may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys:

- A. matters which may imperil the public safety if disclosed;
- B. any matter which may disclose the identity of a law enforcement agent or informer;
- C. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- D. discussions regarding proposed, pending, or current litigation;
- E. collective negotiations pursuant to article fourteen of the civil service law;
- F. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation;
- G. the preparation, grading, or administration of examination; and
- H. the proposed acquisition, sale, or lease of real property or the proposed Acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof;
- I. any matter made confidential by federal or state law.

8. ADJOURN

Board Agenda 1.2.24

PG: 3

4.4

1.2.24 G1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Treasurer's Report as presented.

4.5

1.2.24 G2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve CSE Recommendations as presented.

4.6

1.2.24 G3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby adopt Policy #5662 Meal Charge and Prohibition Against Meal Shaming as presented.

4.7

1.2.24 G4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby adopt #5663 School Meal Modification as presented.

4.8

1.2.24 G5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby adopt Policy #6121 Sexual Harassment in the Workplace as presented.

4.9

1.2.24 G6

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Superintendent to sign change order #005 with Andrew R. Mancini Associates, Inc. in the amount of \$26,856.96 as presented.

4.10

1.2.24 G7

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Superintendent to sign change order #012 with Andrew R. Mancini Associates, Inc. in the amount of \$21,749.00 as presented.

4.11

1.2.24 G8

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Superintendent to sign change order #013 with Andrew R. Mancini Associates, Inc. in the amount of \$21,749.00 as presented.

4.12

1.2.24 G9

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the surplus of unused/damaged items as presented.

4.13

1.2.24 UC1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Kylie Mussaw as a volunteer Assistant Coach for JV Girl's Basketball as presented.

Board Agenda 1.2.24

PG: 4

4.14

1.2.24 UC2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Michael Coffin's resignation as a bus driver, effective December 26, 2023, as presented.

4.15

1.2.24 UC3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Kaleigh Barber's permanent appointment as keyboard specialist, effective January 22, 2024, as presented.

4.16

1.2.24 UC4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Heather Ryder's permanent appointment as keyboard specialist, effective January 19, 2024, as presented.

4.17

1.2.24 UC5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Clara Carver to a probationary appointment as keyboard specialist, effective January 3, 2024, to January 2, 2025, at a salary of \$27,690.

4.18

1.2.24 UC6

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Jamie-Lyn Amatuccio's permanent appointment as keyboard specialist, effective January 19, 2024, as presented.

4.19

1.2.24 UC7

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint McKenzie Rutherford to a second provisional appointment as keyboard specialist, pending civil service exam, at a rate of \$14.95 per/hr. effective January 3, 2024. (Replaces Kaleigh Barber)

4.20

1.2.24 UC8

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Grace Baker's resignation as a part-time lunch/recess aide, effective January 2, 2024, as presented.

4.21

1.2.24 UC9

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Grace Baker to a 52-week probationary appointment as a full-time aide, at a rate of \$15.00 per/hr., effective January 3, 2024, to January 2, 2025, as presented. (Replaces McKenzie Rutherford)

4.22

1.2.24 UC10

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Abigail Bomba to a 52-week probationary appointment as a part-time lunch and recess aide, at a rate of \$15.00 per/hr., effective January 3, 2024, to January 2, 2025, as presented.

Board Agenda 1.2.24

PG: 5

4.23

1.2.24 UC11

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Mallorie Bomba to a 52-week probationary appointment as a part-time lunch and recess aide, at a rate of \$15.00 per/hr., effective January 3, 2024, to January 2, 2025, as presented. (Replaces Grace Baker)

4.24

1.2.24 C1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Eliza Cechnicki as a teacher for elementary after school programs; Math Magicians and Book Club for the 2023-2024 school year as presented.

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY

The District is committed to the safety and security of our employees. Workplace violence presents a serious safety hazard to our staff, students and the entire school community.

Workplace violence is defined as any physical assault or act of aggressive behavior occurring where employees perform any work-related duty in the course of their employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without their consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

All employees are responsible for notifying their supervisor or the designated contact person (noted below) of any violent incidents or threatening behavior in the workplace, including threats they have witnessed or received, or have been told that another person has witnessed or received.

Designated Contact Person: School Business Manager Patti Loker
Title: Business Manager
Department: District
Phone: 607-988-5020
E-mail: ploker@unatego.stier.org

All acts of workplace violence will be promptly, and thoroughly investigated, and appropriate action will be taken, including contacting law enforcement where necessary.

The District employees, with the participation of authorized employee representatives, will develop and implement a Workplace Violence Prevention Program to comply with the applicable law and its implementing regulations. The Program will include:

- a. A statement regarding the risk factors present in the workplace;
- b. The methods the District will use to prevent incidents of violence in the workplace, including the specifically identified hazards;
- c. A system to report workplace violence incidents in writing;
- d. A written outline for employee training; and
- e. A plan for annual program review.

This policy will be posted where notices to employees are normally posted.

Ref: Labor Law §27-b
12 NYCRR §800.6

First Reading: January 2, 2024
Adoption date:

Internal Claims Auditor Report for Unatego Central School District

Warrant Report Month: November 23

Checks Audited: 161

Internal Claims Auditor: Debra A Walcy Paul M. Jotund

Discovered Condition	Internal Auditor Requested Corrective Action	Corrective Action Taken
FINDINGS:		
Incorrect Remit Address Incidents: 2	Verify & Correct Remit Address	Correction Done
<p>PO's should be completed prior to purchase or service: Otsego Co. Dept. of Social Services; Mary Imogene Bassett Hospital; Babcock Enterprises; DCMO BOCES; Oneonta Garage Doors LLC</p> <p>Total Incidents: 5</p>		

of Entries: 300

2.33 % of Findings to Entries

Recommendations & Reminders:



6678 County Road 32, Norwich, New York 13815-3554
(607) 335-1200 • FAX (607) 334-9848

To: Unatego Board Members
From: Patricia A. Loker
School Business Manager
Date: December 20, 2023
Re: Warrants for the January 2, 2023 meeting

Enclosed, please find the following November warrants for the January 2, 2023 meeting:

<u>FUND</u>	<u>#'s</u>
General Fund	29, 30, 31, 32, 33, 34
Trust & Agency	18, 19, 21, 23
School Lunch Fund	14, 15
Federal	10
Capital	12, 13, 14

pal/mls

cc Dr. David Richards

UNATEGO CENTRAL SCHOOL TREASURER'S REPORT

NOVEMBER 2023

	GENERAL FUND	CAFETERIA FUND	TRUST & AGENCY FUND	FEDERAL FUND	CAPITAL FUND	PAYROLL FUND	BENEFIT REIMB	DEBT SERVICE RESERVE
BEGINNING BALANCE	\$ 2,838,348.88	\$ 113,829.45	\$ 187,386.12	\$ 217,351.84	\$ 4,888,509.77	\$ 832.10	\$ 8,028.84	\$ 28,329.42
RECEIPTS	\$ 1,225,578.31	\$ 25,482.95	\$ 1,173,888.88	\$ 288,728.84	\$ 33.55	\$ 814,885.81	\$ 388.00	\$ 0.00
DISBURSEMENTS	\$ 1,880,123.78	\$ 88,876.42	\$ 1,172,844.17	\$ 142,264.81	\$ 178,912.59	\$ 814,885.58	\$ 1,362.88	\$ 0.00
ENDING BALANCE	\$ 2,111,793.21	\$ 73,435.98	\$ 188,322.83	\$ 363,815.87	\$ 3,883,030.82	\$ 833.33	\$ 6,871.88	\$ 28,329.42

Community General Reserve		
NY Class General	\$	8,481,821.88
NY Class Reserves		
NY Class Capital	\$	6,088,557.88
NY Class Debt Service	\$	24,835.82

I CERTIFY THAT THE BALANCES FOR THE FUNDS ABOVE ARE ACCURATE AND IN AGREEMENT

Patricia A. Loker, Business Mgr
 PATRICIA A. LOKER, SCHOOL BUSINESS MANAGER

UNATEGO CENTRAL SCHOOL

Treasurer's Report Summary

NOVEMBER 2023

	A200 GENERAL FUND	C200 SCHOOL LUNCH	F200 SPECIAL AID FUND	H200 CAPITAL FUND	TA200 TRUST & AGENCY
Opening balance	\$ 2,836,348.68	\$ 113,929.45	\$ 217,351.94	\$ 4,069,509.77	\$ 187,366.12
Receipts	1,225,578.31	25,482.95	289,728.04	33.55	1,175,600.68
Voided Checks	-	-	-	-	-
Total Receipts & Balance	\$ 4,061,926.99	\$ 139,412.40	\$ 507,079.98	\$ 4,069,543.32	\$ 1,362,966.80
Disbursements	1,950,133.78	65,975.42	142,264.81	176,512.50	1,172,644.17
Checking Acct. Balance	\$ 2,111,793.21	\$ 73,436.98	\$ 364,815.17	\$ 3,893,030.82	\$ 190,322.63
Reconciliation					
Bank Statement Balance	\$ 2,249,643.20	\$ 73,067.79	\$ 364,815.17	\$ 3,893,573.32	\$ 461,299.66
Plus: Bank Error	-	-	-	-	-
Plus: In Transit Deposits	-	369.19	-	-	-
Less: Outstanding Checks	137,849.99	-	-	542.50	270,977.03
Less: Outstanding Wires	-	-	-	-	-
Cash in Checking	\$ 2,111,793.21	\$ 73,436.98	\$ 364,815.17	\$ 3,893,030.82	\$ 190,322.63


 CBO BUSINESS MANAGER

Accountant

**TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL**

General Fund Checking

BALANCE ON HAND:	November 1, 2023		\$ 2,836,348.68
VOIDED CHECKS:			\$ -
RECEIPTS:	INTEREST		21.75
	BOCES (SUB REIMBURSEMENT, CK#116320)		\$120.00
	DAN WICKHAM TOURNAMENT ENTRY FEES		\$1,200.00
	HCCLAIMPMT NYS DOH		\$10,822.96
	NYS INS RECIP CK#0000034920 (COLLISION INV NO: DOL:11/6/23 2021 FRHT THOM BUS		\$3,281.88
	NYS OSC, ARP UPK FULL DAY 23-24		\$37,440.00
	NYS OSC, ESSER3/ LOST INSTR/SLR COMP/ TITLE IIA 23-24/ TITLE IV 23-24 GRT PMTS		\$149,583.00
	NYS OSC, GEN AID/VT		\$595,916.86
	NYS OSC, SLU/SBR OCT '23		\$18,368.00
	NYS OSC, SSU JUL'23		\$337.00
	NYS OSC, TITLE IA 23-24 INITIAL GRANT PMT		\$63,241.00
	NYS OSC, UPK 22-23 FINAL PYMT		\$49,462.00
	POSTAGE YEARBOOK MAILING		\$48.51
	REFUND OF BOCES AID		\$188,715.89
	SATURDAY SEMINAR		\$201.00
	SCHOOL TAXES		\$116,601.98
	UNATEGO YOUTH SPORTS ASSOCIATION (USE OF SPORTS FACILITIES, CK#497)		\$232.48
	DONATION FROM CAMPUS BOX MEDIA		\$85.00

TOTAL RECEIPTS \$ 1,225,678.31

RECEIPTS & BALANCE \$ 4,061,926.99

DISBURSEMENTS:	CHECKS	35361-35470		563,589.10
	WIRES			1,386,544.68

TOTAL DISBURSEMENTS \$ 1,950,133.78

\$ 2,111,793.21

BALANCE ON HAND: November 30, 2023

\$2,249,643.20

BANK BALANCE

PLUS: BANK ERROR

PLUS: IN TRANSIT DEPOSITS

137,849.99

LESS: OUTSTANDING CHECKS

LESS: OUTSTANDING WIRES

\$2,111,793.21

NET BALANCE IN BANK

January 2, 2024
DATE SUBMITTED


DISTRICT TREASURER

UNATEGO CSD

Bank Reconciliation for period ending on 11/30/2023



Account: Community Bank General Fund
Cash Account(s): A 200

Ending Bank Balance:		2,249,643.20
Outstanding Checks (See listing below):	-	137,849.99
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	.	0.00
<hr/>		
Adjusted Ending Bank Balance:		2,111,793.21
Cash Account Balance:		2,111,793.21

Outstanding Check Listing

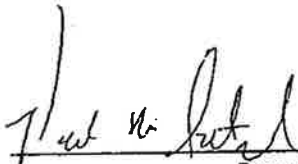
Check Date	Check Number	Payee	Amount
08/03/2023	35064	SCHOOL HEALTH CORPORATION	2,524.64
08/10/2023	35084	MUNSON BUILDING SUPPLY	325.63
10/26/2023	35358	SAANYS	1,736.30
11/02/2023	35379	KIM TRASK	20.00
11/09/2023	35405	UNATEGO CENTRAL SCHOOL	14.00
11/16/2023	35420	JENNIFER S POTRZEBA	118.49
11/16/2023	35425	THE RESEARCH FOUNDATION OF SUNY	60.00
11/22/2023	35431	AMAZON CAPITAL SERVICES	599.80
11/22/2023	35433	THE CITY OF ONEONTA	50.00
11/22/2023	35436	HARRIS MEMORIAL LIBRARY	49,554.81
11/22/2023	35442	UNADILLA PUBLIC LIBRARY	27,036.86
11/30/2023	35447	ADVANCE AUTO PARTS	284.33
11/30/2023	35448	AIRGAS USA, LLC.	47.62
11/30/2023	35449	THE ARC OTSEGO	500.00
11/30/2023	35451	FLEETPRIDE, INC.	410.89
11/30/2023	35452	FLINN SCIENTIFIC, INC.	351.41
11/30/2023	35453	FOUR WINDS HOSPITALS INC	1,050.00
11/30/2023	35454	GRAINGER	16.24
11/30/2023	35455	HILL & MARKES INC	646.20
11/30/2023	35456	MARY IMOGENE BASSETT HOSPITAL	450.00
11/30/2023	35457	NYS DEPT OF ENVIRONMENTAL CONSERVATION	330.00
11/30/2023	35458	NYSSMA	75.00
11/30/2023	35459	OCC MED WELL NOW	90.00
11/30/2023	35460	PENN POWER GROUP, LLC	152.90
11/30/2023	35461	PITNEY BOWES BANK INC PURCHASE POWER	500.00
11/30/2023	35462	PUTNAM PEST CONTROL	40.00
11/30/2023	35463	R. G. TIMBS, INC.	620.00
11/30/2023	35464	SPRINGBROOK NY, INC.	6,608.40
11/30/2023	35465	SYNERGY IT SOLUTIONS INC	7,657.31
11/30/2023	35466	TRI-COUNTY REFRIGERATION, INC.	34,800.00
11/30/2023	35467	TYPENEX MEDICAL, LLC	276.27
11/30/2023	35468	VILLAGE VARIETY, LTD.	68.39
11/30/2023	35469	WARD'S SCIENCE	41.30

UNATEGO CSD



Bank Reconciliation for period ending on 11/30/2023

Check Date	Check Number	Payee	Amount
11/30/2023	35470	WILLIAMS SCOTSMAN, INC	793.20
Outstanding Check Total:			137,849.99


Prepared By

Approved By

UNATEGO CSD



Trial Balance Report From 7/1/2023 - 11/30/2023

Account	Description	Debits	Credits	Balance
A 200	CASH - CHECKING	21,474,893.60	19,363,100.39	2,111,793.21
A 2002NYG	NY CLASS GENERAL	9,461,821.65	0.00	9,461,821.65
A 210	PETTY CASH	667.67	0.00	667.67
A 380	ACCOUNTS RECEIVABLE	55,311.57	48,408.51	6,903.06
A 391DEBT	DUE FROM DEBT SERVICE	263.25	0.00	263.25
A 391FED	DUE FROM FEDERAL FUND	751,162.54	249,885.25	501,277.29
A 391TA	DUE FROM TRUST & AGENCY	674,924.12	220,013.10	454,911.02
A 510	ESTIMATED REVENUES	22,916,719.00	0.00	22,916,719.00
A 521	ENCUMBRANCES	18,900,549.11	3,037,924.72	15,862,624.39
A 522	EXPENDITURES	5,977,157.69	100,684.36	5,876,473.33
A 599	APPROPRIATED FUND BALANCE	1,170,221.52	0.00	1,170,221.52
A 600	ACCOUNTS PAYABLE	130,687.75	130,702.75	15.00 CR
A 630CAP	DUE TO CAPITAL FUND	8,434,640.31	8,926,328.22	491,687.91 CR
A 630SL	DUE TO SCHOOL LUNCH FUND	146,283.30	146,593.15	309.85 CR
A 632	DUE TO TEACHER RETIREMENT	743,140.63	761,407.09	18,266.46 CR
A 814	WORKERS COMP. RESERVE	0.00	207,267.00	207,267.00 CR
A 815	UNEMPLOYMENT INSURANCE RESERVE	0.00	98,700.00	98,700.00 CR
A 821	RESERVE FOR ENCUMBRANCES	3,037,924.72	18,900,549.11	15,862,624.39 CR
A 827	RETIREMENT CONTRIBUTION RESERVE	0.00	658,638.00	658,638.00 CR
A 828	TRS RETIREMENT RESERVE	0.00	494,200.00	494,200.00 CR
A 862	LIABILITY RESERVE	0.00	45,000.00	45,000.00 CR
A 867	EMPLOYEE LIABILITY RESERVE	0.00	343,234.70	343,234.70 CR
A 878	CAPITAL RESERVE	0.00	1,800,000.00	1,800,000.00 CR
A 878.2	CAPITAL RESERVE - New 2022	0.00	1,000,000.00	1,000,000.00 CR
A 882	RESERVE FOR REPAIRS	0.00	499,299.00	499,299.00 CR
A 914	ASSIGNED APPROPRIATED FUND BAL	0.00	825,000.00	825,000.00 CR
A 915	ASSIGNED UNAPPROPRIATED FUND BAL	0.00	15,771.52	15,771.52 CR
A 917	UNASSIGNED FUND BALANCE	15,771.52	2,721,531.08	2,705,759.56 CR
A 960	APPROPRIATIONS	0.00	24,086,940.52	24,086,940.52 CR
A 980	REVENUES	92,109.98	9,303,071.46	9,210,961.48 CR
A Fund Totals:		93,984,249.93	93,984,249.93	0.00
Grand Totals:		93,984,249.93	93,984,249.93	0.00

UNATEGO CSD



Revenue Status Report By Function From 7/1/2023 To 11/30/2023

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>A 1001</u>	REAL PROPERTY TAXES	7,673,829.16	0.00	7,673,829.16	5,996,125.85	1,677,703.31
<u>A 1081</u>	PAYMENT IN LIEU OF TAXES (PILOT)	2,700.00	0.00	2,700.00	2,868.00	-168.00
<u>A 1090</u>	INTEREST ON PROPERTY TAXES	23,000.00	0.00	23,000.00	7,229.39	15,770.61
<u>A 1120</u>	NON-PROPERTY TAX DISTRIBUTION BY COUNTIES	1,400.00	0.00	1,400.00	0.00	1,400.00
<u>A 1310</u>	DAY SCHOOL TUITION FOR INDIVIDUAL	35,000.00	0.00	35,000.00	10,823.53	24,176.47
<u>A 1335</u>	OTHER STUDENT FEES & CHARGES	1,000.00	0.00	1,000.00	980.41	19.59
<u>A 1336</u>	AFTER SCHOOL FEES	0.00	0.00	0.00	6,036.00	-6,036.00
<u>A 1410.DW</u>	ADMISSIONS-DAN WICKHAM	6,000.00	0.00	6,000.00	1,500.00	4,500.00
<u>A 2401</u>	INTEREST AND EARNINGS	130,000.00	0.00	130,000.00	154,919.52	-24,919.52
<u>A 2401..1</u>	INTEREST EARNEDITA & PAYROLL ACCT	0.00	0.00	0.00	3.87	-3.87
<u>A 2650</u>	SALE OF SCRAP & EXCESS MATERIALS	0.00	0.00	0.00	128.40	-128.40
<u>A 2680.BUS</u>	INSURANCE RECOVERIES/BUS	0.00	0.00	0.00	3,281.88	-3,281.88
<u>A 2701</u>	REFUND OF BOCES AIDED SERVICES	180,000.00	0.00	180,000.00	185,135.38	-5,135.38
<u>A 2703</u>	REFUND OF PRIOR YEAR EXPENSE	0.00	0.00	0.00	12,688.84	-12,688.84
<u>A 2705</u>	GIFTS AND DONATIONS	0.00	0.00	0.00	2,849.40	-2,849.40
<u>A 2770</u>	OTHER UNCLASSIFIED REVENUES	22,000.00	0.00	22,000.00	1,616.63	20,383.37
<u>A 3101</u>	BASIC FORMULA AID	12,950,787.60	0.00	12,950,787.60	1,261,663.15	11,689,124.45
<u>A 3101..1</u>	EXCESS COST AID	169,000.00	0.00	169,000.00	0.00	169,000.00
<u>A 3102</u>	LOTTERY AID	0.00	0.00	0.00	924,373.60	-924,373.60
<u>A 3102..B</u>	VLT LOTTERY GRANT(VIDEO LOT TERMINAL)	0.00	0.00	0.00	172,894.67	-172,894.67
<u>A 3102.CAN.NA.BIS</u>	CANNABIS REVENUE AID	0.00	0.00	0.00	1,985.47	-1,985.47
<u>A 3102.MOS.PT</u>	MOBILE SPORTS WAGERING REVENUE AID	0.00	0.00	0.00	433,830.63	-433,830.63
<u>A 3103</u>	BOCES AID	1,612,098.24	0.00	1,612,098.24	0.00	1,612,098.24
<u>A 3260</u>	TEXTBOOK AID	58,120.00	0.00	58,120.00	11,925.00	46,195.00
<u>A 3262.B</u>	COMPUTER HARDWARE AID	16,784.00	0.00	16,784.00	0.00	16,784.00
<u>A 4601</u>	MEDICAID	35,000.00	0.00	35,000.00	18,101.86	16,898.14
A Totals:		22,916,719.00	0.00	22,916,719.00	9,210,961.48	13,705,757.52
Grand Totals:		22,916,719.00	0.00	22,916,719.00	9,210,961.48	13,705,757.52

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1010.400</u>	BOE CONTRACTUAL	3,900.00	0.00	3,900.00	43.95	300.00	3,556.05
<u>A 1010.450</u>	BOE GENERAL SUPPLIES	500.00	0.00	500.00	130.99	0.00	369.01
<u>A 1010.490</u>	BOE BOCES SERVICES	3,514.00	0.00	3,514.00	470.80	2,383.20	660.00
1010	BOARD OF EDUCATION	7,914.00	0.00	7,914.00	645.74	2,683.20	4,585.06
<u>A 1040.160</u>	CLASSIFIED SALARIES-DISTRICT CLERK	4,055.00	0.00	4,055.00	2,924.76	2,372.39	-1,242.15
1040	DISTRICT CLERK	4,055.00	0.00	4,055.00	2,924.76	2,372.39	-1,242.15
<u>A 1060.400</u>	DISTRICT MEETING CONTRACTUAL	2,200.00	0.00	2,200.00	0.00	1,400.00	800.00
1060	DISTRICT MEETING	2,200.00	0.00	2,200.00	0.00	1,400.00	800.00
10		14,169.00	0.00	14,169.00	3,570.50	6,455.59	4,142.91
<u>A 1240.150</u>	CERTIFIED SALARIES	185,000.00	0.00	185,000.00	78,269.18	106,730.82	0.00
<u>A 1240.160</u>	CLASSIFIED SALARIES	47,097.00	0.00	47,097.00	18,898.00	25,769.85	2,429.15
<u>A 1240.400</u>	MISCELLANEOUS CONTRACTUAL	3,800.00	0.00	3,800.00	3,069.00	208.00	523.00
<u>A 1240.450</u>	GENERAL SUPPLIES	2,000.00	0.00	2,000.00	14.00	0.00	1,986.00
1240	CHIEF SCHOOL ADMINISTRATOR	237,897.00	0.00	237,897.00	100,250.18	132,708.67	4,938.15
12		237,897.00	0.00	237,897.00	100,250.18	132,708.67	4,938.15
<u>A 1310.160</u>	CLASSIFIED SALARIES	131,589.00	0.00	131,589.00	52,863.47	68,591.53	10,134.00
<u>A 1310.400</u>	MISCELLANEOUS CONTRACTUAL	6,000.00	0.00	6,000.00	1,195.47	2,509.81	2,294.72
<u>A 1310.450</u>	GENERAL SUPPLIES	2,000.00	0.00	2,000.00	1,003.65	845.60	150.75
<u>A 1310.490</u>	BOCES SERVICES-FINANCIAL	276,947.25	0.00	276,947.25	51,670.30	212,381.11	12,895.84
1310	BUSINESS ADMINISTRATION	416,536.25	0.00	416,536.25	106,732.89	284,328.05	25,475.31
<u>A 1320.400</u>	MISCELLANEOUS CONTRACTUAL	27,000.00	0.00	27,000.00	13,475.00	13,525.00	0.00
1320	AUDITING	27,000.00	0.00	27,000.00	13,475.00	13,525.00	0.00
<u>A 1325.160</u>	CLASSIFIED SALARIES	54,008.00	0.00	54,008.00	21,782.64	29,703.66	2,521.70
<u>A 1325.450</u>	GENERAL SUPPLIES	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
1325	TREASURER	57,008.00	0.00	57,008.00	21,782.64	29,703.66	5,521.70
<u>A 1330.160</u>	CLASSIFIED SALARIES	4,000.00	0.00	4,000.00	1,448.50	0.00	2,551.50
<u>A 1330.400</u>	MISCELLANEOUS CONTRACTUAL	3,300.00	0.00	3,300.00	1,832.61	2,517.39	-1,050.00
<u>A 1330.450</u>	GENERAL SUPPLIES	500.00	0.00	500.00	300.00	0.00	200.00
1330	TAX COLLECTOR	7,800.00	0.00	7,800.00	3,581.11	2,517.39	1,701.50
<u>A 1345.490</u>	BOCES - DCMO	6,319.00	0.00	6,319.00	1,263.72	5,054.86	0.42
1345	PURCHASING	6,319.00	0.00	6,319.00	1,263.72	5,054.86	0.42
<u>A 1380.400</u>	MISCELLANEOUS CONTRACTUAL	5,000.00	0.00	5,000.00	1,082.50	1,917.50	2,000.00
1380	FISCAL AGENT FEE	5,000.00	0.00	5,000.00	1,082.50	1,917.50	2,000.00

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
13		519,663.25	0.00	519,663.25	147,917.86	337,046.46	34,698.93
A 1420.400	MISCELLANEOUS CONTRACTUAL	30,000.00	0.00	30,000.00	3,110.74	26,889.26	0.00
A 1420.490	BOCES SERVICES - DCMO	0.00	0.00	0.00	0.00	319.64	-319.64
1420	LEGAL	30,000.00	0.00	30,000.00	3,110.74	27,208.90	-319.64
A 1430.400	MISCELLANEOUS CONTRACTUAL	10,000.00	3,000.00	13,000.00	1,762.70	8,590.00	2,647.30
A 1430.490	BOCES SERVICES - DCMO	50,231.00	0.00	50,231.00	11,038.26	64,451.94	-25,259.20
1430	PERSONNEL	60,231.00	3,000.00	63,231.00	12,800.96	73,041.94	-22,611.90
A 1460.490	BOCES SERVICES-RECORD RETENTION	30,000.00	0.00	30,000.00	2,526.80	10,107.20	17,366.00
1460	RECORDS MANAGEMENT OFFICER	30,000.00	0.00	30,000.00	2,526.80	10,107.20	17,366.00
A 1480.490	BOCES SERVICES	40,481.00	0.00	40,481.00	8,120.09	42,073.91	-9,713.00
1480	PUBLIC INFORMATION & SERVICES	40,481.00	0.00	40,481.00	8,120.09	42,073.91	-9,713.00
14		160,712.00	3,000.00	163,712.00	26,558.59	152,431.95	-15,278.54
A 1620.160	CLASSIFIED SALARIES	309,626.00	0.00	309,626.00	110,366.74	158,627.20	40,632.06
A 1620.162	CLASSIFIED SALARIES: OVERTIME	28,000.00	0.00	28,000.00	6,497.75	12,157.28	9,344.97
A 1620.163	CLASSIFIED SALARIES: SUBSTITUTES	36,000.00	0.00	36,000.00	19,432.70	4,271.25	12,296.05
A 1620.200	EQUIPMENT	95,000.00	0.00	95,000.00	0.00	71,516.31	23,483.69
A 1620.400	MISCELLANEOUS CONTRACTUAL	148,300.00	11,650.00	159,950.00	64,041.94	98,558.58	-2,650.52
A 1620.401	HEALTH AND SAFETY	2,000.00	2,524.64	4,524.64	2,524.64	0.00	2,000.00
A 1620.450	GENERAL SUPPLIES	144,963.00	964.58	145,927.58	21,178.50	70,203.75	54,545.33
A 1620.463	REFUSE REMOVAL	13,000.00	0.00	13,000.00	3,795.92	9,266.52	-62.44
A 1620.473-2	WATER-UNADILLA	3,000.00	0.00	3,000.00	348.08	2,651.92	0.00
A 1620.477-2	ELECTRIC-UNADILLA	45,000.00	0.00	45,000.00	11,786.87	33,213.13	0.00
A 1620.477-3	ELECTRIC-HIGH SCHOOL	80,000.00	0.00	80,000.00	27,177.91	52,822.09	0.00
A 1620.554-3	HEATING FUEL-HIGH SCHOOL	135,200.00	0.00	135,200.00	25,267.95	109,932.05	0.00
A 1620.555-2	BOTTLED GAS-UNADILLA	63,000.00	0.00	63,000.00	4,949.23	57,666.65	384.12
A 1620.555-3	BOTTLED GAS-HIGH SCHOOL	4,000.00	0.00	4,000.00	2,712.96	1,287.04	0.00
A 1620.571	GAS AND FUEL	2,000.00	0.00	2,000.00	1,924.19	75.81	0.00
1620	OPERATION OF PLANT	1,109,089.00	15,139.22	1,124,228.22	302,005.38	682,249.58	139,973.26
A 1621.160	CLASSIFIED SALARIES	296,505.00	0.00	296,505.00	105,848.88	143,521.20	47,134.92
A 1621.162	CLASSIFIED SALARIES: OVERTIME	5,000.00	0.00	5,000.00	2,031.54	6,034.17	-3,065.71
A 1621.400	MISCELLANEOUS CONTRACTUAL	7,000.00	0.00	7,000.00	0.00	0.00	7,000.00
A 1621.450	GENERAL SUPPLIES	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
1621	MAINTENANCE OF PLANT	313,505.00	0.00	313,505.00	107,880.42	149,555.37	56,069.21

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A 1670.400	CONTRACTUAL	13,000.00	0.00	13,000.00	5,674.35	7,320.65	5.00
A 1670.450	MATERIALS & SUPPLIES	30,000.00	0.00	30,000.00	4,300.54	16,199.46	9,500.00
A 1670.490	BOCES	200,000.00	0.00	200,000.00	20,200.00	80,800.00	99,000.00
1670	CENTRAL PRINTING & MAILING *	243,000.00	0.00	243,000.00	30,174.89	104,320.11	108,505.00
A 1680.490	BOCES SERVICES - BROOME-TIOGA	660,295.73	0.00	660,295.73	134,749.68	536,270.46	-10,724.41
1680	CENTRAL DATA PROCESSING *	660,295.73	0.00	660,295.73	134,749.68	536,270.46	-10,724.41
16	**	2,325,889.73	15,139.22	2,341,028.95	574,810.37	1,472,395.52	293,823.06
A 1910.454	LIABILITY AND BOND INSURANCE	78,000.00	0.00	78,000.00	60,223.00	11,500.00	6,277.00
A 1910.455	STUDENT ACCIDENT	8,000.00	0.00	8,000.00	6,831.68	0.00	1,168.32
1910	UNALLOCATED INSURANCE *	86,000.00	0.00	86,000.00	67,054.68	11,500.00	7,445.32
A 1920.400	SCHOOL ASSOCIATION DUES	9,500.00	0.00	9,500.00	8,246.00	0.00	1,254.00
1920	SCHOOL ASSOCIATION DUES *	9,500.00	0.00	9,500.00	8,246.00	0.00	1,254.00
A 1981.490	BOCES SERVICES - DCMO	193,474.00	0.00	193,474.00	38,694.72	154,778.89	0.39
1981	BOCES ADMINISTRATIVE COSTS *	193,474.00	0.00	193,474.00	38,694.72	154,778.89	0.39
A 1983.490	BOCES CAPITAL EXPENSES	312,225.00	0.00	312,225.00	62,444.92	249,779.70	0.38
1983	BOCES CAPITAL EXPENSES *	312,225.00	0.00	312,225.00	62,444.92	249,779.70	0.38
19	**	601,199.00	0.00	601,199.00	176,440.32	416,058.59	8,700.09
1	***	3,859,529.98	18,139.22	3,877,669.20	1,029,547.82	2,517,096.78	331,024.60
A 2020.150	CERTIFIED SALARIES	365,549.00	0.00	365,549.00	154,313.97	207,019.03	4,216.00
A 2020.160	CLASSIFIED SALARIES	145,285.00	0.00	145,285.00	57,084.96	89,814.38	-1,614.34
A 2020.160-SC	CLASSIFIED SALARIES: SUB-REG	7,300.00	0.00	7,300.00	2,215.20	6,741.96	-1,657.16
A 2020.163	CLASSIFIED SALARIES-SUB CLERICAL	2,000.00	0.00	2,000.00	812.95	694.98	492.07
A 2020.400	MISC CONTRACTUAL	1,000.00	1,120.46	2,120.46	1,120.46	1,120.46	-120.46
A 2020.400-2	MISC CONTRACTUAL-UNADILLA	1,400.00	0.00	1,400.00	600.00	0.00	800.00
A 2020.400-3	MISC CONTRACTUAL-HIGH SCHOOL	2,800.00	0.00	2,800.00	600.00	0.00	2,200.00
A 2020.400-4	MISC CONTRACTUAL - JUNIOR HIGH	1,300.00	0.00	1,300.00	536.30	0.00	763.70
A 2020.450-2	GENERAL SUPPLIES-UNADILLA	2,500.00	0.00	2,500.00	552.37	100.00	1,847.63
A 2020.450-3	GENERAL SUPPLIES-HIGH SCHOOL	3,000.00	0.00	3,000.00	994.52	347.43	1,658.05
A 2020.450-4	GENERAL SUPPLIES-JR HIGH	2,000.00	0.00	2,000.00	314.30	42.74	1,642.96
A 2020.490	BOCES SERVICES - DCMO	8,370.00	0.00	8,370.00	1,652.89	5,109.11	1,608.00
2020	SUPERVISION-REGULAR SCHOOL *	542,504.00	1,120.46	543,624.46	220,797.92	310,990.09	11,836.45
A 2060.490	RESEARCH, PLANNING, EVALUATION	1,982.82	0.00	1,982.82	396.56	1,586.26	0.00
2060	RESEARCH, PLANNING & EVALUAT *	1,982.82	0.00	1,982.82	396.56	1,586.26	0.00

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<u>A 2070.400</u>	MISCELLANEOUS CONTRACTUAL	25,000.00	0.00	25,000.00	3,813.12	3,475.00	17,711.88
<u>A 2070.400-2</u>	CONFERENCES-UNADILLA	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 2070.400-3</u>	CONFERENCES-SR HIGH	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 2070.400-4</u>	CONFERENCES - JUNIOR HIGH	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 2070.490</u>	BOCES SERVICES - DCMO INSERVICE TRAINING	21,627.00	0.00	21,627.00	3,420.92	13,374.44	4,831.64
2070	INSERVICE TRAINING-INSTRUCTION *	49,627.00	0.00	49,627.00	7,234.04	16,849.44	25,543.52
20	**	594,113.82	1,120.46	595,234.28	228,428.52	329,425.79	37,379.97
<u>A 2110.120</u>	CERTIFIED SALARIES: K-6	1,838,426.00	0.00	1,838,426.00	411,597.74	1,241,016.02	185,812.24
<u>A 2110.121</u>	CERTIFIED SALARIES: LTA'S - K-6	177,535.00	0.00	177,535.00	2,843.06	8,219.31	166,472.63
<u>A 2110.130</u>	CERTIFIED SALARIES: 7-12	2,196,906.00	-6,500.00	2,190,406.00	496,044.10	1,530,025.41	164,336.49
<u>A 2110.132</u>	CERTIFIED SALARIES: AIS/AE	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
<u>A 2110.132-CS</u>	CERTIFIED SALARIES: COMMUNITY SCHOOLS/AFTERSCHOOL	28,000.00	0.00	28,000.00	0.00	0.00	28,000.00
<u>A 2110.140</u>	SUBSTITUTES-TEACHERS	160,000.00	0.00	160,000.00	28,393.75	152,579.46	-20,973.21
<u>A 2110.161</u>	CLASSIFIED SALARIES: AIDES	122,737.00	0.00	122,737.00	31,702.53	98,627.21	-7,592.74
<u>A 2110.163</u>	SUBSTITUTES-AIDES	40,000.00	0.00	40,000.00	10,540.64	31,941.82	-2,482.46
<u>A 2110.200-CS</u>	EQUIPMENT - COMMUNITY SCHOOLS	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
<u>A 2110.400</u>	CONTRACTUAL EXPENSE	70,989.00	0.00	70,989.00	94,495.01	0.00	-23,506.01
<u>A 2110.400-2</u>	CONTRACTUAL EXPENSE-UNADILLA	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
<u>A 2110.400-3</u>	CONTRACTUAL EXPENSE-HIGH SCHOOL	8,000.00	0.00	8,000.00	999.71	5,176.24	1,824.05
<u>A 2110.400-4</u>	CONTRACTUAL EXPENSE-JUNIOR HIGH	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 2110.450-2</u>	MATERIALS/SUPPLIES-UNADILLA	16,000.00	4,500.00	20,500.00	16,986.80	2,400.87	1,112.33
<u>A 2110.450-3</u>	MATERIALS/SUPPLIES-HIGH SCHOOL	20,000.00	5,644.00	25,644.00	19,767.49	5,785.54	90.97
<u>A 2110.450-4</u>	MATERIALS/SUPPLIES/JR HIGH	12,000.00	0.00	12,000.00	7,731.28	4,111.69	157.03
<u>A 2110.450-CS</u>	COMMUNITY SCHOOLS/SUPPLIES	22,000.00	-5,000.00	17,000.00	8,190.25	1,534.17	7,275.58
<u>A 2110.471</u>	TUITION PAYMENTS PUBLIC	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
<u>A 2110.472</u>	TUITION PAYMENTS PRIVATE	3,000.00	1,824.00	4,824.00	798.00	3,026.00	1,000.00
<u>A 2110.480-0</u>	HDCVR-TXTBKS PBKS	44,503.00	0.00	44,503.00	24,091.91	1,538.61	18,872.48
<u>A 2110.490</u>	BOCES - DCMO	219,866.00	0.00	219,866.00	35,498.11	181,562.19	2,805.70
2110	TEACHING-REGULAR SCHOOL *	5,050,962.00	468.00	5,051,430.00	1,189,680.38	3,267,544.54	594,205.08
21	**	5,050,962.00	468.00	5,051,430.00	1,189,680.38	3,267,544.54	594,205.08
<u>A 2250.150</u>	CERTIFIED SALARIES	777,956.00	0.00	777,956.00	230,382.13	497,894.37	49,679.50
<u>A 2250.151</u>	CERTIFIED SALARIES - LTA's	0.00	0.00	0.00	7,686.82	26,293.84	-33,980.66

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A 2250.153	CERTIFIED SALARIES - SUB SPEC ED LTA'S	0.00	0.00	0.00	213.00	0.00	-213.00
A 2250.160	CLASSIFIED SALARIES	527,264.00	0.00	527,264.00	159,546.02	356,520.29	11,197.69
A 2250.161	CLASSIFIED SALARIES: SUBS/AIDES	0.00	0.00	0.00	1,068.93	837.20	-1,906.13
A 2250.163	CLASSIFIED SALARIES: SPEC ED SUBS/AIDES	0.00	0.00	0.00	413.16	976.93	-1,390.09
A 2250.400	CONTRACTUAL EXPENSES	100,000.00	-5,000.00	95,000.00	22,032.17	54,915.78	18,052.05
A 2250.450	GENERAL SUPPLIES	5,000.00	74.22	5,074.22	2,863.23	1,826.55	384.44
A 2250.471	TUITION PAYMENTS	165,121.00	0.00	165,121.00	0.00	165,000.00	121.00
A 2250.472	TUITION PAYMENTS	173,122.00	0.00	173,122.00	64,562.96	48,005.37	60,553.67
A 2250.490	BOCES - DCMO	1,944,548.20	0.00	1,944,548.20	365,446.82	1,381,911.15	197,190.23
2250	PROGRAMS-STUDENTS W/ DISABIL	3,693,011.20	-4,925.78	3,688,085.42	854,215.24	2,534,181.48	299,688.70
A 2280.490	BOCES SERVICES - DCMO	600,684.00	0.00	600,684.00	122,454.87	489,819.49	-11,590.36
2280	OCCUPATIONAL EDUCATION	600,684.00	0.00	600,684.00	122,454.87	489,819.49	-11,590.36
22		4,293,695.20	-4,925.78	4,288,769.42	976,670.11	3,024,000.97	288,098.34
A 2330.490	BOCES SERVICES	9,600.00	0.00	9,600.00	1,751.00	7,004.00	845.00
2330	TEACHING-SPECIAL SCHOOLS	9,600.00	0.00	9,600.00	1,751.00	7,004.00	845.00
23		9,600.00	0.00	9,600.00	1,751.00	7,004.00	845.00
A 2610.150	CERTIFIED SALARIES	45,000.00	0.00	45,000.00	11,043.72	27,609.28	6,347.00
A 2610.151	CERTIFIED SALARIES LTA'S	24,020.00	0.00	24,020.00	0.00	0.00	24,020.00
A 2610.450-1	MATERIALS & SUPPLIES-ELEMENTARY	5,000.00	0.00	5,000.00	282.81	1,320.44	3,396.75
A 2610.450-2	MATERIALS & SUPPLIES-SECONDARY	5,000.00	70.01	5,070.01	88.19	190.00	4,791.82
A 2610.450-3	MATERIALS & SUPPLIES-HIGH SCHOOL	0.00	0.00	0.00	30.95	0.00	-30.95
A 2610.460-1	LIBRARY AV LOAN-ELEMENTARY	2,841.00	0.00	2,841.00	0.00	0.00	2,841.00
A 2610.460-2	LIBRARY AV LOAN-SECONDARY	2,841.00	0.00	2,841.00	0.00	2,717.40	123.60
A 2610.490	BOCES SERVICES - DCMO	69,145.00	0.00	69,145.00	13,829.00	55,316.00	0.00
2610	SCHOOL LIBRARY & AUDIOVISUAL	153,847.00	70.01	153,917.01	25,274.67	87,153.12	41,489.22
A 2630.151	CERTIFIED SALARIES - LTA'S	30,822.00	0.00	30,822.00	6,657.54	21,082.46	3,082.00
A 2630.220	STATE AIDED HARDWARE	16,784.00	-10,000.00	6,784.00	0.00	1,270.20	5,513.80
A 2630.400	MISCELLANEOUS CONTRACTUAL	1,000.00	0.00	1,000.00	7,657.31	30,629.26	-37,286.57
A 2630.450	COMPUTER MATERIALS & SUPPLIES	5,000.00	3,023.80	8,023.80	3,423.94	4,000.00	599.86
A 2630.460	STATE AIDED SOFTWARE	13,617.00	10,000.00	23,617.00	22,875.00	355.00	387.00
A 2630.490	BOCES-COMPUTER ASSISTED INSTRUCTION	177,413.00	0.00	177,413.00	36,241.87	147,634.13	-6,463.00
2630	COMPUTER ASSISTED INSTRUCTION	244,636.00	3,023.80	247,659.80	76,855.66	204,971.05	-34,166.91

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 11/30/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
26		398,483.00	3,093.81	401,576.81	102,130.33	292,124.17	7,322.31
<u>A 2810.150</u>	CERTIFIED SALARIES	266,335.00	0.00	266,335.00	74,488.62	173,953.32	17,893.06
<u>A 2810.160</u>	CLASSIFIED SALARES	39,946.00	0.00	39,946.00	18,010.91	23,080.96	-1,145.87
<u>A 2810.450-2</u>	MATERIALS & SUPPLIES-UNADILLA	200.00	0.00	200.00	81.03	0.00	118.97
<u>A 2810.450-3</u>	MATERIALS & SUPPLIES-HIGH SCHOOL	700.00	0.00	700.00	708.50	0.00	-8.50
2810	GUIDANCE-REGULAR SCHOOL	307,181.00	0.00	307,181.00	93,289.06	197,034.28	16,857.66
<u>A 2815.160</u>	CLASSIFIED SALARIES	119,111.00	0.00	119,111.00	30,264.68	77,661.24	11,185.08
<u>A 2815.163</u>	CLASSIFIED SALARIES: SUBSTITUTES	3,000.00	-500.00	2,500.00	7,542.50	2,353.75	-7,396.25
<u>A 2815.400</u>	MISC CONTRACTUAL	1,400.00	0.00	1,400.00	340.00	0.00	1,060.00
<u>A 2815.450-2</u>	MATERIALS & SUPPLIES-UNADILLA	1,300.00	500.00	1,800.00	1,401.72	374.09	24.19
<u>A 2815.450-3</u>	MATERIALS & SUPPLIES-HIGH SCHOOL	700.00	0.00	700.00	296.89	141.93	261.18
2815	HEALTH SERVICES-REGULAR SCHOOL	125,511.00	0.00	125,511.00	39,845.79	80,531.01	5,134.20
<u>A 2820.150</u>	CERTIFIED SALARIES	88,112.00	0.00	88,112.00	26,055.98	62,937.14	-881.12
<u>A 2820.450</u>	GENERAL SUPPLIES	5,300.00	0.00	5,300.00	1,008.78	83.62	4,207.60
2820	PSYCHOLOGICAL SRVC-REG SCHOOL	93,412.00	0.00	93,412.00	27,064.76	63,020.76	3,326.48
<u>A 2825.150</u>	CERTIFIED SALARIES-SOCIAL WORKER	61,126.00	0.00	61,126.00	0.00	0.00	61,126.00
2825	SOCIAL WORK SRVC-REG SCHOOL	61,126.00	0.00	61,126.00	1,930.89	103,135.08	-41,640.97
<u>A 2850.150</u>	CERTIFIED SALARIES	63,425.00	0.00	63,425.00	0.00	0.00	6,200.00
<u>A 2850.160</u>	CLASSIFIED SALARIES	6,200.00	0.00	6,200.00	0.00	0.00	20.00
<u>A 2850.400</u>	MISCELLANEOUS CONTRACTUAL	500.00	0.00	500.00	480.00	0.00	500.00
<u>A 2850.450</u>	GENERAL SUPPLIES	500.00	0.00	500.00	0.00	0.00	500.00
2850	CO-CURRICULAR ACTIV-REG SCHL	70,625.00	0.00	70,625.00	2,410.89	103,135.08	-34,920.97
<u>A 2855.150</u>	CERTIFIED SALARIES	175,000.00	0.00	175,000.00	64,952.08	66,051.12	43,996.80
<u>A 2855.160</u>	CLASSIFIED SALARIES	25,000.00	0.00	25,000.00	9,675.12	13,323.98	2,000.90
<u>A 2855.200</u>	EQUIPMENT	3,000.00	0.00	3,000.00	0.00	2,855.00	145.00
<u>A 2855.400</u>	MISCELLANEOUS CONTRACTUAL	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 2855.425</u>	RECONDITIONING UNIFORMS	5,800.00	0.00	5,800.00	0.00	0.00	5,800.00
<u>A 2855.447</u>	ORGANIZATIONAL MEMBERSHIPS	3,200.00	0.00	3,200.00	3,034.00	0.00	166.00
<u>A 2855.448</u>	PHYSICALS	13,000.00	0.00	13,000.00	450.00	0.00	12,550.00
<u>A 2855.449</u>	OFFICIALS	34,000.00	0.00	34,000.00	8,634.05	25,365.95	0.00
<u>A 2855.450</u>	GENERAL SUPPLIES	20,000.00	1,200.00	21,200.00	12,812.19	3,305.48	5,082.33
<u>A 2855.476</u>	TRAVEL/CONFERENCE	3,500.00	0.00	3,500.00	0.00	0.00	3,500.00
<u>A 2855.479</u>	PARTICIPATION FEES	5,500.00	0.00	5,500.00	275.00	2,755.00	2,470.00

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 11/30/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2855.490	BOCES	4,875.00	0.00	4,875.00	975.00	3,900.00	0.00
2855	INTERSCHOL ATHLETICS-REG SCHL *	294,875.00	1,200.00	296,075.00	100,807.44	117,556.53	77,711.03
28	**	952,730.00	1,200.00	953,930.00	263,417.94	561,277.66	129,234.40
2	***	11,299,584.02	956.49	11,300,540.51	2,762,078.28	7,481,377.13	1,057,085.10
A 5510.160	NONINSTRUCTIONAL SALARIES	228,752.00	0.00	228,752.00	102,279.63	134,432.76	-7,960.39
A 5510.161	WAGES	380,000.00	0.00	380,000.00	94,445.57	261,595.99	23,958.44
A 5510.162	OVERTIME	32,000.00	0.00	32,000.00	7,987.99	23,608.00	404.01
A 5510.163	SUBSTITUTES	8,000.00	0.00	8,000.00	1,462.63	11,125.24	-4,587.87
A 5510.166	ATHLETIC TRIPS	23,000.00	0.00	23,000.00	5,165.74	16,114.66	1,719.60
A 5510.167	FIELD TRIPS	9,000.00	0.00	9,000.00	1,477.86	3,964.65	3,557.49
A 5510.168-CS	AFTER SCHOOL LATE RUN	8,000.00	0.00	8,000.00	100.25	3,120.69	4,779.06
A 5510.200	EQUIPMENT	25,000.00	2,709.81	27,709.81	52.51	7,893.53	19,763.77
A 5510.210	BUS	40,000.00	0.00	40,000.00	0.00	49,085.00	-9,085.00
A 5510.400	MISCELLANEOUS CONTRACTUAL	53,600.00	1,466.00	55,066.00	23,290.87	23,558.15	8,216.98
A 5510.410	CONTRACTUAL/LEASED BUS EXPENSE	445,000.00	0.00	445,000.00	159,473.90	285,526.10	0.00
A 5510.448	PHYSICALS	3,500.00	0.00	3,500.00	0.00	0.00	3,500.00
A 5510.450	GENERAL SUPPLIES	20,400.00	0.00	20,400.00	2,739.71	14,753.60	2,906.69
A 5510.454	INSURANCE	19,000.00	0.00	19,000.00	20,946.00	819.00	-2,765.00
A 5510.490	BOCES SERVICES - DCMO	2,534.00	0.00	2,534.00	967.80	7,847.20	-6,281.00
A 5510.540	CLEANING SUPPLIES	2,800.00	0.00	2,800.00	0.00	475.90	2,324.10
A 5510.560	UNIFORMS	1,560.00	0.00	1,560.00	0.00	0.00	1,560.00
A 5510.570	PARTS	33,500.00	0.00	33,500.00	3,899.52	25,100.48	4,500.00
A 5510.571	GAS AND FUEL	226,700.00	0.00	226,700.00	34,383.58	190,616.42	1,700.00
A 5510.572	OIL AND LUBRICANTS	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 5510.573	TIRES	12,000.00	0.00	12,000.00	74.52	425.48	11,500.00
5510	DISTRICT TRANSPORT-MEDICAID *	1,576,846.00	4,175.81	1,581,021.81	458,748.08	1,060,062.85	62,210.88
A 5530.400	MISCELLANEOUS CONTRACTUAL	23,000.00	0.00	23,000.00	35,424.00	3,676.00	-16,100.00
A 5530.454	HEATING FUEL	20,500.00	0.00	20,500.00	1,032.27	19,467.73	0.00
A 5530.463	REFUSE REMOVAL	2,500.00	0.00	2,500.00	733.20	1,466.80	300.00
A 5530.473	WATER/GARAGE	500.00	0.00	500.00	170.00	330.00	0.00
A 5530.477	ELECTRICITY	6,000.00	0.00	6,000.00	1,621.00	4,379.00	0.00
A 5530.478	TELEPHONE	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
5530	GARAGE BUILDING *	53,500.00	0.00	53,500.00	38,980.47	29,319.53	-14,800.00

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 11/30/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
55		1,630,346.00	4,175.81	1,634,521.81	497,728.55	1,089,382.38	47,410.88
5		1,630,346.00	4,175.81	1,634,521.81	497,728.55	1,089,382.38	47,410.88
A 7140.161	NONINSTR SALARIES/AFTERSCHOOL PROG	62,000.00	0.00	62,000.00	16,764.14	0.00	45,235.86
A 7140.400	CONTRACTUAL/AFTERSCHOOL PROG	8,000.00	0.00	8,000.00	9,000.00	0.00	-1,000.00
A 7140.450	GENERAL SUPPLIES/AFTERSCHOOL PROG	1,500.00	0.00	1,500.00	754.87	723.77	21.36
7140	RECREATION	71,500.00	0.00	71,500.00	26,519.01	723.77	44,257.22
71		71,500.00	0.00	71,500.00	26,519.01	723.77	44,257.22
7		71,500.00	0.00	71,500.00	26,519.01	723.77	44,257.22
A 9010.800	STATE RETIREMENT	280,000.00	0.00	280,000.00	221,323.50	0.00	58,676.50
9010	STATE RETIREMENT	280,000.00	0.00	280,000.00	221,323.50	0.00	58,676.50
A 9020.800	TEACHERS' RETIREMENT	666,000.00	0.00	666,000.00	0.00	0.00	666,000.00
9020	TEACHERS' RETIREMENT	666,000.00	0.00	666,000.00	0.00	0.00	666,000.00
A 9030.800	SOCIAL SECURITY	718,000.00	0.00	718,000.00	217,065.04	526,632.33	-25,697.37
9030	SOCIAL SECURITY	718,000.00	0.00	718,000.00	217,065.04	526,632.33	-25,697.37
A 9040.800	WORKERS' COMPENSATION	83,459.00	0.00	83,459.00	83,400.00	0.00	59.00
9040	WORKERS' COMPENSATION	83,459.00	0.00	83,459.00	83,400.00	0.00	59.00
A 9045.800	LIFE INSURANCE	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
9045	LIFE INSURANCE	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 9050.80	UNEMPLOYMENT INSURANCE	13,000.00	0.00	13,000.00	7,028.41	5,971.59	0.00
9050	UNEMPLOYMENT INSURANCE	13,000.00	0.00	13,000.00	7,028.41	5,971.59	0.00
A 9060.158-01	HEALTH INS/STIPEND	65,000.00	0.00	65,000.00	2,541.66	0.00	62,458.34
A 9060.801	HEALTH INSURANCE	3,800,000.00	-4,500.00	3,795,500.00	859,559.41	2,890,440.59	45,500.00
A 9060.801-BR-A	HEALTH INSURANCE HRA/FSA	40,000.00	-3,000.00	37,000.00	11,655.27	4,163.45	21,181.28
A 9060.801-HB	HEALTH INSURANCE BUYOUT	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
A 9060.803	DENTAL INSURANCE	80,000.00	0.00	80,000.00	52,862.63	27,136.37	1.00
9060	HOSPITAL, MEDICAL & DENTAL INS	3,990,000.00	-7,500.00	3,982,500.00	926,618.97	2,921,740.41	134,140.62
A 9089.800	UNDISTRIBUTED EXPENDITURES	3,000.00	0.00	3,000.00	2,695.00	0.00	305.00
9089	OTHER	3,000.00	0.00	3,000.00	2,695.00	0.00	305.00
90		5,754,959.00	-7,500.00	5,747,459.00	1,458,130.92	3,454,344.33	834,983.75
A 9711.600	SERIAL BONDS/SCHOOL CONST/PRINCIPAL	1,200,000.00	0.00	1,200,000.00	0.00	1,200,000.00	0.00
A 9711.700	SERIAL BONDS/SCHOOL CONST/INTEREST	119,700.00	0.00	119,700.00	0.00	119,700.00	0.00
9711	SERIAL BOND	1,319,700.00	0.00	1,319,700.00	0.00	1,319,700.00	0.00
A 9731.600	BAN-PRINCIPAL-CAPITAL PROJECT	100,000.00	0.00	100,000.00	100,000.00	0.00	0.00

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 11/30/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 9731.700</u>	BAN-INTEREST-CAPITAL	35,550.00	0.00	35,550.00	2,468.75	0.00	33,081.25
9731	*	135,550.00	0.00	135,550.00	102,468.75	0.00	33,081.25
97	**	1,455,250.00	0.00	1,455,250.00	102,468.75	1,319,700.00	33,081.25
9	***	7,210,209.00	-7,500.00	7,202,709.00	1,560,599.67	4,774,044.33	868,065.00
	Fund ATotals:	24,071,169.00	15,771.52	24,086,940.52	5,876,473.33	15,862,624.39	2,347,842.80
	Grand Totals:	24,071,169.00	15,771.52	24,086,940.52	5,876,473.33	15,862,624.39	2,347,842.80

**TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL**

School Lunch Fund Checking

BALANCE ON HAND: November 1, 2023	\$	113,929.45
VOIDED CHECKS	\$	-
RECEIPTS:		
INTEREST		0.74
SCHOOL LUNCH RECEIPTS NOV 23		\$3,533.70
GEN/SCHOOL LUNCH STATE BRKFST/LUNCH OCT23 PMTS		\$18,388.00
GEN/SCHOOL (C2701)		\$3,580.51

Total Receipts	\$	<u>25,482.95</u>
RECEIPTS & BALANCE	\$	<u>139,412.40</u>

DISBURSEMENTS:

CHECKS		7305-7318		39,578.52	
WIRES				28,396.90	
				TOTAL DISBURSEMENTS	\$ <u>65,975.42</u>

BALANCE ON HAND: November 30, 2023	\$	<u>73,436.98</u>
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BANK BALANCE		<u>\$73,067.79</u>
PLUS: BANK ERROR		-
PLUS: IN TRANSIT DEPOSITS		368.19
LESS: OUTSTANDING CHECKS		-
LESS: OUTSTANDING WIRES		-
		<u>\$73,436.98</u>
NET BALANCE IN BANK		

January 2, 2024
DATE SUBMITTED


DISTRICT TREASURER

UNATEGO CSD

Bank Reconciliation for period ending on 11/30/2023



Account: Community Bank School Lunch Fund
Cash Account(s): C 200

Ending Bank Balance:		73,067.79
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	369.19
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	73,436.98
Cash Account Balance:	73,436.98

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
Outstanding Check Total:			0.00

Prepared By

Approved By

UNATEGO CSD



Trial Balance Report From 7/1/2023 - 11/30/2023

Account	Description	Debits	Credits	Balance
C 200	CASH	296,724.75	223,287.77	73,436.98
C 391GEN	DUE FROM THE GENERAL FUND	146,593.15	146,283.30	309.85
C 391TA	DUE FROM TRUST & AGENCY	11,347.89	7,565.26	3,782.63
C 4101	STATE AID RECEIVABLE	69,564.64	53,292.64	16,272.00
C 4102	FEDERAL AID RECEIVABLE	201,177.00	104,405.00	96,772.00
C 445	INVENTORY-SUPPLIES	4,396.91	0.00	4,396.91
C 446	INVENTORY-FOOD	11,511.11	0.00	11,511.11
C 446.1	INVENTORY-USDA	5,930.77	0.00	5,930.77
C 510	ESTIMATED REVENUES	651,357.00	0.00	651,357.00
C 521	ENCUMBRANCES	560,854.35	138,129.18	422,725.17
C 522	EXPENDITURES	210,785.44	7,330.87	203,454.57
C 631	DUE TO OTHER GOVERNMENTS	30.53	217.76	187.23 CR
C 806	NOT IN SPENDABLE FORM	0.00	21,838.79	21,838.79 CR
C 821	RESERVE FOR ENCUMBRANCES	138,129.18	560,854.35	422,725.17 CR
C 915	ASSIGNED UNAPPROPRIATED FUND BAL	0.00	170,935.03	170,935.03 CR
C 960	APPROPRIATIONS	0.00	651,357.00	651,357.00 CR
C 980	REVENUES	41,167.00	264,072.77	222,905.77 CR
C Fund Totals:		2,349,569.72	2,349,569.72	0.00
Grand Totals:		2,349,569.72	2,349,569.72	0.00

UNATEGO CSD



Revenue Status Report By Function From 7/1/2023 To 11/30/2023

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C 1445</u>	OTHER FOOD SALES	42,000.00	0.00	42,000.00	12,159.39	29,840.61
<u>C 2401</u>	INTEREST AND EARNINGS	10.00	0.00	10.00	5.17	4.83
<u>C 2701</u>	REFUND OF BOCES AIDED SERVICES	3,247.00	0.00	3,247.00	3,580.51	-333.51
<u>C 2770</u>	MISCELLANEOUS REVENUE	1,000.00	0.00	1,000.00	1.50	998.50
<u>C 3190..1</u>	STATE BREAKFAST	4,000.00	0.00	4,000.00	13,305.00	-9,305.00
<u>C 3190..11</u>	BOCES AID	40,200.00	0.00	40,200.00	0.00	40,200.00
<u>C 3190..2</u>	STATE LUNCH	6,000.00	0.00	6,000.00	36,020.00	-30,020.00
<u>C 3190.SUM</u>	STATE BKFST/LUNCH SUMMER	600.00	0.00	600.00	442.00	158.00
<u>C 4190..1</u>	FEDERAL BREAKFAST	103,000.00	0.00	103,000.00	34,556.00	68,444.00
<u>C 4190..2</u>	FEDERAL LUNCH	346,000.00	0.00	346,000.00	98,219.00	247,781.00
<u>C 4190..2S.N</u>	FEDERAL SNACK	12,000.00	0.00	12,000.00	4,882.00	7,118.00
<u>C 4190..3</u>	SURPLUS FOOD - FEDERAL	42,000.00	0.00	42,000.00	5,824.20	36,175.80
<u>C 4190.SCA</u>	FEDERAL SUPPLY CHAIN ASSISTANCE	29,300.00	0.00	29,300.00	0.00	29,300.00
<u>C 4190.SUM</u>	FEDERAL BRKFST/LUNCH SUMMER	22,000.00	0.00	22,000.00	13,911.00	8,089.00
C Totals:		651,357.00	0.00	651,357.00	222,905.77	428,451.23
Grand Totals:		651,357.00	0.00	651,357.00	222,905.77	428,451.23

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 11/30/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>C 2860.161</u>	NONINSTRUCTIONAL WAGES	145,500.00	0.00	145,500.00	41,919.77	116,802.99	-13,222.76
<u>C 2860.161-SP</u>	NONINSTRUCTIONAL WAGES/SUM PGM	5,000.00	0.00	5,000.00	8,468.00	0.00	-3,468.00
<u>C 2860.163</u>	SUBSTITUTES	2,500.00	0.00	2,500.00	305.30	1,806.85	387.85
<u>C 2860.200</u>	EQUIPMENT	3,000.00	0.00	3,000.00	0.00	2,723.06	276.94
<u>C 2860.400</u>	CONTRACTUAL EXPENSE	4,500.00	0.00	4,500.00	596.11	3,103.89	800.00
<u>C 2860.410</u>	FOOD PURCHASES	290,000.00	0.00	290,000.00	98,972.51	188,127.49	2,900.00
<u>C 2860.411</u>	FOOD - COMMODITIES	41,000.00	0.00	41,000.00	5,824.20	0.00	35,175.80
<u>C 2860.450</u>	MATERIALS AND SUPPLIES	25,000.00	0.00	25,000.00	8,912.48	12,682.50	3,405.02
<u>C 2860.490</u>	BOCES SERVICES	0.00	0.00	0.00	14,517.56	58,070.26	-72,587.82
<u>C 2860.490-1</u>	BOCES SERVICES/MGMT	72,633.00	0.00	72,633.00	0.00	0.00	72,633.00
2860	SUPPLIES/EQUIPMENT/CONTRACTUAL *	589,133.00	0.00	589,133.00	179,515.93	383,317.04	26,300.03
28	**	589,133.00	0.00	589,133.00	179,515.93	383,317.04	26,300.03
2	***	589,133.00	0.00	589,133.00	179,515.93	383,317.04	26,300.03
<u>C 9030.800</u>	SOCIAL SECURITY	11,700.00	0.00	11,700.00	3,749.12	9,073.65	-1,122.77
9030	SOCIAL SECURITY *	11,700.00	0.00	11,700.00	3,749.12	9,073.65	-1,122.77
<u>C 9040.800</u>	WORKERS' COMPENSATION	5,059.00	0.00	5,059.00	5,059.00	0.00	0.00
9040	WORKERS' COMPENSATION *	5,059.00	0.00	5,059.00	5,059.00	0.00	0.00
<u>C 9060.801</u>	HEALTH INSURANCE	45,100.00	0.00	45,100.00	15,010.40	30,089.60	0.00
<u>C 9060.802</u>	DENTAL INSURANCE	365.00	0.00	365.00	120.12	244.88	0.00
9060	HOSPITAL, MEDICAL & DENTAL INS *	45,465.00	0.00	45,465.00	15,130.52	30,334.48	0.00
90	**	62,224.00	0.00	62,224.00	23,938.64	39,408.13	-1,122.77
9	***	62,224.00	0.00	62,224.00	23,938.64	39,408.13	-1,122.77
Fund CTotals:		651,357.00	0.00	651,357.00	203,454.57	422,725.17	25,177.26
Grand Totals:		651,357.00	0.00	651,357.00	203,454.57	422,725.17	25,177.26

**TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL**

Special Aid Fund Checking

BALANCE ON HAND: November 1, 2023		\$ 217,351.94
VOIDED CHECKS		\$.
RECEIPTS:		
INTEREST		2.04
TRANSFER GEN, FEDERAL GRANT FUNDS RECEIVED		149,583.00
TRANSFER GEN, FEDERAL TITLE 1-PT A-IMPRO		53,241.00
TRANSFER GEN, UPK FUNDS 22-23 FINAL PYMT		37,440.00
TRANSFER GEN, FEDERAL GRANT FUNDS RECEIVED		49,462.00

		TOTAL RECEIPTS \$ 289,728.04
		RECEIPTS & BALANCE \$ 507,079.98

DISBURSEMENTS:

	CHECKS			
	WIRES	3570	12,400.00	
			129,864.81	
				TOTAL DISBURSEMENTS \$ 142,264.81

BALANCE ON HAND: November 30, 2023

\$ 364,815.17

\$364,815.17

BANK BALANCE

PLUS: BANK ERROR
PLUS: IN TRANSIT DEPOSITS
LESS: OUTSTANDING CHECKS
LESS: OUTSTANDING WIRES

\$364,815.17

NET BALANCE IN BANK

January 2, 2024
DATE SUBMITTED


DISTRICT TREASURER

UNATEGO CSD

Bank Reconciliation for period ending on 11/30/2023




Account: Community Bank Special Aid Fund
Cash Account(s): F 200

Ending Bank Balance:		364,815.17
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	364,815.17
Cash Account Balance:	364,815.17

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
Outstanding Check Total:			0.00


Prepared By

Approved By

UNATEGO CSD



Trial Balance Report From 7/1/2023 - 11/30/2023

Account	Description	Debits	Credits	Balance
F 200	CASH - CHECKING	1,290,044.41	925,229.24	364,815.17
F 4102	FEDERAL AID RECEIVABLE	892,473.37	882,248.59	10,224.78
F 510	ESTIMATED REVENUES	2,182,920.28	0.00	2,182,920.28
F 521	ENCUMBRANCES	125,479,874.92	124,311,059.77	1,168,815.15
F 522	EXPENDITURES	670,043.99	6,516.75	663,527.24
F 630GEN	DUE TO GENERAL FUND	249,885.25	751,162.54	501,277.29 CR
F 821	RESERVE FOR ENCUMBRANCES	124,311,059.77	125,479,874.92	1,168,815.15 CR
F 960	APPROPRIATIONS	0.00	2,182,920.28	2,182,920.28 CR
F 980	REVENUES	766,041.86	1,303,331.76	537,289.90 CR
F Fund Totals:		255,842,343.85	255,842,343.85	0.00
Grand Totals:		255,842,343.85	255,842,343.85	0.00

UNATEGO CSD



Revenue Status Report By Function From 7/1/2023 To 11/30/2023

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>F 3289.49.23</u>	UPK ~ Universal Pre-K	44,800.00	0.00	44,800.00	44,024.42	775.58
<u>F 3289.HW.B</u>	STATE AID HEALTHCARE WORKER BONUS	0.00	0.00	0.00	1,614.75	-1,614.75
<u>F 3289.-23.24</u>	SUMMER HANDICAPPED 23-24	36,823.29	0.00	36,823.29	0.00	36,823.29
<u>F 3289.-49.24</u>	UPK ~ Universal Pre-K 23-24	188,014.00	0.00	188,014.00	94,007.00	94,007.00
<u>F 4126.-21.23</u>	TITLE I A&D IMPRV (BASIC) 22-23	133.12	0.00	133.12	0.00	133.12
<u>F 4126.-21.24</u>	TITLE I A&D IMPRV (BASIC) 23-24	266,207.00	0.00	266,207.00	53,241.00	212,966.00
<u>F 4256.-32.23</u>	PL94-142 IDEA/SEC 611 22-23	11,740.82	0.00	11,740.82	0.00	11,740.82
<u>F 4256.-32.24</u>	PL94-142 IDEA/SEC 611 23-24	288,388.00	0.00	288,388.00	57,677.00	230,711.00
<u>F 4256.-33.24</u>	PL99-457 IDEA/SEC 619 23-24	6,987.00	0.00	6,987.00	2,497.00	4,490.00
<u>F 4286.218.1</u>	ARP HOMELESS 20-24	1,999.98	0.00	1,999.98	0.00	1,999.98
<u>F 4286.802.1</u>	ESSER 3 03/13/20-9/30/23	578,011.23	0.00	578,011.23	126,321.23	451,690.00
<u>F 4286.882.1</u>	ARP ESSER 1%-SUMMER LEARNING & ENRICHMENT	58,086.55	0.00	58,086.55	42,925.00	15,161.55
<u>F 4286.883.1</u>	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL	71,562.14	0.00	71,562.14	13,100.14	58,462.00
<u>F 4286.884.1</u>	ARP ESSER 5%-LOST INSTRUCTIONAL TIME	333,706.11	0.00	333,706.11	13,114.36	320,591.75
<u>F 4286.912.1</u>	ESSER 2 03/13/20-9/30/23	41,828.00	0.00	41,828.00	41,828.00	0.00
<u>F 4289..UP.K2.324</u>	ARP-UPK ALL DAY 23-24	187,200.00	0.00	187,200.00	37,440.00	149,760.00
<u>F 4289.-04.24</u>	TITLE IVA ALLOCATION 23-24	21,340.00	0.00	21,340.00	4,268.00	17,072.00
<u>F 4289.-47.24</u>	TITLE II (A) TEACH/PRINCIPAL TRAINING/RECRUITMENT 23-24	26,161.00	0.00	26,161.00	5,232.00	20,929.00
<u>F 4289.ELC</u>	ELC GRANT	19,932.04	0.00	19,932.04	0.00	19,932.04
F Totals:		2,182,920.28	0.00	2,182,920.28	537,289.90	1,645,630.38
Grand Totals:		2,182,920.28	0.00	2,182,920.28	537,289.90	1,645,630.38

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 11/30/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>F 0424.150-57</u>	TITLE IVA PROFESSIONAL SALARIES 23-24	17,645.00	0.00	17,645.00	4,454.10	14,104.59	-913.69
<u>F 0424.450-57</u>	TITLE IVA SUPPLIES & MATERIALS 23-24	3,695.00	0.00	3,695.00	0.00	0.00	3,695.00
0424	*	21,340.00	0.00	21,340.00	4,454.10	14,104.59	2,781.31
04	**	21,340.00	0.00	21,340.00	4,454.10	14,104.59	2,781.31
0	***	21,340.00	0.00	21,340.00	4,454.10	14,104.59	2,781.31
<u>F 2110.20-0-AESS</u>	ARP-ESSER 3	0.00	91,650.00	91,650.00	91,650.00	0.00	0.00
<u>F 2110.40-0-AESS</u>	ARP-ESSER 3	20,859.48	105,841.00	126,700.48	24,800.00	99,200.00	2,700.48
<u>F 2110.45-0-AESS</u>	ARP-ESSER 3	19,234.00	0.00	19,234.00	0.00	0.00	19,234.00
<u>F 2110.150-0A-ESS</u>	ARP-ESSER 3 PROF SALARY	323,088.75	-143,409.00	179,679.75	65,311.14	191,499.50	-77,130.89
<u>F 2110.160-0A-ESS</u>	ARP-ESSER 3 PROF SUPPORT STAFF	8,000.00	37,568.00	45,568.00	18,733.40	26,833.60	1.00
2110	ARP - SUMMER *	371,182.23	91,650.00	462,832.23	200,494.54	317,533.10	-55,195.41
<u>F 2112.150-AR-PEXT</u>	AFTER SCHOOL PROGRAM TEACHER SALARIES	0.00	0.00	0.00	2,790.45	0.00	-2,790.45
2112	ARP SUMMER *	0.00	0.00	0.00	2,790.45	0.00	-2,790.45
<u>F 2123.150-57</u>	TITLE 1 - A&D IMPROV/PROF SALARY 22-23	0.12	0.00	0.12	0.00	0.00	0.12
<u>F 2123.450-57</u>	TITLE I - A&D IMPROV/SUPPLIES 22-23	133.00	0.00	133.00	0.00	0.00	133.00
2123	*	133.12	0.00	133.12	0.00	0.00	133.12
<u>F 2124.150-57</u>	TITLE 1 - A&D IMPROV/PROF SALARY 23-24	170,630.00	0.00	170,630.00	54,762.88	169,536.32	-53,669.20
<u>F 2124.450-57</u>	TITLE I - A&D IMPROV/SUPPLIES 23-24	8,290.00	0.00	8,290.00	0.00	0.00	8,290.00
<u>F 2124.800-57</u>	TITLE I - A&D IMPROV BENEFITS 23-24	87,287.00	0.00	87,287.00	0.00	0.00	87,287.00
2124	*	266,207.00	0.00	266,207.00	54,762.88	169,536.32	41,907.80
21	**	637,522.35	91,650.00	729,172.35	258,047.87	487,069.42	-15,944.94
<u>F 2250.080-0A-ESS</u>	ESSER 3 03/13/20-9/30/23	206,829.00	-91,650.00	115,179.00	0.00	0.00	115,179.00
2250	PROGRAMS-STUDENTS W/ DISABIL *	206,829.00	-91,650.00	115,179.00	0.00	0.00	115,179.00
<u>F 2253.472-57-2324</u>	SUMMER/TUITION/RESIDENTIAL 23-24	36,823.29	0.00	36,823.29	36,823.29	0.00	0.00
2253	TUITION/MAINTENANCE *	36,823.29	0.00	36,823.29	36,823.29	0.00	0.00
22	**	243,652.29	-91,650.00	152,002.29	36,823.29	0.00	115,179.00
<u>F 2815.16</u>	ELC GRANT-SALARIES	6,520.75	0.00	6,520.75	0.00	0.00	6,520.75
<u>F 2815.40</u>	ELC GRANT-CONTRACTUAL	7,423.42	0.00	7,423.42	0.00	0.00	7,423.42
<u>F 2815.45</u>	ELC GRANT-SUPPLIES	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>F 2815.80</u>	ELC GRANT-BENEFITS	3,987.87	0.00	3,987.87	0.00	0.00	3,987.87
<u>F 2815.160-HW-B</u>	HWB HEALTH SERVICE	0.00	0.00	0.00	1,500.00	0.00	-1,500.00
<u>F 2815.800-HW-B</u>	HWB HEALTH BENEFITS	0.00	0.00	0.00	114.75	0.00	-114.75

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 11/30/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2815	*	19,932.04	0.00	19,932.04	1,614.75	0.00	18,317.29
28	**	19,932.04	0.00	19,932.04	1,614.75	0.00	18,317.29
2	***	901,106.68	0.00	901,106.68	296,485.91	487,069.42	117,551.35
<u>F 3223.150-57</u>	IDEA-PT B/SEC 611/PROF SALARY 22-23	1,478.88	0.00	1,478.88	0.00	0.00	1,478.88
<u>F 3223.400-57</u>	IDEA-PT B/SEC 611/PUR SERVICES 22-23	10,261.94	0.00	10,261.94	0.00	0.00	10,261.94
3223	*	11,740.82	0.00	11,740.82	0.00	0.00	11,740.82
<u>F 3224.150-57</u>	IDEA-PT B/SEC 611/SUPPORT STAFF 23-24	253,656.00	0.00	253,656.00	64,697.15	188,956.85	2.00
<u>F 3224.800-57</u>	IDEA-PT B/SEC 611/BENEFITS 23-24	34,732.00	0.00	34,732.00	0.00	0.00	34,732.00
3224	*	288,388.00	0.00	288,388.00	64,697.15	188,956.85	34,734.00
32	**	300,128.82	0.00	300,128.82	64,697.15	188,956.85	46,474.82
<u>F 3323.160-57</u>	IDEA-PT B/SEC 619/SUPPORT STAFF 22-23	0.00	0.00	0.00	0.00	0.00	0.00
3323	*	0.00	0.00	0.00	0.00	0.00	0.00
<u>F 3324.160-57</u>	IDEA-PT B/SEC 619/SUPPORT STAFF 23-24	6,987.00	0.00	6,987.00	3,034.24	3,952.76	0.00
3324	*	6,987.00	0.00	6,987.00	3,034.24	3,952.76	0.00
33	**	6,987.00	0.00	6,987.00	3,034.24	3,952.76	0.00
3	***	307,115.82	0.00	307,115.82	67,731.39	192,909.61	46,474.82
<u>F 4724.150-57</u>	TITLE IIA - PROFESSIONAL SALARIES 23-24	21,634.00	0.00	21,634.00	5,236.08	16,670.92	-273.00
<u>F 4724.450-57</u>	TITLE IIA - PROFESSIONAL SALARIES 23-24	4,527.00	0.00	4,527.00	0.00	0.00	4,527.00
4724	*	26,161.00	0.00	26,161.00	5,236.08	16,670.92	4,254.00
47	**	26,161.00	0.00	26,161.00	5,236.08	16,670.92	4,254.00
<u>F 4923.150-UP-K</u>	ARP-FULL DAY UPK	0.00	0.00	0.00	1,880.97	0.00	-1,880.97
<u>F 4923.160-22-23</u>	STATE EXPENSE UPK 2022-23	0.00	0.00	0.00	0.00	32,207.03	-32,207.03
<u>F 4923.160-UP-K</u>	ARP-FULL DAY UPK	0.00	0.00	0.00	413.40	0.00	-413.40
<u>F 4923.200-22-23</u>	STATE EXP UPK EQUIPMENT	0.00	44,800.00	44,800.00	44,024.60	0.00	775.40
<u>F 4923.450-23-24</u>	STATE EXP UPK SUPPLIES	0.00	0.00	0.00	240.88	0.00	-240.88
4923	*	0.00	44,800.00	44,800.00	46,559.85	32,207.03	-33,966.88
<u>F 4924.150-23-24</u>	STATE EXPENSE UPK 2023-24	27,815.00	0.00	27,815.00	6,965.76	20,848.94	0.30
<u>F 4924.150-UP-K</u>	ARP-FULL DAY UPK	138,870.00	0.00	138,870.00	37,387.05	104,653.78	-3,170.83
<u>F 4924.160-23-24</u>	STATE EXPENSE UPK 2023-24	57,270.00	0.00	57,270.00	14,436.27	9,679.23	33,154.50
<u>F 4924.200-23-24</u>	STATE EXP UPK EQUIPMENT 23-24	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00
<u>F 4924.400-23-24</u>	STATE EXP UPK PURCHASED SVCS 23-24	13,980.00	0.00	13,980.00	0.00	0.00	13,980.00
<u>F 4924.400-UP-K</u>	ARP-FULL DAY UPK	18,720.00	0.00	18,720.00	0.00	0.00	18,720.00

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 11/30/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>F 4924.450-23-24</u>	STATE EXP UPK SUPPLIES	27,650.00	0.00	27,650.00	0.00	9,198.22	18,451.78
<u>F 4924.800-23-24</u>	STATE EXP UPK EMP BENEFITS 23-24	46,299.00	0.00	46,299.00	0.00	0.00	46,299.00
<u>F 4924.800-UP-K</u>	ARP-FULL DAY UPK	29,610.00	0.00	29,610.00	0.00	0.00	29,610.00
4924	*	375,214.00	0.00	375,214.00	58,789.08	144,380.17	172,044.75
49	**	375,214.00	44,800.00	420,014.00	105,348.93	176,587.20	138,077.87
4	***	401,375.00	44,800.00	446,175.00	110,585.01	193,258.12	142,331.87
<u>F 5218.160</u>	ARP HOMELESS	0.00	0.00	0.00	0.00	2,350.87	-2,350.87
<u>F 5218.450</u>	ARP HOMELSS	1,999.98	0.00	1,999.98	0.00	0.00	1,999.98
5218	*	1,999.98	0.00	1,999.98	0.00	2,350.87	-350.89
52	**	1,999.98	0.00	1,999.98	0.00	2,350.87	-350.89
<u>F 5882..15-0</u>	ARP ESSER 1%-SUMMER LEARNIGN & ENRICHMENT	49,298.61	-19,715.00	29,583.61	29,583.70	0.00	-0.09
<u>F 5882..16-0</u>	ARP ESSER 1%-SUMMER LEARNING & ENRICHMENT	5,639.96	16,770.00	22,409.96	22,407.82	0.00	2.14
<u>F 5882..80-0</u>	ARP ESSER 1%-SUMMER LEARNING & ENRICHMENT	3,147.98	2,945.00	6,092.98	0.00	0.00	6,092.98
5882	ARP ESSER 1%-SUMMER LEARNING & ENRICHMENT *	58,086.55	0.00	58,086.55	51,991.52	0.00	6,095.03
<u>F 5883..15-0</u>	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL SALARIES	22,530.07	0.00	22,530.07	-111.75	22,530.07	111.75
<u>F 5883..16-0</u>	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL	25,300.89	0.00	25,300.89	8,915.63	24,777.43	-8,392.17
<u>F 5883..45-0</u>	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL	14,893.54	0.00	14,893.54	11,524.00	0.00	3,369.54
<u>F 5883..80-0</u>	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL	8,837.64	0.00	8,837.64	0.00	0.00	8,837.64
5883	ARP ESSER 1% COMPREHENSIVE AFTER SCHOOL *	71,562.14	0.00	71,562.14	20,327.88	47,307.50	3,926.76
<u>F 5884..15-0</u>	ARP ESSER 5%-LOST INSTRUCTIONAL TIME	216,328.04	-62,500.00	153,828.04	70,123.27	231,815.04	-148,110.27
<u>F 5884..40-0</u>	ARP ESSER 5%-LOST INSTRUCTIONAL TIME CONTRACTUAL	0.00	124,000.00	124,000.00	0.00	0.00	124,000.00
<u>F 5884..80-0</u>	ARP ESSER 5%-LOST INSTRUCTIONAL TIME	117,378.07	-61,500.00	55,878.07	0.00	0.00	55,878.07
5884	ARP ESSER 5% LOST INSTRUCTIONAL TIME *	333,706.11	0.00	333,706.11	70,123.27	231,815.04	31,767.80
58	**	463,354.80	0.00	463,354.80	142,442.67	279,122.54	41,789.59

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 11/30/2023

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
5		***	465,354.78	0.00	465,354.78	142,442.67	281,473.41	41,438.70
F 9121.150	ESSER 2 03/13/20-9/30/23		21,932.00	0.00	21,932.00	28,428.16	0.00	-6,496.16
F 9121.400	ESSER 2 03/13/20-9/30/23		12,400.00	0.00	12,400.00	12,400.00	0.00	0.00
F 9121.490	ESSER 2 03/13/20-9/30/23		7,496.00	0.00	7,496.00	0.00	0.00	7,496.00
F 9121.800	ESSER 2 Benefits 03/13/20-9/30/23		0.00	0.00	0.00	1,000.00	0.00	-1,000.00
9121	ESSER 2	*	41,828.00	0.00	41,828.00	41,828.16	0.00	-0.16
91		**	41,828.00	0.00	41,828.00	41,828.16	0.00	-0.16
9		***	41,828.00	0.00	41,828.00	41,828.16	0.00	-0.16
Fund FTotals:			2,138,120.28	44,800.00	2,182,920.28	663,527.24	1,168,815.15	350,577.89
Grand Totals:			2,138,120.28	44,800.00	2,182,920.28	663,527.24	1,168,815.15	350,577.89

**TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL**

Capital Fund Checking

BALANCE ON HAND: November 1, 2023		\$ 4,069,509.77
VOIDED CHECKS		\$ -
RECEIPTS:		
INTEREST		33.55

TOTAL RECEIPTS \$ 33.55

RECEIPTS & BALANCE \$ 4,069,543.32

DISBURSEMENTS:	EFT/Wire Trans. Checks	2035-2040	
			\$ -
			\$ 176,512.50

TOTAL DISBURSEMENTS \$ 176,512.50

BALANCE ON HAND: November 30, 2023 \$ 3,893,030.82

BANK BALANCE	\$3,893,573.32
PLUS: BANK ERROR	-
PLUS: IN TRANSIT DEPOSITS	542.50
LESS: OUTSTANDING CHECKS	-
LESS: OUTSTANDING WIRES	-
NET BALANCE IN BANK	<u>\$3,893,030.82</u>

January 2, 2024
DATE SUBMITTED


DISTRICT TREASURER

UNATEGO CSD

Bank Reconciliation for period ending on 11/30/2023



Account: Community Bank Capital Fund
Cash Account(s): H 200

Ending Bank Balance:		3,893,573.32
Outstanding Checks (See listing below):	-	542.50
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	3,893,030.82
Cash Account Balance:	3,893,030.82

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
11/30/2023	2040	R. G. TIMBS, INC.	542.50
Outstanding Check Total:			542.50

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UNATEGO CSD



Trial Balance Report From 7/1/2023 - 11/30/2023

Account	Description	Debits	Credits	Balance
H 200	CASH	15,752,547.67	11,859,516.85	3,893,030.82
H 2002NYH	NY CLASS CAPITAL	6,086,557.88	0.00	6,086,557.88
H 391GEN	DUE FROM GENERAL FUND	8,926,328.22	8,534,640.31	391,687.91
H 521	ENCUMBRANCES	11,172,814.15	2,855,992.05	8,316,822.10
H 522	EXPENDITURES	2,878,538.73	36,850.00	2,841,688.73
H 599	APPROPRIATED FUND BALANCE	11,129,964.15	0.00	11,129,964.15
H 600	ACCOUNTS PAYABLE	95,600.00	308,600.00	213,000.00 CR
H 605.BLANDING	RETAINAGE/BLANDING ELECTRIC	-12,329.38	0.00	12,329.38 CR
H 605.MANC GC	RETAINAGE/ANDREW R MANCINI ASSOC	-66,112.18	3,020.43	69,132.61 CR
H 605.PICC MECH	RETAINAGE/PICCIRILLI MECH	-23,887.14	0.00	23,887.14 CR
H 605.PICC PLUM	RETAINAGE/PICCIRILLI PLUMB	-19,566.50	0.00	19,566.50 CR
H 626	BOND ANTICIPATION NOTES PAYABLE	3,000,000.00	15,900,000.00	12,900,000.00 CR
H 630DEBT	DUE TO DEBT SERVICE	0.00	155,511.60	155,511.60 CR
H 821	RESERVE FOR ENCUMRANCES	2,855,992.05	11,172,814.15	8,316,822.10 CR
H 915	ASSIGNED UNAPPROPRIATED FUND BAL	0.00	11,118,753.15	11,118,753.15 CR
H 917.2021PRERE	2021 PRE-REFERRENDUM TO CAPITAL PROJ.	11,295,930.24	0.00	11,295,930.24
H 917.EPC	EPC FUND BALANCE	3,484.80	0.00	3,484.80
H 917.SSB	SMART SCHOOL BOND FUND BALANCE	1,034,640.31	0.00	1,034,640.31
H 960	APPROPRIATIONS	0.00	11,129,964.15	11,129,964.15 CR
H 980	REVENUES	0.00	1,034,840.31	1,034,840.31 CR
H Fund Totals:		74,110,503.00	74,110,503.00	0.00
Grand Totals:		74,110,503.00	74,110,503.00	0.00

UNATEGO CSD



Revenue Status Report By Function From 7/1/2023 To 11/30/2023

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
H 2770	MISCELLANEOUS	0.00	0.00	0.00	200.00	-200.00
H 3297-SS.B	SMART SCHOOLS BOND	0.00	0.00	0.00	1,034,640.31	-1,034,640.31
H Totals:		0.00	0.00	0.00	1,034,840.31	-1,034,840.31
Grand Totals:		0.00	0.00	0.00	1,034,840.31	-1,034,840.31

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 11/30/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>H 1519.240-1</u>	A-VERDI/STORAGE	0.00	1,764.00	1,764.00	3,400.00	4,364.00	-6,000.00
1519	*	0.00	1,764.00	1,764.00	3,400.00	4,364.00	-6,000.00
15	**	0.00	1,764.00	1,764.00	3,400.00	4,364.00	-6,000.00
1	***	0.00	1,764.00	1,764.00	3,400.00	4,364.00	-6,000.00
<u>H 2018.240-6-1</u>	DELTA/2019 CAPITAL PROHJECT (ARCHITECT & ENGINEER EXPENSES)	0.00	386,888.00	386,888.00	212,200.00	174,688.00	0.00
<u>H 2018.240-6-3</u>	R.G. TIMBS /2019 CAPITAL (FINANCIAL ADVISOR)	0.00	0.00	0.00	7,096.25	0.00	-7,096.25
<u>H 2018.240-6-6</u>	SCHOOL HOUSE	0.00	592,084.00	592,084.00	108,250.00	483,834.00	0.00
<u>H 2018.244-61</u>	ORRICK, HERRINGTON, & SUTCLIFFE, LLP LEGAL SERVICES	0.00	0.00	0.00	12,430.00	0.00	-12,430.00
<u>H 2018.293</u>	GENERAL CONSTRUCTION - PHASE 1	0.00	4,767,000.00	4,767,000.00	1,382,652.18	3,387,368.25	-3,020.43
<u>H 2018.294</u>	MECHANICAL CONTRACT - PHASE 1	0.00	1,687,000.00	1,687,000.00	477,742.80	1,209,257.20	0.00
<u>H 2018.295</u>	PLUMBING CONTRACT - PHASE 1	0.00	1,117,000.00	1,117,000.00	391,330.00	725,670.00	0.00
<u>H 2018.296</u>	ELECTRICAL CONSTRUCTION CONTRACT - PHASE 1	0.00	2,266,690.00	2,266,690.00	246,587.50	2,020,102.50	0.00
2018	2019 CAPITAL PROJECT *	0.00	10,816,662.00	10,816,662.00	2,838,288.73	8,000,919.95	-22,546.68
20	**	0.00	10,816,662.00	10,816,662.00	2,838,288.73	8,000,919.95	-22,546.68
2	***	0.00	10,816,662.00	10,816,662.00	2,838,288.73	8,000,919.95	-22,546.68
<u>H 5006.293-1</u>	VEHICLE SERVICE GROUP LLC/BUS LIFT	0.00	311,538.15	311,538.15	0.00	311,538.15	0.00
5006	*	0.00	311,538.15	311,538.15	0.00	311,538.15	0.00
50	**	0.00	311,538.15	311,538.15	0.00	311,538.15	0.00
5	***	0.00	311,538.15	311,538.15	0.00	311,538.15	0.00
Fund HTotals:		0.00	11,129,964.15	11,129,964.15	2,841,688.73	8,316,822.10	-28,546.68
Grand Totals:		0.00	11,129,964.15	11,129,964.15	2,841,688.73	8,316,822.10	-28,546.68

**TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL**

Trust & Agency Fund Checking

BALANCE ON HAND: November 1, 2023	\$	187,366.12
VOIDED CHECKS	\$	-
RECEIPTS:		
INTEREST		2.42
JUDY WHITAKER (REPAYMENT FOR DIRECT DEPOSIT SENT IN ERROR)		351.13
PAYROLL SUMMARIES NOVEMBER 23		927,759.62
RETIRES HEALTH INSURANCE		15,461.39
TRANSFER FROM GENERAL (HEALTH INSURANCE)		224,460.65
TRANSFER FROM SCHOOL LUNCH (HEALTH INSURANCE)		7,565.26

TOTAL RECEIPTS 1,175,600.68

RECEIPTS & BALANCE \$ 1,362,966.80

DISBURSEMENTS:

	CHECKS	9755-9789	3542-3547	1,172,644.17
	WIRES	3572-3578		

TOTAL DISBURSEMENTS \$ 1,172,644.17

BALANCE ON HAND: November 30, 2023 \$ 190,322.63

BANK BALANCE \$461,299.66

PLUS: BANK ERROR		-
PLUS: IN TRANSIT DEPOSITS		-
LESS: OUTSTANDING CHECKS		270,977.03
LESS: OUTSTANDING WIRES		-
LESS: OUTSTANDING ERS		-

NET BALANCE IN BANK \$ 190,322.63

January 2, 2024


DISTRICT TREASURER

UNATEGO CSD

Bank Reconciliation for period ending on 11/30/2023



Account: Community Bank T & A Fund
 Cash Account(s): TA 200

Ending Bank Balance:		461,299.66
Outstanding Checks (See listing below):	-	270,977.03
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	190,322.63
Cash Account Balance:	190,322.63

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
05/25/2023	9638	KAITLYN HENN	25.00
06/01/2023	9648	ADRIAN BROWN	40.00
06/01/2023	9650	KOLTON DECKER	10.00
06/01/2023	9653	LUCAS ETZL	25.00
06/01/2023	9657	ETHAN LEBOURVEAU	25.00
06/01/2023	9665	HOLLY SMITH	10.00
11/22/2023	3572	NYS & LOCAL RETIREMENT SYSTEM	5,266.36
11/22/2023	9763	NYSUT MEMBER BENEFIT	160.32
11/30/2023	9767	CASEBP	243,778.00
11/30/2023	9768	EXCELLUS HEALTH PLAN - GROUP	20,776.62
11/30/2023	9769	METROPOLITAN LIFE INSURANCE CO	860.73
Outstanding Check Total:			270,977.03

[Handwritten Signature]
 Prepared By

Approved By

UNATEGO CSD

Trial Balance Report From 7/1/2023 - 11/30/2023



Account	Description	Debits	Credits	Balance
TA 200	CASH - CHECKING - TA	5,113,034.65	4,922,712.02	190,322.63
TA 200BRA	CASH - CHECKING - BENEFIT REIMBURSEMENT - TA	21,979.73	16,404.07	5,575.66
TA 203	CASH CHECKING - PAYROLL	1,664.88	831.55	833.33
TA 204	CASH IN EXTRA CLASSROOM ACCOUNTS	96,656.11	0.00	96,656.11
TA 218.1	EMPLOYEES RETIREMENT	21,063.31	21,248.57	185.26 CR
TA 220.1	HEALTH INSURANCE	1,626,466.05	1,235,032.18	391,433.87
TA 220.2	DENTAL INSURANCE	31,775.73	36,945.83	5,170.10 CR
TA 228	EXTRA CLASSROOM	0.00	96,656.11	96,656.11 CR
TA 630GEN	DUE TO GENERAL FUND	223,795.73	678,706.75	454,911.02 CR
TA 630SL	DUE TO SCHOOL LUNCH FUND	7,565.26	11,347.89	3,782.63 CR
TA 850.1	STUDENT MATH COLLEGE COURSE	0.00	1,190.00	1,190.00 CR
TA 850.10	FLEXIBLE SPENDING/MEDICAL	16,621.51	35,943.02	19,321.51 CR
TA 850.14	6TH GRADE PICTURES	0.00	166.25	166.25 CR
TA 850.20	FLEXIBLE SPENDING/DEPENDANT CARE	1,053.23	2,106.46	1,053.23 CR
TA 850.2021	CLASS 2021	0.00	50.00	50.00 CR
TA 850.22	CLASS 2013/2014/2015	0.00	95.00	95.00 CR
TA 850.23	DONATIONS/OLYMPIA-TARGET	0.00	178.87	178.87 CR
TA 850.24	HS LIBRARY FUND	0.00	2,038.75	2,038.75 CR
TA 850.25	SCHOLASTIC BOOK FAIR	0.00	2,332.88	2,332.88 CR
TA 850.5	AWARDS	0.00	3,985.96	3,985.96 CR
TA 850.56	BETTIOLAWARD	0.00	2,000.00	2,000.00 CR
TA 850.57	MIKE HURLBURT SCHOLARSHIP	0.00	25.00	25.00 CR
TA 850.59	J & J SNOBKOWSKI SCHOLARSHIP	0.00	1,250.00	1,250.00 CR
TA 850.7	DOLLARS FOR SCHOLARS DONATION	0.00	9,802.00	9,802.00 CR
TA 850ATHL	ATHLETICS	0.00	6,062.93	6,062.93 CR
TA 850BBB	BOYS BASKETBALL	0.00	999.19	999.19 CR
TA 850BC	BOOSTER CLUB	0.00	1,053.05	1,053.05 CR
TA 850BOOKS	THOUSAND BOOKS/DONATION	0.00	3,264.94	3,264.94 CR
TA 850BRA	BENEFIT REIMBURSEMENT ACCOUNT	32,950.79	55,906.30	22,955.51 CR
TA 850BSOC	BOYS SOCCER	0.00	129.90	129.90 CR
TA 850CASSC	CASSC COURSE	0.00	120.00	120.00 CR
TA 850CC	COMMON CORE	0.00	1,160.00	1,160.00 CR
TA 850CHEER	CHEERLEADER & DANZ	0.00	896.96	896.96 CR
TA 850DANCE	DANCE TEAM	0.00	500.00	500.00 CR
TA 850DODD	CAROL DODD SCHOLARSHIP	0.00	115.00	115.00 CR
TA 850DT	DEBATE TEAM/NAT'L FORENSICS	0.00	565.22	565.22 CR
TA 850ENR	ENRICHMENT	0.00	475.72	475.72 CR
TA 850GBB	GIRLS BASKETBALL	0.00	98.35	98.35 CR
TA 850GSB	GIRLS SOFTBALL	0.00	292.24	292.24 CR
TA 850GSOC	GIRLS SOCCER	0.00	1,329.02	1,329.02 CR
TA 850GVB	GIRLS VOLLEYBALL	1,179.67	7,407.55	6,227.88 CR
TA 850HELP	HELPING HANDS	0.00	4,058.63	4,058.63 CR
TA 850INTERACT	INTERACT CLUB	0.00	2,841.00	2,841.00 CR
TA 850JACKETS	UNATEGO SPARTAN JACKETS	0.00	7.16	7.16 CR
TA 850MUSIC	MUSIC DEPT	0.00	2,000.00	2,000.00 CR
TA 850PARCE	DONATION/ANY USE/PARCE	0.00	1,000.00	1,000.00 CR

UNATEGO CSD

Trial Balance Report From 7/1/2023 - 11/30/2023



Account	Description	Debits	Credits	Balance	
TA 850REIMB	REIMBURSEMENT	61.00	122.00	61.00	CR
TA 850SF	SCIENCE FUND	0.00	7,567.52	7,567.52	CR
TA 850SFSCH	SCIENCE FUND SCHOLARSHIP	2,017.45	14,179.22	12,161.77	CR
TA 850SSD	SOUND SYSTEM DONATIONS	0.00	918.21	918.21	CR
TA 850UCC	UNATEGO COMMUNITY CHURCH	0.00	150.00	150.00	CR
TA 850UFT	UNADILLA FIELD TRIPS	0.00	103.50	103.50	CR
TA 850WREST	WRESTLING	0.00	1,867.28	1,867.28	CR
TA 850XC	CROSS COUNTRY	0.00	1,645.05	1,645.05	CR
TA Fund Totals:		7,197,885.10	7,197,885.10	0.00	
Grand Totals:		7,197,885.10	7,197,885.10	0.00	

**TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL**

Benefit Reimbursement Account

BALANCE ON HAND: November 1, 2023		\$	6,028.54
VOIDED CHECKS:		\$	-
RECEIPTS:	INTEREST	\$	-
	PAYROLL TRANSFERS FROM TRUST & AGENCY		900.00

		TOTAL RECEIPTS \$	900.00
		RECEIPTS & BALANCE \$	<u>6,928.54</u>
DISBURSEMENTS:	CHECKS	912.07	
	WIRES	440.81	
	3586-3609		
		TOTAL DISBURSEMENTS \$	<u>1,352.88</u>
		\$	<u>5,575.66</u>
BALANCE ON HAND: November 30, 2023			

BANK BALANCE		<u>\$5,607.98</u>
PLUS: BANK ERROR		-
PLUS: IN TRANSIT DEPOSITS		-
LESS: OUTSTANDING CHECKS		-
LESS: OUTSTANDING WIRES		<u>32.32</u>
NET BALANCE IN BANK		<u>\$5,575.66</u>

January 2, 2024
DATE SUBMITTED

DISTRICT TREASURER

UNATEGO CSD

Bank Reconciliation for period ending on 11/30/2023




Account: Community Bank, BRA
Cash Account(s): TA 200BRA

Ending Bank Balance:		5,607.98
Outstanding Checks (See listing below):	-	32.32
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	5,575.66
Cash Account Balance:	5,575.66

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
11/29/2023	3608	LIFETIME BENEFIT SOLUTIONS	5.00
11/30/2023	3609	LIFETIME BENEFIT SOLUTIONS	27.32
Outstanding Check Total:			32.32


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UNATEGO CSD

Bank Reconciliation for period ending on 11/30/2023



Account: Community Bank Payroll
 Cash Account(s): TA 203

Ending Bank Balance:		15,262.57
Outstanding Checks (See listing below):	-	14,429.24
Deposits In Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	833.33
Cash Account Balance:	833.33

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
06/08/2023	89724	MICHELE L. WILSON	660.99
09/28/2023	89968	TARA J. NICHOLS	366.62
10/12/2023	90002	TARA J. NICHOLS	396.91
10/26/2023	90031	TARA J. NICHOLS	378.73
10/26/2023	90043	LORI A. BOMBA	778.74
11/09/2023	90059	MATTHEW J. HAFELE	1,517.40
11/09/2023	90069	TARA J. NICHOLS	427.22
11/09/2023	90070	MARY E. SLOAN	990.17
11/09/2023	90071	LAURA L. WADE	138.52
11/09/2023	90083	KELLI A. HAFELE	1,924.45
11/09/2023	90086	KELLY A. POST	2,371.86
11/22/2023	90097	NANCY A. HINKLEY	2,960.40
11/22/2023	90102	MONTIE C. NICHOLS	157.37
11/22/2023	90103	TARA J. NICHOLS	396.91
11/22/2023	90104	MARY E. SLOAN	824.43
11/22/2023	90105	LAURA L. WADE	138.52
Outstanding Check Total:			14,429.24

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UNATEGO CSD

Bank Reconciliation for period ending on 11/30/2023



Account: Community Bank Debt Service
Cash Account(s): V 200

Ending Bank Balance:		28,329.42
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	28,329.42
Cash Account Balance:	28,329.42

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
Outstanding Check Total:			0.00


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UNATEGO CSD



Trial Balance Report From 7/1/2023 - 11/30/2023

Account	Description	Debits	Credits	Balance
V 200	CASH	28,329.42	0.00	28,329.42
V 2002NYV	NY CLASS DEBT SERV	24,635.52	0.00	24,635.52
V 391CAP	DUE FROM CAPITAL FUND	155,511.60	0.00	155,511.60
V 630GEN	DUE TO GENERAL FUND	0.00	263.25	263.25 CR
V 884	RESERVE FOR DEBT	0.00	34,923.62	34,923.62 CR
V 980	REVENUES	0.00	173,289.67	173,289.67 CR
V Fund Totals:		208,476.54	208,476.54	0.00
Grand Totals:		208,476.54	208,476.54	0.00

UNATEGO CSD

Revenue Status Report By Function From 7/1/2023 To 11/30/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>V 2401</u>	INTEREST AND EARNINGS	0.00	0.00	0.00	105,809.77	-105,809.77
<u>V 2710</u>	PREMIUM ON BAN	0.00	0.00	0.00	67,479.90	-67,479.90
V Totals:		0.00	0.00	0.00	173,289.67	-173,289.67
Grand Totals:		0.00	0.00	0.00	173,289.67	-173,289.67

UNATEGO CSD

Bank Reconciliation for period ending on 11/30/2023



Account: NY CLASS GENERAL
Cash Account(s): A 2002NYG

Ending Bank Balance:		9,461,821.65
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	9,461,821.65
Cash Account Balance:	9,461,821.65

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
Outstanding Check Total:			0.00

David M. Swartz 12/14/23
Prepared By

Approved By

UNATEGO CSD

Bank Reconciliation for period ending on 11/30/2023



Account: NY CLASS CAPITAL
Cash Account(s): H 2002NYH

Ending Bank Balance:		6,086,557.88
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	6,086,557.88
Cash Account Balance:	6,086,557.88

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
			<hr/>
			Outstanding Check Total: 0.00

David M. L... 12/14/23
Prepared By

Approved By

UNATEGO CSD

Bank Reconciliation for period ending on 11/30/2023



Account: NY CLASS DEBT SERV
Cash Account(s): V 2002NYV

Ending Bank Balance:		24,635.52
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	24,635.52
Cash Account Balance:	24,635.52

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
			Outstanding Check Total: 0.00

David M. Lett 12/14/23
Prepared By

Approved By

UNATEGO CSD



Check Warrant Report For A - 29: GENERAL#29, 11/02/2023 For Dates 11/2/2023 - 11/2/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
35361	11/02/2023	5985	AMAZON CAPITAL SERVICES		*See Detail Report	2,101.06
35362	11/02/2023	7298	BABCOCK ENTERPRISES			1,189.33
35363	11/02/2023	2525	CAZENOVIA EQUIPMENT CO INC.		230163	24.99
35364	11/02/2023	4500	D'ARCANGELO & CO., LLP		230006	13,475.00
35365	11/02/2023	2658	BRIAN J. DAVIS		230321	174.98
35366	11/02/2023	2240	DECKER EQUIPMENT		230499	238.54
35367	11/02/2023	6073	EPIC SPORTS, INC.		230522	563.11
35368	11/02/2023	582	HILL & MARKES INC		230081	188.08
35369	11/02/2023	3394	JB'S LINE CLEANING & PLUMBING LLC		230102	821.61
35370	11/02/2023	2547	JOSTENS, INC.		230368	667.15
35371	11/02/2023	736	INC., THE LIBRARY STORE		230464	132.08
35372	11/02/2023	3207	MIRABITO ENERGY PRODUCTS		230120	1,032.27
35373	11/02/2023	831	MUNSON BUILDING SUPPLY		*See Detail Report	156.94
35374	11/02/2023	841	NYSSBA		230018	7,396.00
35375	11/02/2023	1051	PUTNAM PEST CONTROL		230075	55.00
35376	11/02/2023	3287	RIDDELL/ALLAMER. SPORTS CORP		230005	4,039.95
35377	11/02/2023	1921	SCHOOL NURSE SUPPLY INC		230560	386.16
35378	11/02/2023	1386	SPRINGBROOK NY, INC.		230027	6,608.40
35379	11/02/2023	3511	KIM TRASK		230581	20.00
35380	11/02/2023	2003	UNATEGO CENTRAL SCHOOL		230579	45.00
35381	11/02/2023	4333	UNATEGO CS HIGH SCHOOL ORGANIZATIONS		*See Detail Report	90.00
35382	11/02/2023	1580	UNITED AUTO SUPPLY		230089	88.78
35383	11/02/2023	1412	VILLAGE VARIETY, LTD.		*See Detail Report	144.33
35384	11/02/2023	7268	WILLIAMS SCOTSMAN, INC		230427	793.20

UNATEGO-CSD

Check Warrant Report For A - 29: GENERAL#29, 11/02/2023 For Dates 11/2/2023 - 11/2/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
Number of Transactions: 24					Warrant Total:	40,431.96
					Vendor Portion:	40,431.96
					Payroll Portion:	0.00

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

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 24 in number, in the total amount of \$ 40,431.96. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/1/2023 Danf M. Latour Claims Auditor
Date Signature Title

UNATEGO CSD



Check Warrant Report For A - 30: GENERAL#30, 11/9/23 For Dates 11/9/2023 - 11/9/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
35385	11/09/2023	4439	ADVANCE AUTO PARTS	230076	110.10
35386	11/09/2023	1042	AIRGAS USA, LLC.	230092	88.43
35387	11/09/2023	5842	CENTER STATE PROPANE	*See Detail Report	3,930.17
35388	11/09/2023	2743	CINTAS CORPORATION	230079	81.39
35389	11/09/2023	73	DELAWARE-CHENANGO-MADISON-OTSEGO BOCES		206.40
35390	11/09/2023	3198	DELCHENOT CHAPTER OF NYAPT	230097	35.00
35391	11/09/2023	469	FIRST NATIONAL BANK OF OMAHA	230011	416.00
35392	11/09/2023	481	FOUR WINDS HOSPITALS INC	*See Detail Report	420.00
35393	11/09/2023	4304	GLOBAL MONTELLO GROUP	*See Detail Report	15,247.46
35394	11/09/2023	1639	GRAINGER	230101	193.00
35395	11/09/2023	582	HILL & MARKES INC	230081	141.07
35396	11/09/2023	831	MUNSON BUILDING SUPPLY	230103	75.60
35397	11/09/2023	936	NYSEG	*See Detail Report	5,026.04
35398	11/09/2023	2517	ONEONTA GARAGE DOORS LLC		657.00
35399	11/09/2023	1014	PITNEY BOWES INC.	230021	100.18
35400	11/09/2023	1051	PUTNAM PEST CONTROL	230075	75.00
35401	11/09/2023	1157	SCHOOL SPECIALTY LLC	*See Detail Report	408.96
35402	11/09/2023	1224	STAPLES CONTRACT & COMMERCIAL	230107	188.25
35403	11/09/2023	7276	SURVEILLANCE 247, LLC	230428	1,620.00
35404	11/09/2023	3244	TRANSFINDER CORPORATION	230584	4,450.00
35405	11/09/2023	2003	UNATEGO CENTRAL SCHOOL	230580	14.00
35406	11/09/2023	1580	UNITED AUTO SUPPLY	230089	89.79
35407	11/09/2023	1409	VILLAGE OF OTEGO	230114	170.00

Number of Transactions: 23

Warrant Total: 33,743.84
Vendor Portion: 33,743.84

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

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 23 in number, in the total amount of \$ 33,743.84. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/18/2023 _____ Date Signature Title

 Claims Auditor

UNATEGO CSD



Check Warrant Report For A - 31: GENERAL#31, 11/16/23 For Dates 11/16/2023 - 11/16/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
35408	11/16/2023	5985	AMAZON CAPITAL SERVICES	230396	27.08
35409	11/16/2023	6221	CONSTELLATION NEWENERGY, INC	*See Detail Report	6,567.41
35410	11/16/2023	189	CSSI	*See Detail Report	232.09
35411	11/16/2023	326	THE DAILY STAR	230008	30.67
35412	11/16/2023	73	DELAWARE-CHENANGO-MADISON-OTSEGO BOCES	230058	7,225.54
35413	11/16/2023	6203	FERRARA FIORENZA, PC	230012	830.74
35414	11/16/2023	475	FLINN SCIENTIFIC, INC.	230134	14.70
35415	11/16/2023	4757	LIMINEX, INC	230588	600.00
35416	11/16/2023	16	MACMILLAN HOLDINGS LLC	230431	360.00
35417	11/16/2023	2324	GEORGE MOSHER	230328	200.00
35418	11/16/2023	3165	NCS PEARSON INC.	230436	544.32
35419	11/16/2023	971	OTSEGO CO DEPT SOCIAL SERVICES		41,468.33
35420	11/16/2023	5895	JENNIFER S POTRZEBA	230050	118.49
35421	11/16/2023	1071	REALLY GOOD STUFF, LLC	230448	100.87
35422	11/16/2023	1157	SCHOOL SPECIALTY LLC	*See Detail Report	376.10
35423	11/16/2023	4470	SHERIDAN SEATING	230500	510.00
35424	11/16/2023	5917	TEACHER SYNERGY LLC	230521	75.69
35425	11/16/2023	6068	THE RESEARCH FOUNDATION OF SUNY	230533	60.00
35426	11/16/2023	2171	TK ELEVATOR CORPORATION	230423	911.26
35427	11/16/2023	4605	TRI-COUNTY REFRIGERATION, INC.	230112	624.00
35428	11/16/2023	7285	TYPENEX MEDICAL, LLC	230542	276.27
35429	11/16/2023	1423	WARD'S SCIENCE	230347	44.99
Warrant Total:					61,198.55
Vendor Portion:					61,198.55

Number of Transactions: 22

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

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 22 in number, in the total amount of \$ 61,198.55. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/17/23 Debra A Whaley Claims Auditor
 Date Signature Title

UNATEGO CSD



Check Warrant Report For A - 32: GENERAL#32, 11/22/23 For Dates 11/22/2023 - 11/22/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
35431	11/22/2023	5985	AMAZON CAPITAL SERVICES	230587	599.80
35432	11/22/2023	5842	BUELL FUELS LLC	*See Detail Report	28,615.85
35433	11/22/2023	234	THE CITY OF ONEONTA		50.00
35434	11/22/2023	4704	DELTA ENGINEERS, ARCHITECTS & LAND SURVEYORS	230452	14,820.00
35435	11/22/2023	388	DROGEN ELECTRIC SUPPLY	230098	179.08
35436	11/22/2023	5868	HARRIS MEMORIAL LIBRARY		49,554.81
35437	11/22/2023	847	NASCO	230565	234.12
35438	11/22/2023	1071	REALLY GOOD STUFF, LLC	230567	31.70
35439	11/22/2023	4244	RENTALS TO GO	230419	520.00
35440	11/22/2023	1157	SCHOOL SPECIALTY LLC	*See Detail Report	1,013.87
35441	11/22/2023	2173	TRI-COUNTY COMMUNICATIONS INC	230541	6,304.80
35442	11/22/2023	5869	UNADILLA PUBLIC LIBRARY		27,036.86
35443	11/22/2023	3702	W. B. MASON CO., INC.	230204	59.50
35444	11/22/2023	1423	WARD'S SCIENCE	230347	9.39
Warrant Total:					129,029.78
Vendor Portion:					129,029.78

Number of Transactions: 14

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

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 14 in number, in the total amount of \$ 129,029.78. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/29/23 Debra A Whaley Claims Auditor
 Date Signature Title

UNATEGO CSD

Check Warrant Report For A - 33: GENERAL#33 ASAP, 11/20/2023 For Dates 11/20/2023 - 11/20/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
35430	11/20/2023	4440	LOWE'S	230085	774.36
35445	11/20/2023	582	HILL & MARKES INC	230081	3,108.90
35446	11/20/2023	5866	NEW DIRECTIONS SOLUTIONS	230602	4,945.00
Number of Transactions: 3				Warrant Total:	8,828.26
				Vendor Portion:	8,828.26

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 3 in number, in the total amount of \$ 8,828.26. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/21/2023

Date

Daniel M. [Signature]

Signature

Claims Auditor

Title

UNATEGO CSD



Check Warrant Report For A - 34: GENERAL#34, 11/30/2023 For Dates 11/30/2023 - 11/30/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
35447	11/30/2023	4439	ADVANCE AUTO PARTS	230076	284.33
35448	11/30/2023	1042	AIRGAS USA, LLC.	230092	47.62
35449	11/30/2023	3150	THE ARC OTSEGO	230203	500.00
35450	11/30/2023	2810	JENNIFER BARNES		91.70
35451	11/30/2023	474	FLEETPRIDE, INC.	230100	410.89
35452	11/30/2023	475	FLINN SCIENTIFIC, INC.	230593	351.41
35453	11/30/2023	481	FOUR WINDS HOSPITALS INC	230578	1,050.00
35454	11/30/2023	1639	GRAINGER	230101	16.24
35455	11/30/2023	582	HILL & MARKES INC	230081	646.20
35456	11/30/2023	2564	MARY IMOGENE BASSETT HOSPITAL		450.00
35457	11/30/2023	905	NYS DEPT OF ENVIRONMENTAL CONSERVATION	230087	330.00
35458	11/30/2023	943	NYSSMA	230483	75.00
35459	11/30/2023	5841	OCC MED WELL NOW	230116	90.00
35460	11/30/2023	7292	PENN POWER GROUP, LLC	230555	152.90
35461	11/30/2023	1050	PITNEY BOWES BANK INC PURCHASE POWER	230024	500.00
35462	11/30/2023	1051	PUTNAM PEST CONTROL	230074	40.00
35463	11/30/2023	4561	R. G. TIMBS, INC.	230025	620.00
35464	11/30/2023	1386	SPRINGBROOK NY, INC.	230027	6,608.40
35465	11/30/2023	3008	SYNERGY IT SOLUTIONS INC	230366	7,657.31
35466	11/30/2023	4605	TRI-COUNTY REFRIGERATION, INC.	230582	34,800.00
35467	11/30/2023	7285	TYPENEX MEDICAL, LLC	230543	276.27
35468	11/30/2023	1412	VILLAGE VARIETY, LTD.	230090	68.39
35469	11/30/2023	1423	WARD'S SCIENCE	230347	41.30
35470	11/30/2023	7268	WILLIAMS SCOTSMAN, INC	230427	793.20

Number of Transactions: 24

Warrant Total: 55,901.16
Vendor Portion: 55,901.16

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 24 in number, in the total amount of \$ 55,901.16. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/29/23

Date

Debra A Whaley

Signature

Claims Auditor

Title

UNATEGO CSD

Check Warrant Report For TA - 18: TRUST & AGENCY#18, 11/9/23 For Dates 11/9/2023 - 11/9/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
9755	11/09/2023	4699	ADPRO SPORTS LLC		1,179.67
Number of Transactions: 1				Warrant Total:	1,179.67
				Vendor Portion:	1,179.67

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 \$ 1,179.67. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/8/2023 *Dan M. Lusk* Claims Auditor
Date Signature Title

UNATEGO CSD



Check Warrant Report For TA - 19: TA PAYROLL#19, NOVEMBER 2023 For Dates 11/1/2023 - 11/30/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
3542	11/09/2023	919	NYS TAX DEPARTMENT		18,827.70
3543	11/09/2023	955	US OMNI & TSACG COMPLIANCE SERVICES, INC.		13,727.00
3544	11/09/2023	1365	UNATEGO PAYROLL ACCOUNT		321,070.23
3545	11/09/2023	1503	UNITED STATES TREASURY		105,559.08
3546	11/09/2023	4326	LIFETIME BENEFIT SOLUTIONS		450.00
3547	11/09/2023	6200	NYSDCP RECEIPTS		405.00
3572	11/22/2023	910	NYS & LOCAL RETIREMENT SYSTEM		5,266.36
3573	11/22/2023	919	NYS TAX DEPARTMENT		17,120.21
3574	11/22/2023	955	US OMNI & TSACG COMPLIANCE SERVICES, INC.		13,849.89
3575	11/22/2023	1365	UNATEGO PAYROLL ACCOUNT		293,825.35
3576	11/22/2023	1503	UNITED STATES TREASURY		96,936.39
3577	11/22/2023	4326	LIFETIME BENEFIT SOLUTIONS		450.00
3578	11/22/2023	6200	NYSDCP RECEIPTS		405.00
9756	11/09/2023	220	CHEN-DEL-O FEDERAL CREDIT UNION		4,372.54
9757	11/09/2023	946	NYSUT MEMBER BENEFIT		160.32
9758	11/09/2023	975	OTSEGO COUNTY SHERIFF'S OFFICE		131.20
9759	11/09/2023	1187	SIDNEY FEDERAL CREDIT UNION		4,036.91
9760	11/09/2023	4364	VOTE-COPE		2.00
9761	11/22/2023	220	CHEN-DEL-O FEDERAL CREDIT UNION		4,372.54
9762	11/22/2023	920	NYS TEACHERS' RETIREMENT SYSTEM		751.00
9763	11/22/2023	946	NYSUT MEMBER BENEFIT		160.32
9764	11/22/2023	975	OTSEGO COUNTY SHERIFF'S OFFICE		131.20
9765	11/22/2023	1187	SIDNEY FEDERAL CREDIT UNION		4,036.91
9766	11/22/2023	4364	VOTE-COPE		2.00

Number of Transactions: 24

Warrant Total: 906,049.15
Vendor Portion: 906,049.15

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 24 in number, in the total amount of \$ 906,049.15. 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.

12/1/23 Debra A Whaley Claims Auditor
 Date Signature Title

UNATEGO CSD



Check Warrant Report For TA - 21: TRUST & AGENCY#21, HEALTH & DENTAL 11/30/23 For Dates 11/30/2023 - 11/30/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
9767	11/30/2023	7264	CASEBP		243,778.00
9768	11/30/2023	4297	EXCELLUS HEALTH PLAN - GROUP		20,776.62
9769	11/30/2023	803	METROPOLITAN LIFE INSURANCE CO		860.73
Number of Transactions: 3					Warrant Total: 265,415.35
					Vendor Portion: 265,415.35

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 3 in number, in the total amount of \$ 265,415.35. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/29/23
Date

Debra A Whaley
Signature

Claims Analyst
Title

UNATEGO CSD



Check Warrant Report For TA - 24: TA#23 (LIFETIME BENEFIT REIMBURSEMENTS) NOVEMBER 2023 For Dates 11/1/2023 - 11/30/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
3585	11/01/2023	4326	LIFETIME BENEFIT SOLUTIONS		15.00
3586	11/02/2023	4326	LIFETIME BENEFIT SOLUTIONS		8.77
3587	11/03/2023	4326	LIFETIME BENEFIT SOLUTIONS		15.00
3588	11/07/2023	4326	LIFETIME BENEFIT SOLUTIONS		25.00
3589	11/08/2023	4326	LIFETIME BENEFIT SOLUTIONS		30.41
3590	11/09/2023	4326	LIFETIME BENEFIT SOLUTIONS		13.06
3591	11/11/2023	4326	LIFETIME BENEFIT SOLUTIONS		40.00
3592	11/10/2023	4326	LIFETIME BENEFIT SOLUTIONS		71.21
3593	11/12/2023	4326	LIFETIME BENEFIT SOLUTIONS		216.95
3594	11/13/2023	4326	LIFETIME BENEFIT SOLUTIONS		5.00
3595	11/14/2023	4326	LIFETIME BENEFIT SOLUTIONS		27.30
3596	11/16/2023	4326	LIFETIME BENEFIT SOLUTIONS		11.43
3597	11/15/2023	4326	LIFETIME BENEFIT SOLUTIONS		106.67
3598	11/17/2023	4326	LIFETIME BENEFIT SOLUTIONS		20.00
3599	11/17/2023	4326	LIFETIME BENEFIT SOLUTIONS		24.71
3600	11/18/2023	4326	LIFETIME BENEFIT SOLUTIONS		81.43
3601	11/20/2023	4326	LIFETIME BENEFIT SOLUTIONS		25.00
3602	11/21/2023	4326	LIFETIME BENEFIT SOLUTIONS		5.00
3603	11/23/2023	4326	LIFETIME BENEFIT SOLUTIONS		22.81
3604	11/24/2023	4326	LIFETIME BENEFIT SOLUTIONS		10.00
3605	11/25/2023	4326	LIFETIME BENEFIT SOLUTIONS		15.00
3606	11/28/2023	4326	LIFETIME BENEFIT SOLUTIONS		15.00
3607	11/27/2023	4326	LIFETIME BENEFIT SOLUTIONS		75.00
3608	11/29/2023	4326	LIFETIME BENEFIT SOLUTIONS		5.00
3609	11/30/2023	4326	LIFETIME BENEFIT SOLUTIONS		27.32

Number of Transactions: 25

Warrant Total: 912.07
Vendor Portion: 912.07

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 25 in number, in the total amount of \$ 912.07. 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.

12/6/23 Debra A Whaley Claims Auditor
 Date Signature Title

UNATEGO CSD



Check Warrant Report For C - 14: SCHOOL LUNCH#14, 11/9/23 For Dates 11/9/2023 - 11/9/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
7305	11/09/2023	96	BEHLOG & SON PRODUCE INC	230371	3,152.38
7306	11/09/2023	4612	BILL BROS DAIRY	230372	6,630.91
7307	11/09/2023	160	BIMBO BAKERIES USA	230373	1,435.92
7308	11/09/2023	6161	CATSKILLS AGRARIAN ALLIANCE INC	230374	55.20
7309	11/09/2023	4062	ECOLAB INC	230539	19.21
7310	11/09/2023	520	GINSBERG'S INSTITUTIONAL FOODS, INC	230376	20,159.16
7311	11/09/2023	6043	HEADWATER FOODS, INC.	230377	724.47
7312	11/09/2023	4318	HERSHEY CREAMERY COMPANY	230378	923.12
7313	11/09/2023	582	HILL & MARKES INC	230379	4,216.02
7314	11/09/2023	4728	JOSEPH FLIHAN COMPANY	230576	1,063.20
7315	11/09/2023	7271	MORNING STAR POULTRY LLC	230381	660.00
7316	11/09/2023	7272	NOVIELLO'S WHOLESALE BAKERY	230382	107.40
7317	11/09/2023	7297	SINGER - KITTREDGE EQUIPMENT CO.	230577	231.53

Number of Transactions: 13

Warrant Total: 39,378.52
Vendor Portion: 39,378.52

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 13 in number, in the total amount of \$ 39,378.52. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/8/2023 *Dee M. [Signature]* Claims Auditor
 Date Signature Title

UNATEGO CSD



Check Warrant Report For C - 15: SCHOOL LUNCH#15, 11/22/23 For Dates 11/22/2023 - 11/22/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
7318	11/22/2023	6047	HEATHER MCGRAIL	230551	200.00
Number of Transactions: 1					Warrant Total: 200.00
					Vendor Portion: 200.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 200.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/29/23 Debra A Whaley Claims Auditor
Date Signature Title

UNATEGO CSD



Check Warrant Report For F - 10: FEDERAL #10, 11/9/23 For Dates 11/9/2023 - 11/9/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
3570	11/09/2023	7228	UPSTATE SECURITY CONSULTANTS, LLC	230508	12,400.00
Number of Transactions: 1					Warrant Total: 12,400.00
					Vendor Portion: 12,400.00

Certification of Warrant

To The District Treasurer, I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 12,400.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/8/2023 Deed M. Subak Claims Auditor
Date Signature Title

UNATEGO CSD



Check Warrant Report For H - 12: CAPITAL#12 , 11/09/2023 For Dates 11/9/2023 - 11/9/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
2035	11/09/2023	5953	A-VERDI LLC	220764	680.00
2036	11/09/2023	4704	DELTA ENGINEERS, ARCHITECTS & LAND SURVEYORS	210460	75,200.00

Number of Transactions: 2

Warrant Total: 75,880.00
Vendor Portion: 75,880.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$ 75,880.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/9/2023 *[Signature]* claims Auditor
Date Signature Title

UNATEGO CSD



Check Warrant Report For H - 13: CAPITAL#13, 11/22/23 For Dates 11/22/2023 - 11/22/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
2037	11/22/2023	5953	A-VERDI LLC	220764	340.00
2038	11/22/2023	4704	DELTA ENGINEERS, ARCHITECTS & LAND SURVEYORS	210460	73,250.00
2039	11/22/2023	5909	SCHOOLHOUSE CONSTRUCTION SERVICES LLC	210177	26,500.00
Number of Transactions: 3				Warrant Total:	100,090.00
				Vendor Portion:	100,090.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 3 in number, in the total amount of \$ 100,090.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/29/23 Debra A Whaley Claims Auditor
Date Signature Title

UNATEGO CSD



Check Warrant Report For H - 14: CAPITAL#14, 11/30/2023 For Dates 11/30/2023 - 11/30/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
2040	11/30/2023	4561	R. G. TIMBS, INC.		542.50
Number of Transactions: 1					Warrant Total: 542.50
					Vendor Portion: 542.50

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 \$ 542.50. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/29/23 _____
Date Signature Title

SUBJECT: MEAL CHARGE AND PROHIBITION AGAINST MEAL SHAMING**I. Purpose**

The goal of the District is to provide student access to nutritious no- or low-cost meals each school day and to ensure that a pupil whose parent/guardian has unpaid school meal fees is not shamed or treated differently than a pupil whose parent/guardian does not have unpaid meal fees.

Unpaid charges could place a large financial burden on our school. The purpose of this policy is to insure compliance with federal requirements for the USDA Child Nutrition Program and, and to provide oversight and accountability for the collection of outstanding student meal balances to ensure that the student is not stigmatized, distressed or embarrassed.

The intent of this policy is to establish procedures to address unpaid meal charges throughout the District in a way that does not stigmatize, distress or embarrass students. The provisions of this policy pertain to regular priced reimbursable school breakfast, lunch and snack meals only. Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited.

II. Policy

Free Meal Benefit - Free eligible students will be allowed to receive a free breakfast and lunch meal of their choice each day. A la carte items or other similar items must be paid/prepaid.

Reduced Meal Benefit - Reduced eligible students will be allowed to receive a breakfast and a lunch meal of their choice at no charge. A la carte items or other similar items must be paid/prepaid.

Full Pay Students - Students will pay for meals at the school's published paid meal rate each day. The charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal. A la carte items or other similar items must be paid/prepaid.

ONGOING STAFF TRAINING:

- a) Staff will be trained annually and throughout the year as needed on the procedures for managing meal charges using the NYSED Webinar or the school's training program.
- b) Staff training includes ongoing eligibility certification for free or reduced-price meals.

(Continued)

SUBJECT: MEAL CHARGE AND PROHIBITION AGAINST MEAL SHAMING (Cont'd.)**PARENT NOTIFICATION:**

- a) Parents/guardians will be notified that a student's meal card or account balance is exhausted and has accrued meal charges within 10 days of the charge and then every 10 days thereafter.

PARENT OUTREACH:

- a) Staff will communicate with parents/guardians with five or more meal charges to determine eligibility for free or reduced-price meals.
- b) School staff will make two documented attempts to reach out to parents/guardians to complete a meal application in addition to the application and instructions provided in the school enrollment packet.
- c) School staff will contact the parent/guardian to offer assistance with completion of meal applications to determine if there are other issues within the household causing the child to have insufficient funds, offering any other assistance that is appropriate.

MINIMIZING STUDENT DISTRESS:

- a) Staff will not publicly identify or stigmatize any student on the line or discuss any outstanding meal debt in the presence of any other students.
- b) Students who incur meal charges will not be required to wear a wristband or handstamp, or to do chores or work to pay for meals.
- c) Staff will not throw away a meal after it has been served because of the student's inability to pay for the meal or because of previous meal charges.
- d) Staff will not take any action directed at a pupil to collect unpaid school meal fees.
- e) Staff will deal directly with parents/guardians regarding unpaid school meal fees.

(Continued)

SUBJECT: Meal Charge and Prohibition Against Meal Shaming Policy (Cont'd.)

ONGOING ELIGIBILITY CERTIFICATION:

- a) School staff will conduct direct certification with NYSSIS or using NYSED Roster Upload to maximize free eligibility. NYSED provides updated direct certification data monthly.
- b) District will provide parents/guardians with free and reduced-price application and instructions at the beginning of each school year in school enrollment packet.
- c) District will provide at least two additional free and reduced-price applications throughout the school year to families identified as owing meal charges.
- d) District will use administrative prerogative judiciously, only after using exhaustive efforts to obtain a completed application from the parent/guardian only with available information on family size and income that falls within approvable guidelines.
- e) District will coordinate with the foster, homeless, migrant, runaway coordinators to certify eligible students.

Students/Parents/Guardians may pay for meals in advance via www.myschoolbucks.com or with a check payable to School Lunch Fund. Further details are available on the District webpage. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student may/will be carried over to the next school year.

To obtain a refund for a withdrawn or graduating students, a written or e-mailed request for a refund of any money remaining in their account must be submitted. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.

Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the District Food Service Program.

First Reading: December 4, 2023

Second Reading/Adopted: January 2, 2024

SUBJECT: SCHOOL MEAL MODIFICATION

Unatego Central School District provides reasonable modified meal components on menus to accommodate students with a disability. A parent/guardian wishing to request dietary accommodations for their student with a disability/allergy must submit a medical statement completed by a State licensed healthcare professional, i.e., Physician, Nurse Practitioner, Physician's Assistant to their school's nurse's office. Documents can be emailed, faxed or mailed to the School Nurse at the applicable school.

The medical statement requirements:

1. Provides information about impairment. Diagnosis not required.
2. An explanation of what must be done to accommodate the disability, which may include:
 - a. Food(s) to avoid or restrict (allergen).
 - b. Food(s) to substitute.
 - c. Brief explanation of how exposure affects the student(s).

If the information provided in the medical statement is unclear, or lacks sufficient detail, the district's Food Service Director shall request additional information so that a proper and safe meal can be provided. Modifications to the meals will begin *immediately* upon receipt of the documentation and continue while waiting for additional information, if needed. This form will remain on file and in force until we receive written notification from the parent to remove.

Modification procedure:

1. All servers and cashiers are made aware of the modification as soon as the food service department is notified.
2. Student's account is flagged with the modification, so it automatically comes up on the POS when the child enters his or her number.
3. Any food items needed to be purchased (gluten free items, dairy free items), will be done within 10 business days. Substitutions will be made until product is received.

When choosing an appropriate approach to accommodate a student's disability, the district will consider the expense and efficiency of the requested accommodations. The district will offer a reasonable modification that effectively accommodates the child's disability and provides equal opportunity to participate in or benefit from the program, which may include a generic version of a product.

Parents may file a grievance regarding the request for accommodations with the district's School Business Manager, 607-988-5038, who will schedule a hearing on the grievance, in writing, to be held within 10 business days. The Business official shall provide a copy of the procedures governing the hearing, including that the parent has the right to be accompanied by counsel, and the appeal process upon request.

(Continued)

SUBJECT: SCHOOL MEAL MODIFICATION (Cont'd.)

For additional guidance, see FNS memorandum SP 59-2016, Modifications to Accommodate Disabilities in the School Meal Programs, SP 26- 2017 Accommodating Disabilities in the School Meal Programs: Guidance and Questions and Answers (Q&As), (<https://www.fns.usda.gov/school-meals/accommodating-disabilities-school-mealprograms-guidance-and-qas>) and Accommodating Children with Disabilities in the School Meal Programs (<https://www.fns.usda.gov/sites/default/files/cn/SP40-2017a1.pdf>)

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

(Continued)

POLICY

2023

5663
3 of 3

Non-Instructional/Business
Operations

This institution is an equal opportunity provider.

First Reading: December 4, 2023

Second Reading/Adopted: January 2, 2024

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE

Overview

The District is committed to creating and maintaining an environment which is free from harassment and discrimination. This policy addresses sexual harassment and gender discrimination in the workplace. It is intended to inform covered individuals of: their right to work in an environment that is free from sexual harassment and discrimination; what sexual harassment and discrimination look like; how they can prevent and report sexual harassment and discrimination; how they are protected from retaliation after taking action; and the general process for investigating a claim of sexual harassment and discrimination that falls under this policy. This policy is just one component of the District's overall commitment to maintaining a harassment and discrimination-free educational and work environment.

Under New York State Human Rights Law (NYSHRL), it is illegal for an employer to discriminate based on age, race, creed, color, national origin, citizenship or immigration status, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, status as a victim of domestic violence, or criminal history. These different identities impact an individual's perception and understanding of the world. For example, an individual's race, ability, or immigration status may impact their experience with gender discrimination in the workplace. While this policy is focused on sexual harassment and gender discrimination, the process for reporting and investigating discrimination based on other protected classes is generally the same. However, the exact process may vary depending on a number of factors including, but not limited to, who is involved. Other District policies and documents such as regulations, procedures, collective bargaining agreements, and the District's *Code of Conduct* detail the specific process for reporting and investigating discrimination based on other protected identities.

Sexual harassment is a form of workplace discrimination that subjects individuals to inferior conditions of employment due to their gender, gender identity, gender expression (perceived or actual), and/or sexual orientation. Sexual harassment is often viewed simply as a form of gender-based discrimination, but the District recognizes that discrimination can be related to or affected by other identities beyond gender.

Discrimination of any kind, including sexual harassment, is unlawful, a violation of District policy, and may subject the District to liability for the harm experienced by targets of discrimination. All individuals are required to work in a manner designed to prevent sexual harassment and discrimination in the workplace.

Harassers may also be individually subject to liability and supervisors who fail to report or act on harassment may be liable for aiding and abetting sexual harassment and discrimination. Employees at every level who engage in harassment or discrimination, including supervisory personnel who engage in harassment or discrimination or who allow such behavior to continue, will be subject to remedial and/or disciplinary action by the District.

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

The District adopts this policy as part of its effort to provide for the prompt and equitable resolution of complaints of sexual harassment in the workplace. The District will promptly respond to reports of sexual harassment in the workplace, ensure that all investigations are conducted within a reasonably prompt time frame and under a predictable fair grievance process that provides due process protections, and impose disciplinary measures and implement remedies when warranted.

Inquiries about this policy may be directed to the District's Civil Rights Compliance Officer(s) (CRCO(s)) and/or Title IX Coordinator(s).

Scope and Application

This policy applies to all instances of sexual harassment and gender discrimination perpetrated against a "covered individual" by anyone in the workplace, including a co-worker, supervisor, or third-party such as a non-employee, paid or unpaid intern, vendor, building security, visitor, volunteer, parent, or student. For purposes of this policy, a "covered individual" includes:

- a) Employees;
- b) Applicants for employment;
- c) Paid or unpaid interns; and
- d) Non-employees, which include anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or other person providing services pursuant to a contract in the workplace. These non-employees include persons commonly referred to as independent contractors, gig workers, and temporary workers. Also included are non-employees providing equipment repair, cleaning services, or any other service through a contract with the District.

Other District policies and documents such as regulations, procedures, collective bargaining agreements, and the District's *Code of Conduct* may address misconduct related to sexual harassment and may provide for additional, different, or more specific grievance procedures depending on a number of factors including, but not limited to, who is involved and where the alleged sexual harassment occurred. These documents must be read in conjunction with this policy.

The dismissal of a complaint under one policy or document does not preclude action under another related District policy or document.

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

What Constitutes Sexual Harassment

Sexual harassment is a form of gender-based discrimination that is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Sexual harassment is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender discrimination including gender role stereotyping and treating individuals differently because of their gender.

Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes, gender expression, and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, and non-binary. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A transgender person is someone whose gender is different than the sex they were assigned at birth. A non-binary person does not identify exclusively as a man or a woman. They might identify as both, somewhere in between, or completely outside the gender binary. Some may identify as transgender, but not all do. Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

Under NYSHRL, sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Every instance of harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior. However, NYSHRL specifies that whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which a covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression is considered a violation of District policy. The intent of the behavior, for example, making a joke, does not neutralize a harassment claim. Not intending to harass is not a defense. The impact of the behavior on a person is what counts.

Sexual harassment includes any unwelcome conduct which is either directed at an individual because of that individual's gender identity or expression (perceived or actual), or is of a sexual nature when:

- a) The purpose or effect of this behavior unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. The impacted individual does not need to be the intended target of the sexual harassment;
- b) Employment depends implicitly or explicitly on accepting such unwelcome behavior; or

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

- c) Decisions regarding an individual's employment are based on an individual's acceptance to or rejection of the behavior. These decisions can include what shifts and how many hours an employee might work, project assignments, as well as salary and promotion decisions.

There are two main types of sexual harassment:

- a) Hostile work environment which includes, but is not limited to, words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex, gender identity, or gender expression. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory, or discriminatory statements which an employee finds offensive or objectionable, causes an employee discomfort or humiliation, or interferes with the employee's job performance.
- b) Quid pro quo harassment which occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions, or privileges of employment.

Any covered individual who feels harassed is encouraged to report the behavior so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be discrimination and is covered by this policy.

Examples of Sexual Harassment

The following describes some actions that may constitute unlawful sexual harassment and that are strictly prohibited. This list is just a sample of behaviors and should not be considered exhaustive. Any covered individual who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it:

- a) Physical acts of a sexual nature, such as:
 - 1. Touching, pinching, patting, kissing, hugging, grabbing, brushing against another individual's body, or poking another individual's body; or
 - 2. Rape, sexual battery, molestation, or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy.
- b) Unwanted sexual comments, advances, or propositions, such as:
 - 1. Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits;

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

2. Subtle or obvious pressure for unwelcome sexual activities; or
 3. Repeated requests for dates or romantic gestures, including gift-giving.
- c) Sexually oriented gestures, noises, remarks or jokes, or questions and comments about a person's sexuality, sexual experience, or romantic history which create a hostile work environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.
- d) Sex stereotyping, which occurs when someone's conduct or personality traits are judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look:
1. Remarks regarding an employee's gender expression, such as wearing a garment typically associated with a different gender identity; or
 2. Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.
- e) Sexual or discriminatory displays or publications anywhere in the workplace, such as:
1. 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 phones and sharing such displays while in the workplace;
 2. This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.
- f) Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or gender expression, such as:
1. Interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 2. Sabotaging an individual's work;
 3. Bullying, yelling, or name-calling;
 4. Intentional misuse of an individual's preferred pronouns; or

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

5. Creating different expectations for individuals based on their perceived identities:
 - (a) Dress codes that place more emphasis on women's attire;
 - (b) Leaving parents/caregivers out of meetings.

Who Can be a Target of Sexual Harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassment does not have to be between members of the opposite sex or gender. This policy applies to all instances of sexual harassment perpetrated against a "covered individual" by anyone in the workplace, including a co-worker, supervisor, or third-party such as a non-employee, paid or unpaid intern, vendor, building security, visitor, volunteer, parent, or student.

Sexual harassment does not happen in a vacuum and discrimination experienced by an individual can be impacted by biases and identities beyond an individual's gender. For example:

- a) Placing different demands or expectations on black women employees than white women employees can be both racial and gender discrimination;
- b) An individual's immigration status may lead to perceptions of vulnerability and increased concerns around illegal retaliation for reporting sexual harassment; or
- c) Past experiences as a survivor of domestic or sexual violence may lead an individual to feel re-traumatized by someone's behaviors in the workplace.

Individuals bring personal history with them to the workplace that might impact how they interact with certain behavior. It is especially important for all employees to be aware of how words or actions might impact someone with a different experience than their own in the interest of creating a safe and equitable workplace.

Where Can Sexual Harassment Occur?

Unlawful sexual harassment is not limited to the physical workplace itself. Sexual harassment can occur on school property and at school functions which, for purposes of this policy, means a school-sponsored or school-authorized extracurricular event or activity regardless of where the event or activity takes place, including any event or activity that may take place virtually or in another state. It can occur while covered individuals are traveling for District business or at District or industry-sponsored events or parties. Calls, texts, emails, and social media usage by covered individuals can constitute unlawful workplace harassment, even if they occur away from school property, on personal devices, or during non-work hours. Accordingly, conduct or incidents of sexual harassment that create or foreseeably create a disruption within the District may be subject to this policy in certain circumstances.

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

Sexual harassment can occur when covered individuals are working remotely. Any behaviors outlined above that leave a covered individual feeling uncomfortable, humiliated, or unable to meet their job requirements constitute harassment even if the covered individual is working remotely when the harassment occurs. Harassment can happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones.

Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

Retaliation is unlawful and is any action by an employer or supervisor that punishes an individual upon learning of a harassment claim, that seeks to discourage a covered individual from making a formal complaint or supporting a sexual harassment or discrimination claim, or that punishes those who have come forward. Adverse actions need not be job-related or occur in the workplace to constitute unlawful retaliation. For example, threats of physical violence outside of work hours or disparaging someone on social media would be covered as retaliation under this policy.

Examples of retaliation may include, but are not limited to:

- a) Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts;
- b) Publicly releasing personnel files;
- c) Refusing to provide a reference or providing an unwarranted negative reference;
- d) Labeling an employee as "difficult" and excluding them from projects to avoid "drama";
- e) Undermining an individual's immigration status; or
- f) Reducing work responsibilities, passing over for a promotion, or moving an individual's desk to a less desirable office location.

Retaliation is unlawful under federal, state, and (where applicable) local law. The NYSHRL protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- a) Made a complaint of sexual harassment or discrimination, either internally or with any government agency;
- b) Testified or assisted in a proceeding involving sexual harassment or discrimination under the NYSHRL or any other anti-discrimination law;

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

- c) Opposed sexual harassment or discrimination by making a verbal or informal complaint, or by simply informing a supervisor, building principal, other administrator, or the CRCO of suspected harassment;
- d) Reported that a covered individual has been sexually harassed or discriminated against; or
- e) Encouraged a covered individual to report harassment.

The District prohibits all retaliation. Any individual that reports an incident of sexual harassment or discrimination, provides information, or otherwise assists in any investigation of a sexual harassment or discrimination complaint is protected from retaliation. No one should fear reporting sexual harassment or discrimination if they believe it has occurred. Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of sexual harassment or discrimination.

Any District employee who retaliates against anyone involved in a sexual harassment or discrimination investigation will face disciplinary action, up to and including termination. All covered individuals who believe they have been subject to retaliation should inform a supervisor, building principal, other administrator, or the CRCO.

All employees and covered individuals who believe they have been a target of retaliation may also seek relief from government agencies, as explained in this policy.

Reporting Allegations of Sexual Harassment

Anyone who experiences, witnesses, or becomes aware of potential instances of sexual harassment is encouraged to report the behavior to a supervisor, building principal, other administrator, or the CRCO. Covered individuals should not feel discouraged from reporting harassment because they do not believe it is bad enough or conversely because they do not want to see someone fired over less severe behavior. Just as harassment can happen in different degrees, potential discipline for engaging in sexual harassment will depend on the degree of harassment and could include education counseling, suspension, or termination.

Reports of sexual harassment may be made verbally or in writing. A written complaint form is posted on the District's website if a covered individual would like to use it, but the complaint form is not required. Individuals who are reporting sexual harassment on behalf of another individual may use the complaint form and note that it is being submitted on another individual's behalf. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another individual is also acceptable.

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

Reports may be made to a CRCO in person, by using the contact information for a CRCO, or by any other means that results in a CRCO receiving the person's verbal or written report. This report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for a CRCO.

Reports of sexual harassment may also be made to any other District employee including a supervisor or building principal. All reports of discrimination and/or harassment must be immediately forwarded to the CRCO. Reports may also be forwarded to other District employees depending on the allegations.

District employees must comply with reporting requirements in any other applicable District policy or document.

Covered individuals who believe they have been a target of sexual harassment may at any time seek assistance in additional available forums, as explained in this policy.

Supervisory Responsibilities

Everyone must work toward preventing sexual harassment, but leadership matters. Supervisors, building principals, other administrators, and the CRCOs have a special responsibility to make sure employees feel safe at work and that workplaces are free from harassment and discrimination. All supervisors, building principals, and other administrators who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing or discriminatory behavior, or for any reason suspect that sexual harassment or discrimination is occurring, are required to report the suspected sexual harassment to the CRCO. If the CRCO is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity. If the District has not designated another CRCO, the Superintendent will ensure that another person with the appropriate training and qualifications is appointed to act as the CRCO.

Supervisors, building principals, and other administrators should not be passive and wait for a covered individual to make a claim of harassment. If they observe such behavior, they must act.

Supervisors, building principals, and other administrators can be disciplined if they engage in sexually harassing or discriminatory behavior themselves. Supervisors, building principals, and other administrators, can also be disciplined for failing to report suspected sexual harassment or allowing sexual harassment to continue after they know about it.

While supervisors, building principals, and other administrators have a responsibility to report harassment and discrimination, they must be mindful of the impact that harassment and a subsequent investigation has on victims. Being identified as a possible victim of harassment and questioned about

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

harassment and discrimination can be intimidating, uncomfortable and re-traumatizing for individuals. Supervisors, building principals, and other administrators must accommodate the needs of individuals who have experienced harassment to ensure the workplace is safe, supportive, and free from retaliation for them during and after any investigation.

Bystander Intervention

Any individual witnessing harassment as a bystander is encouraged to report it. A supervisor, building principal, or other administrator that is a bystander to harassment is **required** to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

- a) A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
- b) A bystander who feels unsafe interrupting on their own can ask a third-party to help intervene in the harassment;
- c) A bystander can record or take notes on the harassment incident to benefit a future investigation;
- d) A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and
- e) If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace.

Grievance Process for Complaints of Sexual Harassment in the Workplace

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. An investigation of any complaint, information, or knowledge of suspected sexual harassment will be prompt, thorough, equitable, and started and completed as soon as possible. Investigations will be kept confidential to the extent possible. Disclosure may, however, be necessary to complete a thorough investigation of the charges and/or notify law enforcement officials. All individuals involved, including those making a harassment claim, witnesses, and alleged harassers deserve a fair and impartial investigation.

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

The CRCO will generally oversee the District's investigation of all complaints of discrimination and/or harassment. In the event an anonymous complaint is filed, the District will respond to the extent possible.

District employees may be required to cooperate as needed in an investigation of suspected sexual harassment. The District recognizes that participating in a harassment investigation can be uncomfortable and has the potential to retraumatize a covered individual. Individuals receiving claims and leading investigations will handle complaints and questions with sensitivity toward participants.

While the process may vary from case to case, investigations will be done in accordance with the following steps. Upon receipt of a complaint, the CRCO:

- a) Will conduct a prompt review of the allegations, assess the appropriate scope of the investigation, and take any interim actions (for example, instructing the individual(s) about whom the complaint was made to refrain from communications with the individual(s) who reported the harassment), as appropriate.

If the CRCO is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity. If the District has not designated another CRCO, the Superintendent will ensure that another person with the appropriate training and qualifications is appointed to act as the CRCO.

- b) Will investigate all complaints of sexual harassment regardless of how those complaints are reported and treat all complaints with equal priority. For verbal complaints, the individual will be encouraged to complete, in writing, the complaint form. If the individual reporting prefers not to fill out the complaint form, a complaint form or equivalent documentation based on the verbal reporting will be prepared. The individual reporting the harassment will be provided a copy of the completed complaint form.
- c) Will take steps to obtain, review, and preserve documents sufficient to assess the allegations, including documents, emails, or phone records that may be relevant to the investigation. The CRCO will consider and implement appropriate document request, review, and preservation measures, including for electronic communications.
- d) Will seek to interview all parties involved, including any relevant witnesses. If a student is involved, the District will follow all applicable District policies and procedures regarding questioning students.

(Continued)

- e) Will create written documentation of the investigation (such as a letter, memo, or email),
 - 1. A list of all documents reviewed, along with a detailed summary of relevant documents;
 - 2. A list of names of those interviewed, along with a detailed summary of their statements;
 - 3. A timeline of events;
 - 4. A summary of any prior relevant incidents disclosed in the investigation, reported or unreported; and
 - 5. The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- f) Will keep the written documentation and associated documents in a secure and confidential location.
- g) Will promptly notify the individual(s) who reported the harassment and the individual(s) about whom the complaint was made that the investigation has been completed and implement any corrective actions identified in the written document. Any corrective action taken will be in accordance with applicable law and regulation, as well as any applicable District policy, regulation, procedure, collective bargaining agreement, third-party contract, or other document such as the District's *Code of Conduct*.
- h) Will inform the individual(s) who reported the harassment of the right to file a complaint or charge externally as outlined in this policy.

Other District policies and documents address sexual harassment. All complaints will be handled in accordance with the applicable District policies and/or documents.

The determination as to which District policies and/or documents are applicable is fact specific, and the CRCO may work with other District staff such as the District's Title IX Coordinator(s) to determine which District policies and/or documents are applicable to the specific facts of the complaint.

Annual Training

The District will provide a sexual harassment prevention training program to all employees on an annual basis. The training will be interactive and will include:

- a) An explanation of sexual harassment consistent with guidance issued by the Department of Labor in consultation with the Division of Human Rights;

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

- b) Examples of conduct that would constitute unlawful sexual harassment;
- c) Information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to victims of sexual harassment;
- d) Information concerning employees' rights of redress and all available forums for adjudicating complaints; and
- e) Information addressing conduct by supervisors and any additional responsibilities for such supervisors.

Notification

The District will provide this policy to all employees in-person or digitally through email upon hiring and will be posted prominently in all work locations. In addition to sending the policy through email, this policy will also be available on the District's website.

At the time of hiring and at every annual sexual harassment prevention training program, the District will provide each employee a notice containing this policy and the information presented at the District's sexual harassment prevention training program.

This notice will be provided in English and in the language identified by the employee as their primary language, provided that the New York State Department of Labor Commissioner has published a template of the model materials in that language.

The notice will be delivered in writing, either in print or digitally. The notice will either link to or include, as an attachment or printed copy, the policy and training materials.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by the District, but it is also prohibited by state, federal, and, where applicable, local law.

The District's internal process outlined in the policy above is one way for covered individuals to report sexual harassment. Covered individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, covered individuals may also seek the legal advice of an attorney.

In addition to those outlined below, individuals may have other legal protections.

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

New York State Division of Human Rights (NYSDHR)

The NYSHRL, NY Executive Law, Art. 15, Section 290 et seq., applies to all employers in New York State and protects covered individuals, regardless of immigration status. A complaint alleging violation of the NYSHRL may be filed either with the NYSDHR or in New York State Supreme Court.

Complaints of sexual harassment filed with NYSDHR may be submitted any time **within three years** of the harassment. If an individual does not file a complaint with NYSDHR, they can bring a lawsuit directly in state court under the NYSHRL, **within three years** of the alleged sexual harassment. An individual may not file with NYSDHR if they have already filed a NYSHRL complaint in state court.

Complaining internally to the District does not extend the time to file with NYSDHR or in court. The three years are counted from the date of the most recent incident of harassment. Individuals do not need an attorney to file a complaint with NYSDHR, and there is no cost to file with NYSDHR.

NYSDHR will investigate the complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases receive a public hearing before an administrative law judge. If sexual harassment is found at the hearing, NYSDHR has the power to award relief. Relief varies, but it may include requiring the employer to take action to stop the harassment, or repair the damage caused by the harassment, including paying of monetary damages, punitive damages, attorney's fees, and civil fines.

NYSDHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. Individuals may call (718) 741-8400 or visit: www.dhr.ny.gov.

Go to dhr.ny.gov/complaint for more information about filing a complaint with NYSDHR. The website has a digital complaint process that can be completed on a computer or mobile device from start to finish. The website has a complaint form that can be downloaded, filled out, and mailed to NYSDHR. The website also contains contact information for NYSDHR's regional offices across New York State.

Call the NYSDHR sexual harassment hotline at **1-800-HARASS-3 (1-800-427-2773)** for more information about filing a sexual harassment complaint. This hotline can also provide a referral to a volunteer attorney experienced in sexual harassment matters who can provide limited free assistance and counsel over the phone.

(Continued)

POLICY

2023

6121
15 of 16

Personnel

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

The United States Equal Employment Opportunity Commission

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act, 42 USC Section 2000e et seq. An individual can file a complaint with the EEOC anytime within 300 calendar days from the most recent incident of harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC will issue a Notice of Right to Sue permitting workers to file a lawsuit in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated, or believes that unlawful discrimination occurred but does not file a lawsuit.

Individuals may obtain relief in mediation, settlement, or conciliation. In addition, federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An individual alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov, or via email at info@eeoc.gov. To file a complaint with the United States Equal Employment Opportunity Commission, please visit <https://www.eeoc.gov/filing-charge-discrimination>.

If an individual filed an administrative complaint with the NYSDHR, then NYSDHR will automatically file the complaint with the EEOC to preserve the right to proceed in federal court.

Title IX

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in education programs and activities that receive federal financial assistance. The United States Department of Education's Office for Civil Rights (OCR) enforces Title IX of the Education Amendments Act of 1972.

For more information about how to file a complaint, contact OCR at 800-421-3481 (TDD 800-877-8339) or visit: <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>. The website contains information about filing the complaint online, by mail, or by email.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city, or town in which they live to find out if a law exists.

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Those wishing to pursue criminal charges are encouraged to contact their local police department.

Title VII of the Civil Rights Act of 1964, 42 USC Section 2000e et seq.

Title IX of the Education Amendments Act of 1972, 20 USC Section 1681 et seq.

29 CFR Section 1604.11(a)

34 CFR Subtitle B, Chapter I

Civil Service Law Section 75-b

New York State Human Rights Law, Executive Law Section 290 et seq.

Labor Law Sections 201-g and 740

NOTE: Refer also to Policies #3420 -- Non-Discrimination and Anti-Harassment in the District
#3421 -- Title IX and Sex Discrimination
#6122 -- Employee Grievances
#7551 -- Sexual Harassment of Students

First Reading: December 4, 2023

Second Reading/Adopted: January 2, 2024



AIA Document G731™ – 2019

Change Order, Construction Manager as Adviser Edition

PROJECT: (name and address)
 Unatego CSD Capital Improvement
 Project Phase I
 MSHS 47-16-01-04-0-015-020
OWNER: (name and address)
 Unatego Central School District
 2641 State Highway 7
 Otego, NY 13825-9795
CONTRACTOR: (name and address)
 Andrew R Mancini Associates, Inc.
 129 Odell Avenue
 Endicott, NY 13760

CONTRACT INFORMATION:
 Contract For: General Construction
 Date: 04/17/2023
ARCHITECT: (name and address)
 Delta EAS, DPC
 860 Hooper Road
 Endwell, NY 13760

CHANGE ORDER INFORMATION:
 Change Order Number: 005
 Date: 09/25/2023
CONSTRUCTION MANAGER: (name and address)
 Schoolhouse Construction Services, LLC
 20850 State Highway 28
 Delhi, NY 13753

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

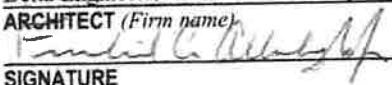
PCO-GC-005C MSHS Additional Abatement Shower Rooms 032 & 034 (AS1-P1-011) T&M. \$26,856.96 Allocated to Allowance

The original Contract Sum was	\$ 4,767,000.00
Net change by previously authorized Change Orders	\$ -960.00
The Contract Sum prior to this Change Order was	\$ 4,766,040.00
The Contract Sum will be unchanged by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 4,766,040.00

The Contract Time will be unchanged by Zero (0) days.
 The Contractor's Work shall be substantially complete on 08/23/2024.

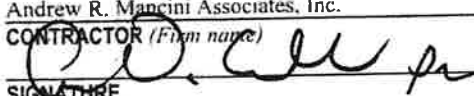
NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

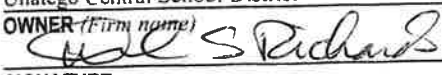
NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.

Delta Engineers, Architects, & Surveyors, DPC
ARCHITECT (Firm name)

SIGNATURE
 Frederick C. Allabaugh, P.E. Project Manager
PRINTED NAME AND TITLE
 9/26/2023
DATE:

Schoolhouse Construction Services, LLC
CONSTRUCTION MANAGER (Firm name)

SIGNATURE
 Melissa Secord, P.E. Project Manager
PRINTED NAME AND TITLE
 2023.11.18
DATE:

Andrew R. Mancini Associates, Inc.
CONTRACTOR (Firm name)

SIGNATURE
 Americo DiCamillo, President
PRINTED NAME AND TITLE
DATE:
 11/29/23

Unatego Central School District
OWNER (Firm name)

SIGNATURE
 Dr. David Richards, Superintendent of Schools
PRINTED NAME AND TITLE
 12/14/23
DATE:



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

Office of Facilities Planning, 89 Washington Avenue, Room 1060 Education Building Annex, Albany, NY 12234
 Tel. (518) 474-3906
 Tel. (518) 474-3906
 www.p12.nysed.gov/facplan/

CHANGE ORDER CERTIFICATION

Must be attached to back of Change Order

Instructions: **This CERTIFICATION is required for all change orders submitted to SED**
 Fill out all three parts completely.

Change Order Number:
GC-005

Part One - General Information

Provide separate Change Orders for each Project Number

SED Project Number	4 7 1 6 0 1 0 4 0 0 1 5 0 2 0													
	District BEDS Code				Building Identification Number				Project number					
District & Building Name	Unatego Central School District, Middle School/High School													
Type of Project	<input checked="" type="checkbox"/> Reconstruction /Alteration <input type="checkbox"/> Addition & Alteration <input type="checkbox"/> New Building <input type="checkbox"/> Other													
Project Description	Capital Improvement Project - Phase 1													
Architect / Engineer firm	Delta Engineers, Architects & Surveyors 860 Hooper Road, Endwell, NY 13760													
Contact Person	Frederick C. Allabaugh, P.E., PM 607-231-6634 rallabaugh@delta-eas.com													
Construction Manager firm	Schoolhouse Construction Services, 20850 State Hwy 28, Delhi, NY 13753													
Contact Person	Eric Robert, President 607-930-4888 eric.robert@schoolhouse.com													
District Contact Person	David S. Richards, PhD, Superintendent 607-988-5038 drichards@unatego.stier.org													

Part Two

Provide the following information for each individual item in the change order:
 (Number each item if there is more than one and provide additional sheets as necessary.)

- A. Requested By (Who initiated the change request)
- B. Relationship to Project Scope (How is this change related to the original project scope)
- C. Basis of Need (Describe why the change is needed)
- D. Description of Work (Provide a detailed description of the work or services provided in the change order. Provide text, a drawing or both as necessary to demonstrate code compliance and the individual cost of each item.)

A. Construction Manager and A/E B. Additional scope base on field conditions C. Found field condition of asbestos containing materials D. Removal of approximately 1,140 sf of non-asbestos ceramic block wet walls to access and remove approximately 60 linear feet of asbestos containing pipe/pipe fitting insulation from the girl's shower room 034 and boys shower room 032.
--

CHANGE ORDER CERTIFICATION

Part Three

Change order requirements:

1

- ✓ The scope of the change order must relate to the project scope previously approved.
- ✓ Dollar amounts applied from allowances toward costs associated with the changes must be provided.
- ✓ If the cost of this change order is not within the approved amount as currently established on the SA-4, please provide a Form FP-FI, Request for Revision of Financial Information, with documentation showing the additional authorization of funds.
- ✓ Each change order shall be signed by the president of the board of education, the architect/engineer, and the contractor.

Certification of the Superintendent of Schools (District Superintendent if a BOCES project)

2

The following statements are true and correct to the best of my knowledge and belief:

- The revised total cost is within the authorized appropriation for this project.
- Where any work of this change order requires a type or kind of work that is not included in the original contract documents, the school district's attorney has been contacted to assure conformance with the Opinion of the State Comptroller No. 60-505.

12/14/23 David S. Richards
 Date Signature and printed name of the School Superintendent or District Superintendent if a BOCES project

Certification of the Architect or Engineer

3

The following statements are true and correct to the best of my knowledge and belief:

- Work required by this change order is in accordance with applicable sections of the approved contract documents.
- Any plan, sketch, or attachment referenced in this change order is included herein.
- Work required by this change order is in accordance with applicable provisions of the NYS Uniform Fire Prevention and Building Code, State Education Department's building standards, and NYS Department of Labor's Code Rule 56.
- Work required by this change order was designed by an architect or engineer who is currently licensed by the State of New York.
- Work required by this change order that involves asbestos-containing building material (ACBM) was designed by an architect or engineer who is currently licensed by the State of New York and who is appropriately certified as an asbestos designer by the NYS Department of Labor at the time he/she designed the asbestos-related project.

Delta Engineers, Architects, & Surveyors

 Architectural / Engineering Firm Name

9/26/2023 Frederic C. Allard, Jr.
 Date Signature and printed name of the Architect or Engineer

PCO-008C GC

REVIEWED

By Melisa Secord at 5:41 pm, Sep 19, 2023

DATE: 9/18/2023

COR # _____

DPW ASI 011

CONTRACT NO. _____

PROJECT TITLE:
 Name of Contractor/Subcontractor performing Work:

DESCRIPTIC

LOCKER ROOM Chase Abatemten HS/MS

A. DIRECT COST OF WORK:

1 LABOR (Attach Supporting Documentation)

ASSIGNED PERSONNEL OR WORK CREW

HOURLY WAGE RATE PAID	HOURS WORKED	TOTAL COST
LABOR TOTAL		\$0

2 MATERIAL (Attach Supporting Documentation)

MATERIAL REQUIRED FOR CHANGE

UNIT PRICE	UNIT OF MEASURE	REQUIRED UNITS	TOTAL COST
MATERIAL TOTAL			\$0

3 EQUIPMENT (Attach Supporting Documentation)

EQUIPMENT REQUIRED FOR CHANGE

UNIT PRICE	UNIT OF MEASURE	REQUIRED UNITS	TOTAL
			\$26,856.96
EQUIPMENT TOTAL			\$26,856.96

DIRECT COST (SUM 1, 2, 3)

\$0

OH&P allowed for wance work

OH&P Rate 15.00%

\$0

6 SUBCONTRACTOR (Attach Supporting Documentation)

SUB-SUBCONTRACTOR REQD FOR CHANGE

Sullivan

SUB-SUB COST OF WORK	SUB-SUB MARK UP %	TOTAL COST
		\$26,856.96
		\$26,856.96
SUB-SUBCONTRACTOR TOTAL		\$26,856.96

7 OVERHEAD AND PROFIT

No OH&P allowed for Allowance work

OH&P Rate -5.00%

\$1,607

TOTAL COST PLUS OH&P (SUM 4, 5, 6, 7)

\$26,856.96

8 BOND PREMIUM (If applicable)

Bond Premium Rate 1.00%

\$337

TOTAL COR COST

\$26,856.96

TOTAL CONTRACT DAYS ADDED/DELETED FROM PROJECT SCHEDULE

Page 1 of 46
TBD



AIA Document G731™ – 2019

Change Order, Construction Manager as Adviser Edition

PROJECT: <i>(name and address)</i> Unatego CSD Capital Improvement Project Phase 1 MSHS 47-16-01-04-0-015-020	CONTRACT INFORMATION: Contract For: General Construction Date: 04/17/2023	CHANGE ORDER INFORMATION: Change Order Number: 012 Date: 11/28/2023
OWNER: <i>(name and address)</i> Unatego Central School District 2641 State Highway 7 Otego, NY 13825-9795	ARCHITECT: <i>(name and address)</i> Delta EAS, DPC 860 Hooper Road Endwell, NY 13760	CONSTRUCTION MANAGER: <i>(name and address)</i> Schoolhouse Construction Services, LLC 20850 State Highway 28 Delhi, NY 13753
CONTRACTOR: <i>(name and address)</i> Andrew R Mancini Associates, Inc. 129 Odell Avenue Endicott, NY 13760		

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

PCO-GC-022 Hydraulic Cement Underlayment Team Room 035 (ASI-P1-032, P1-RFI-027), \$21,749.00 Allocated to Allowance

The original Contract Sum was	\$ 4,767,000.00
Net change by previously authorized Change Orders	\$ -960.00
The Contract Sum prior to this Change Order was	\$ 4,766,040.00
The Contract Sum will be unchanged by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 4,766,040.00

The Contract Time will be unchanged by Zero (0) days.
The Contractor's Work shall be substantially complete on 08/23/2024.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.

Delta Engineers, Architects, & Surveyors. DPC

ARCHITECT *(Firm name)*
Frederick C. Allbaugh

SIGNATURE
Frederick C. Allbaugh, P.E. Project Manager

PRINTED NAME AND TITLE

DATE:
11/29/2023

Schoolhouse Construction Services. LLC

CONSTRUCTION MANAGER *(Firm name)*
Melisa Secord, P.E.

SIGNATURE
Melisa Secord, P.E. Project Manager

PRINTED NAME AND TITLE
2023.11.29

DATE:

Andrew R. Mancini Associates, Inc.

CONTRACTOR *(Firm name)*
Americo DiCamillo

SIGNATURE
Americo DiCamillo, President

PRINTED NAME AND TITLE

DATE:
11/29/23

Unatego Central School District

OWNER *(Firm name)*
Dr. David Richards

SIGNATURE
Dr. David Richards, Superintendent of Schools

PRINTED NAME AND TITLE
12/14/23

DATE:



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

Office of Facilities Planning, 89 Washington Avenue, Room 1060 Education Building Annex, Albany, NY 12234
 Tel. (518) 474-3906
 Tel. (518) 474-3906
 www.p12.nysed.gov/facplan/

CHANGE ORDER CERTIFICATION

Must be attached to back of Change Order

Instructions: This CERTIFICATION is required for all change orders submitted to SED
 Fill out all three parts completely.

Change Order Number: GC-012

Part One - General Information

Provide separate Change Orders for each Project Number

SED Project Number

4	7	1	6	0	1	0	4	0	0	1	5	0	2	0
<small>District BEDS Code</small>					<small>Building Identification Number</small>					<small>Project number</small>				

District & Building Name

Unatego Central School District, Middle School/High School

Type of Project

Reconstruction /Alteration Addition & Alteration New Building Other

Project Description

Capital Improvement Project - Phase 1

Architect / Engineer firm

Delta Engineers, Architects & Surveyors 860 Hooper Road, Endwell, NY 13760
name address

Contact Person

Frederick C. Allabaugh, P.E., PM 607-231-6634 rallabaugh@delta-eas.com
name & title phone number & e-mail

Construction Manager firm

Schoolhouse Construction Services, 20850 State Hwy 28, Delhi, NY 13753
name address

Contact Person

Eric Robert, President 607-930-4888 eric.robert@schoolhouse.com
name & title phone number & e-mail

District Contact Person

David S. Richards, PhD, Superintendent 607-988-5038 drichards@unatego.stier.org
name & title phone number & e-mail

Part Two

Provide the following information for each individual item in the change order:
 (Number each item if there is more than one and provide additional sheets as necessary.)

- A. Requested By (Who initiated the change request)
- B. Relationship to Project Scope (How is this change related to the original project scope)
- C. Basis of Need (Describe why the change is needed)
- D. Description of Work (Provide a detailed description of the work or services provided in the change order. Provide text, a drawing or both as necessary to demonstrate code compliance and the individual cost of each item.)

A. Construction Manager, A/E, and Owner B. Discovered field condition C. Additional work required to align new floor finish in Team Room 035 to existing corridor flooring D. General Contractor to remove quarry tile as indicated. Provide submitted Hydraulic Cement Underlayment to align the new floor finish elevation to the existing corridor terrazzo floor elevation

CHANGE ORDER CERTIFICATION

Part Three

Change order requirements:

1

- ✓ The scope of the change order must relate to the project scope previously approved.
- ✓ Dollar amounts applied from allowances toward costs associated with the changes must be provided.
- ✓ If the cost of this change order is not within the approved amount as currently established on the SA-4, please provide a Form FP-FI, Request for Revision of Financial Information, with documentation showing the additional authorization of funds.
- ✓ Each change order shall be signed by the president of the board of education, the architect/engineer, and the contractor.

Certification of the Superintendent of Schools (District Superintendent if a BOCES project)

2

The following statements are true and correct to the best of my knowledge and belief:

- The revised total cost is within the authorized appropriation for this project.
- Where any work of this change order requires a type or kind of work that is not included in the original contract documents, the school district's attorney has been contacted to assure conformance with the Opinion of the State Comptroller No. 60-505.

12/14/23
Date

David S. Richards DAVID S. RICHARDS
Signature and printed name of the School Superintendent or District Superintendent if a BOCES project

Certification of the Architect or Engineer

3

The following statements are true and correct to the best of my knowledge and belief:

- Work required by this change order is in accordance with applicable sections of the approved contract documents.
- Any plan, sketch, or attachment referenced in this change order is included herein.
- Work required by this change order is in accordance with applicable provisions of the NYS Uniform Fire Prevention and Building Code, State Education Department's building standards, and NYS Department of Labor's Code Rule 56.
- Work required by this change order was designed by an architect or engineer who is currently licensed by the State of New York.
- Work required by this change order that involves asbestos-containing building material (ACBM) was designed by an architect or engineer who is currently licensed by the State of New York and who is appropriately certified as an asbestos designer by the NYS Department of Labor at the time he/she designed the asbestos-related project.

Delta Engineers, Architects, & Surveyors

Architectural / Engineering Firm Name

11/29/2023
Date

Frederic C. Allard Jr. Frederick C. ALLARD JR.
Signature and printed name of the Architect or Engineer

2021.004.001

ASI-P1-032

CONSTRUCTION CONTRACT CHANGE ORDER REQUEST
GOP-P1-GC-022
PCO-P1-GC-022

Unatego schools Job # 6273

DATE: 8/22/2023

CO PCO 014 GC

PROJECT **REVIEWED**
By *Melisa Secord* at 11:42 pm, Nov 17, 2023

CONTRACT NO. _____

DESCRIPTION OF WORK: PCO 14 infill floor room 35 with 2.5 of hydraulic cemen

A. DIRECT COST OF WORK:

1 LABOR (Attach Supporting Documentation)

ASSIGNED PERSONNEL OR WORK CREW
bulkheads

HOURLY WAGE RATE PAID	HOURS WORKED
68.63	8

TOTAL COST
\$549

LABOR TOTAL

\$549.

2 MATERIAL (Attach Supporting Documentation)

MATERIAL REQUIRED FOR CHANGE
Bulkhead material

UNIT PRICE	UNIT OF MEASURE	REQUIRED UNITS

TOTAL COST
\$250

MATERIAL TOTAL

\$250

3 EQUIPMENT (Attach Supporting Documentation)

EQUIPMENT REQUIRED FOR CHANGE

UNIT PRICE	UNIT OF MEASURE	REQUIRED UNITS

TOTAL COST

EQUIPMENT TOTAL

\$0

4

DIRECT COST (SUM 1, 2, 3)

\$799.00

5

OH&P Rate 15.00%

\$120

6 SUBCONTRACTOR (Attach Supporting Documentation)

SUB-SUBCONTRACTOR REQD FOR CHANGE
Henderson

SUB-SUB COST OF WORK	SUB-SUB MARK UP %

TOTAL COST
\$20,950

SUB-SUBCONTRACTOR TOTAL

\$20,950

7 OVERHEAD AND PROFIT

No OH&P for Allowance work

OH&P Rate 3.00%

\$1,049

TOTAL COST PLUS OH&P (SUM 4, 5, 6, 7)

\$22,918

8 BOND PREMIUM (If applicable)

Bond Premium Rate 1.00%

\$229

TOTAL COR COST

\$23,147

\$21,749.00

TOTAL CONTRACT DAYS ADDED/DELETED FROM PROJECT SCHEDULE

TBD Page 1 of 7



AIA Document G731™ – 2019

Change Order, Construction Manager as Adviser Edition

PROJECT: (name and address)
 Unatego CSD Capital Improvement
 Project Phase 1
 MSHS 47-16-01-04-0-015-020
OWNER: (name and address)
 Unatego Central School District
 2641 State Highway 7
 Otego, NY 13825-9795
CONTRACTOR: (name and address)
 Andrew R Mancini Associates, Inc.
 129 Odell Avenue
 Endicott, NY 13760

CONTRACT INFORMATION:
 Contract For: General Construction
 Date: 04/17/2023
ARCHITECT: (name and address)
 Delta EAS, DPC
 860 Hooper Road
 Endwell, NY 13760

CHANGE ORDER INFORMATION:
 Change Order Number: 013
 Date: 11/29/2023
CONSTRUCTION MANAGER: (name and address)
 Schoolhouse Construction Services, LLC
 20850 State Highway 28
 Delhi, NY 13753

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

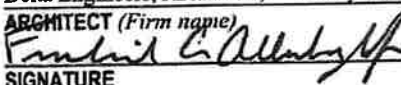
PCO-GC-034 Hydraulic Cement Underlayment Locker Rms 037 (ASI-P1-032, P1-RFI-027), \$21,749.00 Allocated to Allowance

The original Contract Sum was	\$	4,767,000.00
Net change by previously authorized Change Orders	\$	-960.00
The Contract Sum prior to this Change Order was	\$	4,766,040.00
The Contract Sum will be unchanged by this Change Order in the amount of	\$	0.00
The new Contract Sum including this Change Order will be	\$	4,766,040.00

The Contract Time will be unchanged by Zero (0) days.
The Contractor's Work shall be substantially complete on 08/23/2024.

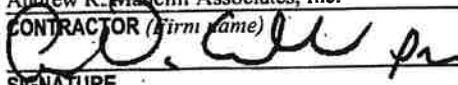
NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

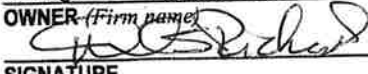
NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.

Delta Engineers, Architects, & Surveyors, DPC
ARCHITECT (Firm name)

 SIGNATURE
 Frederick C. Allabaugh, P.E. Project Manager
 PRINTED NAME AND TITLE
 11/29/2023
 DATE:

Schoolhouse Construction Services, LLC
CONSTRUCTION MANAGER (Firm name)

 SIGNATURE
 Melissa Secord, P.E. Project Manager
 PRINTED NAME AND TITLE
 2023.11.29
 DATE:

Andrew R. Mancini Associates, Inc.
CONTRACTOR (Firm name)

 SIGNATURE
 Americo DiCamillo, President
 PRINTED NAME AND TITLE
 DATE: 11/29/23

Unatego Central School District
OWNER (Firm name)

 SIGNATURE
 Dr. David Richards, Superintendent of Schools
 PRINTED NAME AND TITLE
 12/14/23
 DATE:



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

Office of Facilities Planning, 89 Washington Avenue, Room 1060 Education Building Annex, Albany, NY 12234
Tel. (518) 474-3906
Tel. (518) 474-3906
www.p12.nysed.gov/facplan/

CHANGE ORDER CERTIFICATION

Must be attached to back of Change Order

Instructions: This CERTIFICATION is required for all change orders submitted to SED
Fill out all three parts completely.

Change Order Number:
GC-013

Part One - General Information

Provide separate Change Orders for each Project Number

SED Project Number

4	7	1	6	0	1	0	4	0	0	1	5	0	2	0
District BEDS Code							Building Identification Number				Project number			

District & Building Name

Unatego Central School District, Middle School/High School

Type of Project

Reconstruction /Alteration Addition & Alteration New Building Other

Project Description

Capital Improvement Project - Phase 1

Architect / Engineer firm

Delta Engineers, Architects & Surveyors 860 Hooper Road, Endwell, NY 13760

Contact Person

Frederick C. Allabaugh, P.E., PM 607-231-6634 rallabaugh@delta-eas.com

Construction Manager firm

Schoolhouse Construction Services, Inc. 20850 State Hwy 28, Delhi, NY 13753

Contact Person

Eric Robert, President 607-930-4888 eric.robert@schoolhouse.com

District Contact Person

David S. Richards, PhD, Superintendent 607-988-5038 drichards@unatego.stier.org

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- D. Description of Work (Provide a detailed description of the work or services provided in the change order. Provide text, a drawing or both as necessary to demonstrate code compliance and the individual cost of each item.)

A. Construction Manager, A/E, and Owner
 B. Discovered field condition
 C. Additional work required to align new floor finish in Locker Room 037 Area E to existing corridor flooring
 D. General Contractor to remove quarry tile as indicated. Provide submitted Hydraulic Cement Underlayment to align the new floor finish elevation to the existing corridor terrazzo floor elevation

CHANGE ORDER CERTIFICATION

Part Three

Change order requirements:

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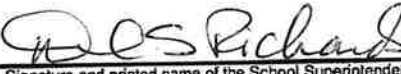
Certification of the Superintendent of Schools (District Superintendent if a BOCES project)

2

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- Where any work of this change order requires a type or kind of work that is not included in the original contract documents, the school district's attorney has been contacted to assure conformance with the Opinion of the State Comptroller No. 60-505.

12/14/23
 Date


DAVID S RICHARDS
 Signature and printed name of the School Superintendent or District Superintendent if a BOCES project

Certification of the Architect or Engineer

3


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Delta Engineers, Architects, & Surveyors

 Architectural / Engineering Firm Name

11/29/2023
 Date


FLORENCE C. ALLASRAAT-JR
 Signature and printed name of the Architect or Engineer

2021.004.001

ASI-P1-032
P1-RFI-027

CONSTRUCTION CONTRACT CHANGE ORDER REQUEST
COP P1-GC-034
PCO-P1-GC-034

Unatego schools Job # 6273

DATE: 8/22/2023

PCO 041 GC

PROJECT **REVIEWED**
By Melissa Secord at 11:44 pm, Nov 17, 2023

CONTRACT NO. _____

DESCRIPTION OF WORK:

PCO 41 Hydrualic cement room 37

A. DIRECT COST OF WORK:

1 LABOR (Attach Supporting Documentation)

ASSIGNED PERSONNEL OR WORK CREW
bulkheads

HOURLY WAGE RATE PAID	HOURS WORKED
68.63	8

TOTAL COST
\$549

LABOR TOTAL

\$549.

2 MATERIAL (Attach Supporting Documentation)

MATERIAL REQUIRED FOR CHANGE
Bulkhead material

UNIT PRICE	UNIT OF MEASURE	REQUIRED UNITS

TOTAL COST
\$250

MATERIAL TOTAL

\$250

3 EQUIPMENT (Attach Supporting Documentation)

EQUIPMENT REQUIRED FOR CHANGE

UNIT PRICE	UNIT OF MEASURE	REQUIRED UNITS

TOTAL COST

EQUIPMENT TOTAL

\$0

4

DIRECT COST (SUM 1, 2, 3)

\$799.00

5

OH&P Rate 15.00%

\$120

6 SUBCONTRACTOR (Attach Supporting Documentation)

SUB-SUBCONTRACTOR REQD FOR CHANGE
Henderson

SUB-SUB COST OF WORK	SUB-SUB MARK UP %

TOTAL COST
\$20,950

SUB-SUBCONTRACTOR TOTAL

\$20,950

7 OVERHEAD AND PROFIT

No OH&P for Allowance work

OH&P Rate 5.00%

\$1,049

TOTAL COST PLUS OH&P (SUM 4, 5, 6, 7)

\$22,918

8 BOND PREMIUM (If applicable)

Bond Premium Rate 1.00%

\$229

TOTAL COR COST

\$23,147
\$21,749.00

TOTAL CONTRACT DAYS ADDED/DELETED FROM PROJECT SCHEDULE

TBD Page 1 of 7

UNATEGO CENTRAL SCHOOL

2641 State Highway 7

PO Box 483

Otego, New York 13825-9795

www.unatego.org

Dr. David S. Richards
Superintendent of Schools
(607) 988-5038

Patricia Loker
Business Manager
(607) 988-5038

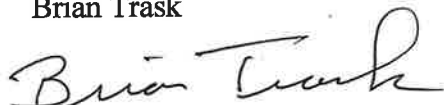
January 4, 2024

I am recommending, that the Unatego School District surplus the following items.

Items

Kitchen Slicer Asset #007279 & Asset #004426

Brian Trask



Unatego Central School

PO BOX 483
2641 STATE HIGHWAY 7
OTEGO, NEW YORK 13825-9795
www.unatego.org
FAX (607) 988 -1039

Dr. David S. Richards
Superintendent of Schools
(607) 988 -5038

Patricia Loker
Business Manager
(607) 988-5038

December 8, 2023

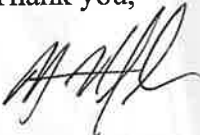
Dr. David Richards
Unatego Central School
2541 St. Hwy 7
Otego, NY 13825

Dear Dr. Richards,

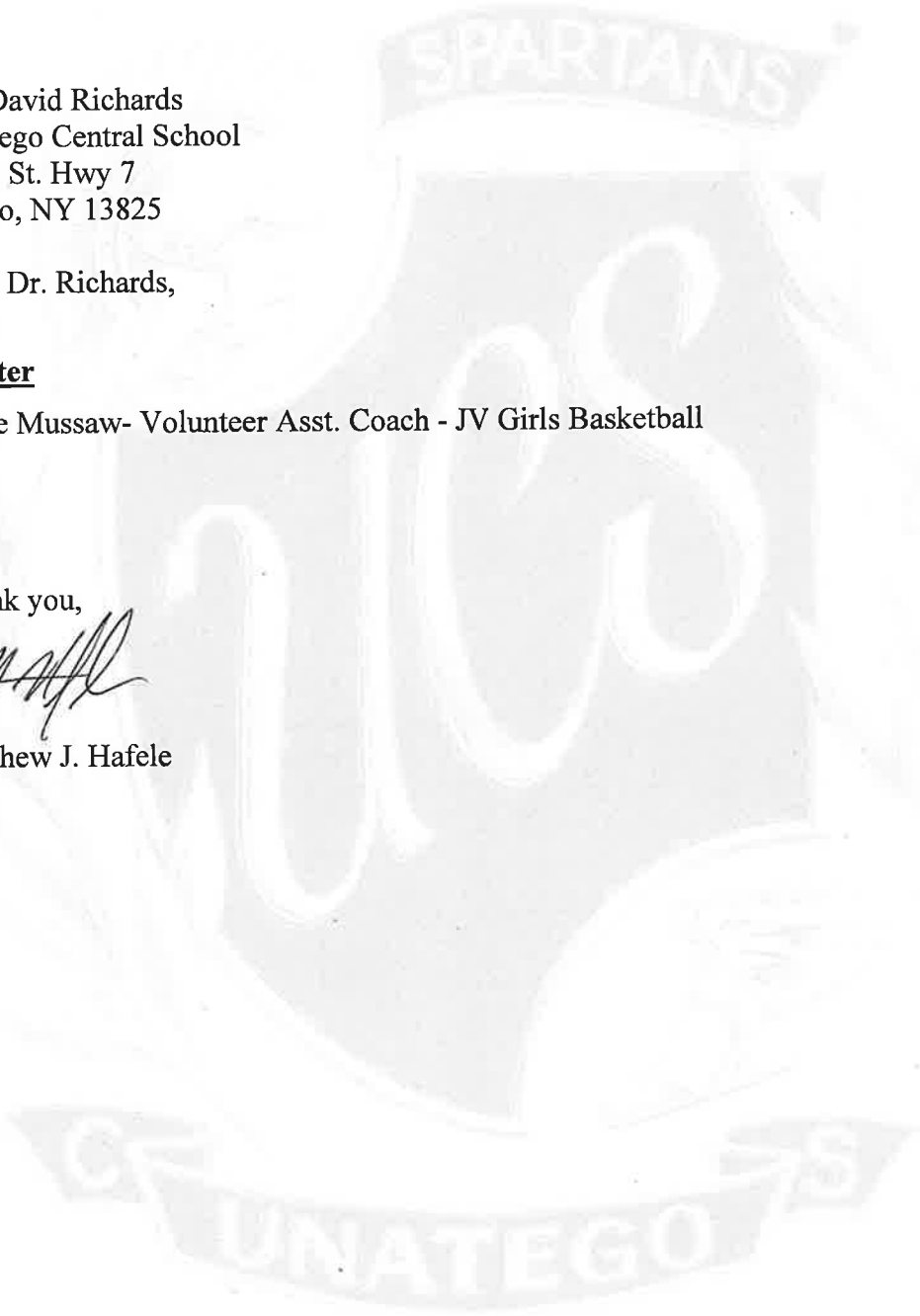
Winter

Kylie Mussaw- Volunteer Asst. Coach - JV Girls Basketball

Thank you,



Matthew J. Hafele



RECEIVED
DEC 11 2023

BY:.....

I, Michael Coffin am giving my 2 weeks notice effective as of Dec 12, 2023.

I have been on a medical leave as of Sept 12, 2023 due to surgery on my rotor cuff.


My shoulder maybe having another surgery due to it now being considered locked in motion.

I regret leaving my job at Unatego as a school bus driver due to medical reasons.

I've enjoyed my years with all the students and staff.

My last day official date would be December 26, 2023.

Thank you,

MICHAEL H. COFFIN




Unatego Elementary School

Mike Snider
Principal

265 Main Street
Unadilla, NY 13849

Rebecca Theophel
School Counselor

Kaleigh Barber
Administrative Assistant

Tel: 607-369-6200
Fax: 607-369-6222

Shannon Leizear
School Nurse

MEMO

TO: Dr. Richards and the Board of Education
FROM: Mike Snider
DATE: December 11, 2023
RE: Recommendation for a Permanent Appointment – Kaleigh Barber

I would like to recommend Kaleigh Barber for a permanent appointment as a keyboard specialist.
Kaleigh Barber's effective date for a permanent appointment would be January 22, 2024.

Unatego Central School

PO BOX 483
2641 STATE HIGHWAY 7
OTEGO, NEW YORK 13825-9795
www.unatego.org
FAX (607) 988 -1039

Dr. David S. Richards
Superintendent of Schools
(607) 988 -5038

Patricia Loker
Business Manager
(607) 988-5038

To: Dr. David Richards, Superintendent of Schools

From: Brian Trask, Transportation Director

Date: December 11, 2023

I am recommending Heather Ryder, permanent appointment as Keyboard Specialist, effective January 19, 2024.

BRIAN TRASK

Brian Trask

TO: Mr. Snider

DATE: December 22, 2023

RE: Grace Baker, resignation as part-time recess aide.

I am writing this letter to let you know that I will be resigning from my position as a part-time recess aide on January 2, 2024.

Thank you,

Gracie Baker

Gracie Baker

12/22/23

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Grace Baker

POSITION: Special Needs Aide

REPLACES: MacKenzie Rutherford

EFFECTIVE DATE: January 3, 2023

EDUCATION LEVEL: Unatego Elementary School

YEARS OF EXPERIENCE: .5

SALARY: STEP LEVEL \$ \$15.00 / hour

CERTIFICATION: none

COLLEGE: none

REFERENCES CONTACTED:

1. Robin Youngs, LTA
2. Mike Snider

COMMENTS: Grace has done a great job as a playground aide and works well
with students. She has also subbed in the kindergarten class
as a special needs aide and has done well in that setting.



ADMINISTRATOR SIGNATURE

12-20-23

DATE

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Abbigail Bomba

POSITION: Recess aide - part-time

REPLACES: open position - not filled yet this year

EFFECTIVE DATE: January 3, 2023

EDUCATION LEVEL: Unatego Elementary School

YEARS OF EXPERIENCE: 0

SALARY: **STEP** **LEVEL** \$ \$15.00 / hour


CERTIFICATION: none

COLLEGE: none

REFERENCES CONTACTED:

1. Jen Wycoff
2. _____

COMMENTS: Abbigail would do a great job as a recess aide. She loves kids.
She is also very responsible.


ADMINISTRATOR SIGNATURE

12-21-23
DATE

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Mallorie Bomba

POSITION: Recess aide - part-time

REPLACES: Grace Baker

EFFECTIVE DATE: January 3, 2023

EDUCATION LEVEL: Unatego Elementary School

YEARS OF EXPERIENCE: 0

SALARY: **STEP** **LEVEL** \$ \$15.00 / hour

CERTIFICATION: none

COLLEGE: none


REFERENCES CONTACTED:

1. Brian Trask

2.

COMMENTS: Mallorie has done a good job as a bus aide. She would do a great

job as a recess aide.



ADMINISTRATOR SIGNATURE

12-21-23

DATE



Unatego Elementary School

Mike Snider
Principal

265 Main Street
Unadilla, NY 13849

Rebecca Theophel
School Counselor

Brenda Birdsall
Administrative Assistant

Tel: 607-369-6200
Fax: 607-369-6222

Shannon Leizear
School Nurse

MEMO

TO: Dr. Richards
FROM: Mike Snider
DATE: December 8, 2023
RE: Recommendation for Elementary After School Programs – Faculty member

I would like to recommend the following faculty member for two elementary after school programs this school year. The elementary after school program will run on Tuesdays and Thursdays. These programs will rotate throughout the school year and will start and stop at different times throughout the school year.

Eliza Cechnicki – Math Magicians

Eliza Cechnicki – Book Club

Please let me know if you need any additional information.