

UNATEGO CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION AGENDA
MONDAY, JUNE 26, 2023
PUBLIC HEARING ON 2023-2024 DISTRICT SAFETY PLAN
6:00 P.M.
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 June 5, 2023
- 1.8 Adopt Agenda

2. PUBLIC COMMENT

3. PRESENTATIONS

- 3.1 Business Manager's Report – Patti Loker
- 3.2 Superintendent's Report – Dr. David S. Richards

4. ADMINISTRATIVE ACTION

- 4.1 BOE Meeting Schedules (Information Only)
- 4.2 District Safety Plan (Information Only)
- 4.3 Warrants (Information only)
- 4.4 Budget Status Reports (Information only)
- 4.5 Approve Treasurer's Reports (6.26.23 G1)
- 4.6 Approve CSE Recommendations (6.26.23 G2)
- 4.7 Approve usage of four reserves for the 2022-2023 school year (6.26.23 G3)
- 4.8 Approve resolution opting out of exemption under section 487 of Real Property Tax Law (6.26.23 G4)
- 4.9 Approve bids for Milk for the 2023-2024 school year (6.26.23 G5)
- 4.10 Approve bids for Ice Cream for the 2023-2024 school year (6.26.23 G6)
- 4.11 Approve Arlu Whitaker's permanent appointment as a cleaner (6.26.23 UC1)
- 4.12 Accept Cheyanne Mullineaux's resignation as a bus driver (6.26.23 UC2)
- 4.13 Approve McKenzie Rutherford's permanent appointment as an aide (6.26.23 UC3)
- 4.14 Appoint Heather Ryder keyboard specialist as Transportation Secretary (6.26.23 UC4)
- 4.15 Approve bus drivers' salary for 2023 summer school (6.26.23 UC5)
- 4.16 Approve bus aides' salary for 2023 summer school (6.26.23 UC6)
- 4.17 Approve elementary aides for the 2023 summer program (6.26.23 UC7)

- 4.18 Appoint Kaleigh Barber summer school/summer program security door/clerical and Martha Vanderlip as a substitute for the security door for for the 2023 summer school (6.26.23 UC8)
- 4.19 Appoint Shannon Leizear as nurse for the 2023 summer school/summer program (6.26.23 UC9)
- 4.20 Approve returning non-teaching substitutes for the 2023-2024 school year (6.26.23 UC10)
- 4.21 Approve returning substitute teachers for the 2023-2024 school year (6.26.23 C1)
- 4.22 Appoint Prudence Danforth as a .5 FTE Library Media Specialist for the 2023-2024 school year (6.26.23 C2)
- 4.23 Approve elementary teachers for the 2023 summer program (6.26.23 C3)
- 4.24 Accept Michelle Castle's resignation as PE teacher (6.26.23 C4)
- 4.25 Appoint Maureen Haehnel as a .5 Music teacher for the 2023-2024 school year (6.26.23 C5)
- 4.26 Approve teachers/aide for summer school 2023 (6.26.23 C6)

1. PUBLIC COMMENT

2. 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.

3. ADJOURN

4.5

6.26.23 G1

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

4.6

6.26.23 G2

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

4.7

6.26.23 G3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve usage of four reserves for the 2022-2023 school year as presented.

4.8

6.26.23 G4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve resolution opting out of exemption under section 487 of Real Property Tax Law as presented.

**RESOLUTION OPTING OUT OF EXEMPTION
UNDER SECTION 487 OF REAL PROPERTY TAX LAW**

WHEREAS, Section 487 of the Real Property Tax Law provides a tax exemption for real property which includes certain solar and wind energy systems, farm waste energy systems, and other alternate energy systems; and

WHEREAS, Section 487(8) of the Real Property Tax Law authorizes school districts to opt out of this exemption; and

WHEREAS, the Board of Education of the Unatego Central School District has determined that it would be in the best interest of the District to opt out of this exemption.

NOW, THEREFORE, BE IT RESOLVED that:

1. No tax exemption made available by Section 487 of the Real Property Tax Law shall be applicable within the jurisdiction of the Unatego Central School District with respect to any solar or wind energy system or farm waste energy system constructed subsequent to the effective date of this Resolution.
2. No tax exemption made available by Section 487 of the Real Property Tax Law shall be applicable within the jurisdiction of the Unatego Central School District with respect to any micro-hydroelectric energy system, fuel cell electric generating system, micro-combined heat and power generating equipment system, or electric energy storage equipment or electric energy storage system constructed subsequent to the effective date of this Resolution.
3. The Superintendent of Schools is authorized to take any other necessary and proper action to implement this Resolution.
4. This Resolution shall take effect immediately.

Board Agenda 6.26.23

PG: 4

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

AYES: **NAYS:** _____

The Resolution was thereupon declared adopted.

Dated: _____

School District Clerk
Unatego Central School District

4.9

6.26.23 G5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Milk bid to Bill Brother's Dairy for the 2023-2024 school year as presented.

4.10

6.26.23 G6

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Ice Cream bid to Hershey's Ice Cream for the 2023-2024 school year as presented.

4.11

6.26.23 UC1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Arlu Whitaker's permanent appointment as a cleaner, effective June 20, 2023, as presented.

4.12

6.26.23 UC2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Cheyanne Mullineaux's resignation as a bus driver, effective May 29, 2023, as presented.

4.13

6.26.23 UC3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve McKenzie Rutherford's permanent appointment as an aide, effective June 13, 2023, as presented.

4.14

6.26.23 UC4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Heather Ryder keyboard specialist as Transportation Secretary, effective July 1, 2023, as presented

4.15

6.26.23 UC5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the salary for bus drivers for the 2023 summer at \$125.00 per day.

4.16

6.26.23 UC6

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the salary for bus aides for the 2023 summer at \$85.00 per day.

4.17

6.26.23 UC7

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve elementary aides for the 2023 summer program as presented.

4.18

6.26.23 UC8

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Kaleigh Barber summer school/summer program security door/clerical and Martha Vanderlip as a substitute for the security door for the 2023 summer school as presented.

4.19

6.26.23 UC9

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Shannon Leizear as nurse for the 2023 summer school/summer program as presented.

4.20

6.26.23 UC10

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve returning non-teaching substitutes for the 2023-2024 school year as presented.

4.21

6.26.23 C1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve returning substitute teachers for the 2023-2024 school year as presented.

4.22

6.26.23 C2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Prudence Danforth as a .5 FTE Library Media Specialist for the 2023-2024 school year.

4.23

6.26.23 C3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve elementary teachers for the 2023 summer program as presented.

4.24

6.26.23 C4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Michelle Castle's resignation as PE teacher, with regret and appreciation, effective August 31, 2023, as presented.

4.25

6.26.23 C5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Maureen Haehnel as a .5 FTE Music teacher for the 2023-2024 school year.

4.26

6.26.23 C6

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the following teachers/aide for summer school 2023 (credit recovery & enrichment) as presented.

Option #1

UNATEGO CENTRAL SCHOOL

Board of Education

Meeting Dates

Executive/Exempt Session: 6:30 pm

Open Session: 7:00 pm

2023-2024

JULY	10* (Organizational/Regular Mtg, 7:00 p.m.)
AUGUST	07 21
SEPTEMBER	05* (Tuesday) 18
OCTOBER	02 16
NOVEMBER	06 20
DECEMBER	04 18
JANUARY	02* (Tuesday) 16* (Tuesday)
FEBRUARY	05 20* (Tuesday)
MARCH	04 19* (Tuesday)
APRIL	01 16 * (BOCES date) (Tuesday)
MAY	07 * (Annual Budget Hearing 6:30 p.m.) (Tuesday) 07 * (Board Meeting immediately after hearing) 20 21* (Budget Vote)
JUNE	03 17

**These dates are not on the first or third Monday of the month.*

Option #2

UNATEGO CENTRAL SCHOOL

Board of Education

Meeting Dates

Executive/Exempt Session: 6:30 pm

Open Session: 7:00 pm

2023-2024

JULY	10* (Organizational/Regular Mtg, 7:00 p.m.)
AUGUST	07
SEPTEMBER	05* (Tuesday)
OCTOBER	02
NOVEMBER	06
DECEMBER	04
JANUARY	02* (Tuesday)
FEBRUARY	05
MARCH	04
APRIL	16 *(BOCES date) (Tuesday)
MAY	07 *(Annual Budget Hearing 6:30 p.m.) (Tuesday) 07 *(Board Meeting immediately after hearing) 21* (Budget Vote)
JUNE	03

**These dates are not on the first or third Monday of the month.*

Unatego Central School

District-Wide School

Safety Plan

2023-2024



INTRODUCTION	3
SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES.....	3
Purpose	3
Identification of School Teams	3
Concept of Operations	4
Plan Review and Public Comment	4
SECTION II: General Emergency Response Planning	5
Identification of sites of potential emergency	5
Actions in response to an emergency	5
District resources and personnel available for use during an emergency	5
Procedures to coordinate the use of school district resources during emergencies	6
Annual multi-hazard school training for staff and students	6
Hall Monitors and other school safety personnel	6
Implementation of School Security	7
SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE.....	7

Policies and procedures for responding to implied or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school	7
Response Protocols.....	8
Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident.....	8
Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal	8
Protective Action Options	9
SECTION IV: COMMUNICATION WITH OTHERS	10
Obtaining assistance during emergencies from emergency services organizations and local government agencies.....	10
Procedures for Obtaining Advice and Assistance from Local Government Officials	10
A system for informing all educational agencies within a school district of a disaster.....	11
Unatego will maintain certain information about each educational agency located in the school district	11
SECTION V: PREVENTION AND INTERVENTION STRATEGIES	11
Policies and procedures for the dissemination of informative materials	11
Prevention and intervention strategies	11
Strategies for improving communication among students, between students and staff and reporting of potentially violent incidents.....	11
Section VI- Recovery	12
District Support for Buildings	12
Disaster Mental Health Services.....	12
Appendix 1: Buildings and Population Data	14
Appendix 2: Policies dealing with violence on school property	15
VISITORS TO THE SCHOOL	16
CODE OF CONDUCT ON SCHOOL PROPERTY.....	18
UNLAWFUL POSSESSION OF A WEAPON UPON SCHOOL GROUNDS.....	23
THREATS OF VIOLENCE IN SCHOOL.....	24
EMERGENCY CLOSINGS.....	25
SAFETY AND SECURITY	26
SCHOOL SAFETY PLANS	27
Appendix 3: UPDATE -Training modules at Unatego- 2022-2023	1
Appendix 4: District Incident Command Structure.....	2
Appendix 5: Sites and potential emergencies.....	3
Appendix 6: PROTECTIVE ACTION OPTIONS.....	4
Appendix 7: Response Protocols to specific incidents	8
Appendix 8: Names and contacts of educational agencies.....	102
Appendix 9: Threat Assessment	113
Appendix 10: Adoption of Plan.....	124
Appendix "A": Communicable Disease-Pandemic Plan.....	15

OTEGO- UNADILLA CENTRAL SCHOOL
DISTRICT-WIDE SCHOOL SAFETY PLAN
PROJECT SAVE
(Safe Schools against Violence in Education)

Commissioner's Regulation 155.17

INTRODUCTION

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

The Otego-Unadilla Central School District, hereinafter referred to as "Unatego," supports the SAVE Legislation. The School District Superintendent encourages, and advocates on-going district-wide cooperation and support of Project SAVE.

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

• **Purpose**

This Unatego District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. Upon the recommendation of the School District Superintendent, the Board of Education appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

A. Identification of School Teams

Unatego has created a volunteer District-wide School Safety Team that includes the following positions/individuals:

School Board Member	Brian Davis
Student Member	High School Student Council President
Teachers	John Collins
Administrator	Katherine Mazourek
Parent	Vacant
Community Member	George Flavell, SRO
Public Safety Personnel	Trooper Shannon Hartz
School Safety Personnel	Brian Trask & Shawn Callahan SRO
Other School Personnel	Julie Lambiaso, Patti Loker, Tim Simonds, Mike Snider
Other Personnel	Connie Wallis, NYSIR

B. Concept of Operations

- The Unatego District-wide School Safety Plan shall be directly linked to its individual Building-level Emergency Response Plans for each school building. This District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans.
- In the event of an emergency or violent incident, the initial response will be by the School Emergency Response Team.
- Upon the activation of the School Emergency Response Team, the District Superintendent or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Emergency response actions including Post-incident Response may be supplemented by County and State resources through existing protocols.

C. Plan Review and Public Comment

- This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before September 1 of each year.
- Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its adoption. The initial district-wide and building-level plans were formally adopted by the Board of Education after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties.
- While linked to the District-wide School Safety Plan, building level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
- Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption.

SECTION II: GENERAL EMERGENCY RESPONSE PLANNING

A. Identification of sites of potential emergency

Unatego has established the identification of potential sites and the internal and/or external hazards that may be present in them. These are developed in coordination with the Otsego County Emergency Management Office, local Fire Departments in Unadilla, Wells Bridge and Otego and law enforcement agencies.

Appendix 5 lists Unatego building sites and the potential emergencies identified for each site.

B. Actions in response to an emergency

Multi-Hazard Response

Unatego has identified the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, and sheltering. The Building-level Emergency Response Plans include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

Threats of Violence	Intruder
Hostage/Kidnapping	Explosion/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic
Medical Emergencies	Fire
Structural Damage	Building System Failure
Others as determined by the Building-level School Safety Team	

As examples of the district's planning for response to these emergencies, specific response protocols for Hostage/Kidnapping, Intruder and Bomb Threats are included in this Plan in Appendix 7.

C. District resources and personnel available for use during an emergency

Unatego has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in line with the Building-level Emergency Response Plans as deemed appropriate by the Incident Command Team.

Specific personnel and resources are identified in the Building-level Emergency Response Plans, and also included in Appendix 5 of this plan.

D. Procedures to coordinate the use of school district resources during emergencies

Unatego has adopted the Incident Command System model for emergency actions. For district-wide and building-level emergencies the Incident Commander will be Dr. David S. Richards, or his designee. The Unatego Central School uses the Incident Command System model for emergency actions. The district-wide Incident Command Structure and membership is identified in Appendix 4 of this plan.

In building-level emergencies, the building administrator in charge or his/her designee will act as the initial Incident Commander. The Incident Commander is hereby authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building-level Emergency Response Plan. Building-level Incident Command staffs are identified in the Building-level Emergency Response Plans.

E. Annual multi-hazard school training for staff and students

Unatego will conduct annual training for both staff and students in school safety issues. District level training will be coordinated by the Safety Coordinator and may consist of classroom activities, general assemblies, tabletop exercises, full-scale drills, or other appropriate actions to increase the awareness and preparedness of staff and students. State Education Law and Regulations regarding fire safety for students is followed, including the delivery of at least 45 minutes of instruction in fire prevention and arson awareness per month as indicated in Section 808 of Education Law. Appendix 3 includes specific training modules at the various Unatego sites.

Building level training will be coordinated by the Building level Emergency Response Teams.

Fire drills are conducted with the advice and assistance of the fire department officers of the fire district in which the building is located (Otsego VFD, Unadilla VFD or Wells Bridge VFD) while other hazard drills are coordinated with the New York State Police, Otsego County Emergency Management Office, and Otsego County Sheriff's department. Upon completion of the drills, evaluation sessions are held with all participating agencies and school officials participating in an evaluation of the process and conduct of the drill. Based upon this discussion, both this plan and the Building Level Plans will be revised as necessary to reflect observations collected.

F. Hall Monitors and other school safety personnel

For the 2023-24 School Year, Unatego will employ two School Resource Officers, who are both retired sworn law enforcement personnel. They are responsible for providing a safe, secure environment for students and staff, interacting with students and staff to develop trusting relationships, and for providing district-wide safety, security, and emergency training for school staff, including training for emergency response plans. They will also provide classroom presentations upon request of staff, assist with situations involving students, parents, etc., and serve as member of the district and building safety teams. They help coordinate with local and state law enforcement, serve as a legal system resource, and are active participants in the planning and execution of emergency response drills.

They serve to provide a highly visible officer presence in all buildings, monitor district doors and cameras, and coordinate with building and district administrators throughout the day to avert any problems and/or situations. They are able to respond quickly and efficiently to emergency situations, assist in conflict resolution and lock-down and evacuation drills as required by NYSED. They are also able to address truancy by making home visits with administrators and other staff.

Additional School safety personnel within the Unatego district include:

Monitors at building entrances- Monitors at building entrances are responsible for controlling entry to the respective building. The monitors do not allow visitors into their building without first ensuring that the visitor has stated their reason for being at the school, have completed the visitor log, and have been issued (and are wearing) a visitor's pass. The entrance monitor will contact the building administrator at the first sign of any impropriety from any visitor. Monitors are given training in threat assessment as well as general recognition of suspicious persons/packages at least once per year.

Teaching staff members are asked to monitor hallways and other common areas (i.e., cafeterias, exterior recreation areas) during times of student occupancy. These staff members are given basic training in observation of students and basic security considerations including, but not limited to, visitor procedures, identification of basic threatening behavior and procedures to report potential problems during the opening day Superintendent's Day activities each year. Training in security topics is reinforced during subsequent Superintendent Conference Days during the school year.

G. Implementation of School Security

The following building security measures are taken at Unatego;

- Signs are posted indicating that parents and visitors must report to the main office/desk to sign in
- Staff are trained to challenge suspicious persons encountered in buildings
- Building Entrance security is maintained throughout the day. This security is provided by entrance monitors at the designated entry points of each building and by custodial staff continually checking all other exit doors to be sure that they are not compromised with blocks or other means to hold defeat the door locks. All staff is asked to monitor exit doors in their areas and to promptly report any suspicious activity immediately.
- The services of canines to randomly search for drugs and/or weapons is available as needed (as provided through the New York State Police –Troop C headquarters in Sidney, NY)

SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE

A. Policies and procedures for responding to implied or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school

Unatego has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence and are included herein as Appendix 2 of this document

and further detailed in the Unatego Code of Conduct. During development of the Code of Conduct, the committee considered adoption of a zero-tolerance policy toward acts of school violence and concluded that such a policy was not appropriate at this time.

The Unatego Central School District was fortunate to have been involved with the United States Secret Service Threat Assessment program, having participated in training in this subject through seminars given by the Secret Service, the New York State Police, and the Delaware-Chenango-Madison-Otsego BOCES. Appendix 9 of this document outlines the basics of threat assessment that is utilized at the Unatego Central School District in its drive to deal appropriately with threats of violent action (either implied or direct) received at the district.

The District Incident Command Team, as shown in Appendix 4 of this document, will be mobilized to the fullest extent necessary to deal with the command and control of incidents at the District.

B. Response Protocols

Unatego recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The Building Level Emergency Response Plans detail the appropriate response to such emergencies, using the Incident Command System model. These plans were developed with, but not restricted to the following protocols:

<ul style="list-style-type: none">• Identification of decision makers	<ul style="list-style-type: none">• Procedures to notify parents
<ul style="list-style-type: none">• Plans to safeguard students and staff	<ul style="list-style-type: none">• Procedures to notify media
<ul style="list-style-type: none">• Procedures for transportation, if necessary	<ul style="list-style-type: none">• Debriefing procedures

After taking these items into consideration, the district has developed specific protocols for response. These protocols are detailed in Appendix 7 of this document.

C. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident

Unatego acknowledges the importance of law enforcement involvement as quickly as possible at the outset of violent incidents. Law enforcement officials will be contacted at the direction of the Incident Commander in line with the Building Level Emergency Response Plan and will be requested based upon the "closest response agency" concept to ensure that the response to the incident is as timely as possible. In Otsego County, the county in which all Unatego Central School buildings are located, fire, emergency medical services, emergency management and law enforcement agencies are contacted by dialing 911.

D. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal

Unatego will contact appropriate districts, parents, guardians, or persons in parental relation to the students via telephone contact, media release, or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the Building-level Emergency Response Plans.

E. Protective Action Options

The District recognizes that appropriate response to emergencies varies greatly. School cancellation, early dismissal, evacuation, and sheltering are the protective action options that the Building-Level School Safety Teams, in cooperation with local emergency responders, have included in the Building-Level Emergency Response Plans. Appendix 6 describes the Protective Action Options.

SECTION IV: COMMUNICATION WITH OTHERS

A. Obtaining assistance during emergencies from emergency services organizations and local government agencies

During emergencies, local government agencies, including emergency services, can be obtained via the local emergency management office or through the local emergency communication center. In Otsego County, all public service agencies (police, fire, emergency medical, emergency management, etc.) are contacted by dialing “911”. It is our understanding that Emergency dispatch uses the “closest car” concept for delivering assistance in Otsego County, meaning that the nearest appropriate agency will be directed to respond to an incident by the dispatch center. The Incident Commander will authorize the procurement of these agencies.

B. Procedures for Obtaining Advice and Assistance from Local Government Officials

We recognize the importance of gaining advice from our local governmental offices in the planning stages of emergency response as well as during the actual emergencies themselves. The Unatego Central School District has and will continue to coordinate with the agencies listed below in the development of appropriate procedures to respond to situations that may occur on our property.

The Incident Commander will contact the Otsego County Emergency Services Office in accordance with Article 2-B of the Executive Law- Disaster Preparedness for advice and assistance as required during an emergency.

Agency	Type of Assistance	How to Contact
Otego Fire Department	Evacuation planning; Fire hazard identification; Fire safety education	Fire Chief via 911 center
Unadilla Fire Department	Evacuation planning; Fire hazard identification; Fire safety education	Fire Chief via 911 center
Wells Bridge Fire Department	Evacuation planning; Fire hazard identification; Fire safety education	Fire Chief via 911 center
Otsego County Sheriff	Hostage Situations, Suspicious Persons, Bomb Threats	(607) 547-4271 or call 911
NYS Police	Hostage Situations, Suspicious Persons, Suspicious Packages, Bomb Threats, Canine Searches	Trpr. Shannon Hartz (607)561-7412 or call 911
Otsego County EMO	Weather Related Emergencies, Spills	Victor Jones/Damon West (607) 547-4227

C. A system for informing all educational agencies within a school district of a disaster

The district will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery. Notification will be made via FAX, email or telephone as determined by the Incident Commander and to be consistent with the magnitude of the situation at hand. A listing of these agencies is included as a part of Appendix 8 of this document.

D. Unatego will maintain certain information about each educational agency located in the school district

Each Building-level Emergency Response Plan will include at least the following information:

- School population
- Number of staff,
- Transportation needs, and
- Telephone numbers of key officials of each such educational agency

Appendix 1 includes information as noted above.

SECTION V: PREVENTION AND INTERVENTION STRATEGIES

A. Policies and procedures for the dissemination of informative materials

Unatego is committed to the use of the interpersonal violence prevention education package for grades kindergarten through twelve, when available and where applicable.

Pamphlets and violence prevention information is distributed to staff members through email and payroll stuffers at various times during the year. Violence prevention brochures are made available to parents during open houses. Students are offered materials in interpersonal violence prevention via their home school districts as well as annual discussions during one period or more of class time in some subject areas.

B. Prevention and intervention strategies

Unatego continues to develop and investigate various strategies regarding violence prevention and intervention as addressed in the Professional Development Plan. Such strategies include annual training in violence prevention, intervention and identification techniques at Superintendent Conference Days, Project SAVE training for all staff members and other topics as may be defined during the year.

C. Strategies for improving communication among students, between students and staff and reporting of potentially violent incidents

Unatego recognizes communication to be a vital key in violence prevention and intervention in schools. As such, Unatego continues to develop and investigate various strategies regarding violence prevention and intervention. To this end, Unatego maintains or is exploring programs in the following areas:

- Non-violent conflict resolution training programs
- PBIS
- Dignity For All Students Act Implementation and Reporting in compliance with Law
- Youth run programs
- Others based on identified need
- Restorative Practices Training

SECTION VI- RECOVERY

A. District Support for Buildings

All the district's manpower and resources will be available to one of our sites that has endured an emergency. Mental health counseling, building security and restoration will be items of primary focus. Response and recovery will be a District goal.

Besides building security and restoration, the strategies will also include damage assessment, relocation, and continuation of the educational process. A post-incident crisis response critique, the notes from the Incident Command Team and lessons learned will be assessed. Plans to mitigate the likelihood of occurrence or impact, if the incident does occur again, will be reviewed. If possible, efforts will be made to improve district facilities resulting in them being more resistant to suffering similar or worse damage.

B. Disaster Mental Health Services

Unatego Central School understands how an emergency can have a major effect on the well being of students, staff, and the community at large. The district will coordinate resources with Otsego County Mental Health Services and the Post-incident Crisis Response Team to help mitigate this impact.

APPENDICES

Appendix 1: Buildings and Population Data

Building Name	Address	Contact Name	Telephone Number
Unatego Elementary School	Main St. Unadilla, NY 13849	Mike Snider, Principal	(607) 369-6200
		Brenda Birdsall, Elementary Secretary	(607) 369-6200
Junior/Senior High School	2641 State Highway 7 Otego, NY 13825	Julie Lambiaso, Principal (Grades 9-12)	(607) 988-5098
		Jamie Amatuccio, High School Secretary	(607) 988-5098
		Tim Simonds, Middle School Principal (Grades 6-8)	(607) 988-5036
		Clara Carver, Middle School Secretary	(607) 988-5036
Bus Garage	Main St. Otego, NY 13825	Brian Trask, Transportation Director	(607) 988-1006
		Heather Ryder, Transportation Secretary	(607) 988-1006

Population Statistics

Campus	Number of Staff	Number of Students
Unadilla Elementary	71	344
Junior/Senior High School	77	424
Bus Garage	25	0

Transportation needs: The district maintains a fleet of 24 vehicles approved for student transportation, broken down as follows:

Full sized passenger buses (14)
Mini passenger buses (5)
Small Bus accessible with wheelchair lifts (2)
Suburban (1)
Minivan (2)

The Unatego Central School has adequate capacity to effectively transport 75% of its current student and staff population. Bus transportation and personal vehicles will be the other means for transportation of the remaining 25% of the student and staff population.

Appendix 2: Policies dealing with violence on school property

Policy 3210	Visitors to the School
Policy 3410	Code of Conduct on School Property
Policy 3411	Unlawful Possession of a Weapon Upon School Grounds
Policy 3412	Threats of Violence in School
Policy 3510	Emergency Closings
Policy 5680	Safety and Security
Policy 5681	School Safety Plans

Community Relations

SUBJECT: VISITORS TO THE SCHOOL

Parents and other citizens of the District are encouraged to visit the schools to better understand the process of education. In order to avoid disruption of the educational process, visitors are expected to comply with this policy, and other applicable District policies.

All visitors must report to the school office or other designated individual to request a visitor's pass to be allowed further access to the building. Visitations to classrooms for any purpose require permission in advance from the Building Principal in order to allow teachers the opportunity to arrange their schedules to accommodate such requests.

When individual Board members visit the schools, they must abide by the regulations and procedures developed by the administration regarding school visits.

Members of the School District staff will treat parents and other members of the public with respect and expect the same in return. The District must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering school/District grounds.

Accordingly, this policy promotes mutual respect, civility, and orderly conduct among the District employees, parents, and the public. We do not intend this policy to deprive any person of his/her right to freedom of expression. Rather, we seek to maintain, to the extent possible and reasonable, a safe, productive, and harassment-free environment for our students and staff. In the interest of presenting teachers and other employees as positive role models, we encourage positive communication and discourage volatile, hostile, or aggressive actions. This District seeks public cooperation with this endeavor.

a) Disruptive Individual Must Leave School Grounds

Any individual who disrupts or threatens to disrupt school/office operations/events, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on School District property will be directed by the school's Principal or other person in charge to leave school, School District property, or event promptly. If the person does not comply it will be considered a trespass and law enforcement authorities will be called. Future access to school property or events may be restricted.

b) Directions to Staff in Dealing with Abusive Material

If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely warn the speaker to communicate civilly and that a failure to do so could result in a request to leave or end the contact. If the individual does not stop the abusive behavior, the District employee will verbally notify the individual that the meeting, conference, or telephone

(Continued)

Community Relations

SUBJECT: VISITORS TO THE SCHOOL (Cont'd.)

Conversation is terminated. If the individual is on District premises or at a District event, the administrator, custodian, or other person in charge, may request the individual to leave promptly or law enforcement authorities will be called.

Any spectator, defined as one who looks on at a show or game, who is ejected from an interscholastic competition for having used profanity, who threatens to or physically assaults a contest official shall be sanctioned for such conduct on the part of such spectator in the following manner:

1. Any spectator excluded by a certified contest official, school administrator, Athletic Director, or event chaperone from an interscholastic competition is ineligible to attend any interscholastic contest in that sport until the next previously scheduled home contest at the same level has been completed. The spectator may not be present at the game site.
2. A spectator who attempts to, threatens to, or shoves, strikes, kicks, or makes other physical contact with the intent to annoy, harass, or intimidate another person during a school-sponsored event shall be expelled immediately and banned from further attendance in all sports for a period of time to be determined by the School District's Superintendent in consultation with the Athletic Director.

c) Provide Policy and Report Incident

When a staff member determines that a member of the public is in the process of violating the provisions of this policy, the staff member should direct the person to the building administrator, or other school official in charge, which should provide a written copy of this policy at the time of occurrence. The staff member will provide a written report of the incident to his/her supervisor.

Education Law Section 2801
Penal Law Sections 140.10 and 240.35

Adopted: 1/25/16

Community Relations

SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY

The District has developed and will amend, as appropriate, a written *Code of Conduct* for the Maintenance of Order on School Property, including school functions, which shall govern the conduct of students, teachers, and other school personnel, as well as visitors and/or vendors. The Board of Education shall further provide for the enforcement of such *Code of Conduct*.

For purposes of this policy, and the implemented *Code of Conduct*, school property means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of the District's elementary or secondary schools, or in or on a school bus; and a school function shall mean a school-sponsored extracurricular event or activity regardless of where such event or activity takes place, including those that take place in another state.

The *District Code of Conduct* has been developed in collaboration with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

The *Code of Conduct* shall include, at a minimum, the following:

- a) Provisions regarding conduct, dress and language deemed appropriate and acceptable on school property and at school functions, and conduct, dress and language deemed unacceptable and inappropriate on school property; provisions regarding acceptable civil and respectful treatment of teachers, school administrators, other school personnel, students and visitors on school property and at school functions; the appropriate range of disciplinary measures which may be imposed for violation of such Code; and the roles of teachers, administrators, other school personnel, the Board of Education and parents/persons in parental relation to the student;
- b) Provisions prohibiting discrimination, bullying and/or harassment against any student, by employees or students on school property, at a school function, or off school property when the actions create or would foreseeably create a risk of substantial disruption within the school environment or where it is foreseeable that the conduct might reach school property, that creates a hostile environment by conduct, with or without physical contact, threats, intimidation or abuse (verbal or non-verbal), of such a severe nature that:
 1. Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities, or benefits, or mental, emotional and/or physical well-being; or
 2. Reasonably causes or would reasonably be expected to cause a student to fear for his/her physical safety.

When the term "bullying" is used, even if not explicitly stated, such term includes cyberbullying, meaning such harassment or bullying that occurs through any form of electronic communication.

(Continued)

Community Relations

SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY (Cont'd.)

Such conduct shall include, but is not limited to, threats, intimidation, or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender as defined in Education Law Section 11(6), or sex; provided that nothing in this subdivision shall be construed to prohibit a denial of admission into, or exclusion from, a course of instruction based on a person's gender that would be permissible under Education Law Sections 3201-a or 2854(2) (a) and Title IX of the Education Amendments of 1972 (20 USC Section 1681, et seq.), or to prohibit, as discrimination based on disability, actions that would be permissible under 504 of the Rehabilitation Act of 1973;

- c) Standards and procedures to assure security and safety of students and school personnel;
- d) Provisions for the removal from the classroom and from school property, including a school function, of students and other persons who violate the Code;
- e) Provisions prescribing the period for which a disruptive student may be removed from the classroom for each incident, provided that no such student shall return to the classroom until the principal (or his/her designated School District administrator) makes a final determination pursuant to Education Law Section 3214(3-a) I or the period of removal expires, whichever is less;
- f) Disciplinary measures to be taken for incidents on school property or at school functions involving the use of tobacco, the possession or use of illegal substances or weapons, the use of physical force, vandalism, violation of another student's civil rights, harassment, and threats of violence;
- g) Provisions for responding to acts of discrimination, bullying and/or harassment against students by employees or students on school property, at a school function, or off school property when the actions create or would foreseeably create a risk of substantial disruption within the school environment or where it is foreseeable that the conduct might reach school property, pursuant to clause (b) of this subparagraph;
- h) Provisions for detention, suspension and removal from the classroom of students, consistent with Education Law Section 3214 and other applicable federal, state and local laws, including provisions for school authorities to establish procedures to ensure the provision of continued educational programming and activities for students removed from the classroom, placed in detention, or suspended from school, which shall include alternative educational programs appropriate to individual student needs;
- i) Procedures by which violations are reported and determined, and the disciplinary measures imposed and carried out.

(Continued)

Community Relations

SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY (Cont'd.)

- j) Provisions ensuring the *Code of Conduct* and its enforcement are in compliance with state and federal laws relating to students with disabilities;
- k) Provisions setting forth the procedures by which local law enforcement agencies shall be notified of Code violations which constitute a crime;
- l) Provisions setting forth the circumstances under and procedures by which parents/persons in parental relation to the student shall be notified of Code violations;
- m) Provisions setting forth the circumstances under and procedures by which a complaint in criminal court, a juvenile delinquency petition or person in need of supervision ("PINS") petition as defined in Articles 3 and 7 of the Family Court Act will be filed;
- n) Circumstances under and procedures by which referral to appropriate human service agencies shall be made;
- o) A minimum suspension period for students who repeatedly are substantially disruptive of the educational process or substantially interfere with the teacher's authority over the classroom, provided that the suspending authority may reduce such period on a case-by-case basis to be consistent with any other state and federal law. For purposes of this requirement, as defined in Commissioner's Regulations, "repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom" shall mean engaging in conduct which results in the removal of the student from the classroom by teacher(s) pursuant to the provisions of Education Law Section 3214(3-a) and the provisions set forth in the *Code of Conduct* on four (4) or more occasions during a semester, or three (3) or more occasions during a trimester, as applicable;
- p) A minimum suspension period for acts that would qualify the student to be defined as a violent student pursuant to Education Law Section 3214(2-a) (a). However, the suspending authority may reduce the suspension period on a case-by-case basis consistent with any other state and federal law;
- q) A Bill of Rights and Responsibilities of Students which focuses upon positive student behavior and a safe and supportive school climate, which shall be written in plain-language, publicized, and explained in an age-appropriate manner to all students on an annual basis; and
- r) Guidelines and programs for in-service education programs for all District staff members to ensure effective implementation of school policy on school conduct and discipline, including but not limited to, guidelines on promoting a safe and supportive school climate

(Continued)

Community Relations

SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY (Cont'd.)

while discouraging, among other things, discrimination, bullying and/or harassment against students by students and/or school employees; and including safe and supportive school climate concepts in the curriculum and classroom management.

The District's *Code of Conduct* shall be adopted by the Board of Education only after at least one (1) public hearing that provided for the participation of school personnel, parents/persons in parental relation, students, and any other interested parties.

The *Code of Conduct* shall be reviewed on an annual basis and updated as necessary in accordance with law. The District may establish a committee pursuant to Education Law Section 2801(5) (a) to facilitate review of its *Code of Conduct* and the District's response to *Code of Conduct* violations. The School Board shall reapprove any updated *Code of Conduct* or adopt revisions only after at least one (1) public hearing that provides for the participation of school personnel, parents/persons in parental relation, students, and any other interested parties. The District shall file a copy of its *Code of Conduct* and any amendments with the commissioner, in a manner prescribed by the Commissioner, no later than thirty (30) days after their respective adoptions.

The Board of Education shall ensure community awareness of its *Code of Conduct* by:

- a) Posting the complete *Code of Conduct* on the Internet website, if any, including any annual updates and other amendments to the Code;
- b) Providing copies of a summary of the *Code of Conduct* to all students in an age-appropriate version, written in plain language, at a school assembly to be held at the beginning of each school year;
- c) Providing a plain language summary of the *Code of Conduct* to all parents or persons in parental relation to students before the beginning of each school year and making the summary available thereafter upon request;
- d) Providing each existing teacher with a copy of the complete *Code of Conduct* and a copy of any amendments to the Code as soon as practicable following initial adoption or amendment of the Code. New teachers shall be provided a complete copy of the current Code upon their employment; and
- e) Making complete copies available for review by students, parents, or persons in parental relation to students, other school staff and other community members.

(Continued)

Community Relations

SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY (Cont'd.)**Privacy Rights**

As part of any investigation, the District has the right to search all school property and equipment including District computers. Rooms, desks, cabinets, lockers, computers, etc. are provided by the District for the use of staff and students, but the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

Education Law Article 2, Sections 801-a, 2801 and 3214
Family Court Act Articles 3 and 7
Vehicle and Traffic Law Section 142
8 NYCRR Section 100.2

NOTE: Refer also to *District Code of Conduct*

Adopted: 1/25/16

Community Relations

SUBJECT: UNLAWFUL POSSESSION OF A WEAPON UPON SCHOOL GROUNDS

It shall be unlawful for any person to knowingly possess any air gun, spring-gun or other instrument or weapon in which the propelling force is a spring, air, piston, or CO2 cartridge upon school grounds or in any District building without the express written authorization of the Superintendent or his/her designee.

Additionally, the possession of any weapon, as defined in the New York State Penal Code, on school property or in school buildings is prohibited, except by law enforcement personnel or upon written authorization of the Superintendent/designee.

Unlawful possession of a weapon upon school grounds may be a violation of the New York State Penal Law and is a violation of School District policy and the *Code of Conduct*.

Penal Law Sections 265.01-265.06

NOTE: Refer also to Policy #7360 -- Weapons in School and the Gun-Free Schools Act

Adopted: 1/25/16

SUBJECT: THREATS OF VIOLENCE IN SCHOOL

The School District is committed to the prevention of violence against any individual or property in the schools or at school activities whether such acts and/or threats of violence are made by students, staff, or others. Threats of violence against students, school personnel and/or school property will not be tolerated whether or not such threats occur on school grounds or during the school day.

Any acts and/or threats of violence, including bomb threats, whether made orally, in writing or electronically shall be subject to appropriate discipline in accordance with applicable law, District policies and regulations, as well as the Student Discipline *Code of Conduct* and collective bargaining agreements, as may be necessary.

While acknowledging an individual's constitutional rights, including applicable due process rights, the District refuses to condone acts and/or threats of violence which threaten the safety and wellbeing of staff, students, and the school environment. Employees and students shall refrain from engaging in threats or physical actions which create a safety hazard for others.

All staff who are made aware of physical acts and/or threats of violence directed to students or staff are to report such incidents to the Building Principal/designee, who shall report such occurrences to the Superintendent. Additionally, the Building Principal/designee will also report occurrences of violence, whether involving an actual confrontation or threat of potential violence, to the school psychologist and/or Director of Special Education if applicable. Local law enforcement agencies may be called as necessary upon the determination of the Superintendent/designee.

Students are to report all acts and/or threats of violence, including threats of suicide, of which they are aware by reporting such incidents to the school hotline, a faculty member, or the Building Principal.

The District reserves the right to seek restitution, in accordance with law, from the parent/guardian and/or student for any costs or damages which had been incurred by the District as a result of the threats or acts of violence in the schools.

This policy will be enforced in accordance with applicable laws and regulations, as well as collective bargaining agreements and the Student Discipline *Code of Conduct* as may be necessary. Additionally, this policy will be disseminated, as appropriate, to students, staff, and parents and will be available to the general public upon request.

Regulations will be developed to address safety concerns in the schools, and appropriate sanctions for violations of this policy by students will be addressed in the Student Discipline *Code of Conduct*.

Adopted: 1/25/16

Community Relations

SUBJECT: EMERGENCY SCHOOL CLOSINGS

In the event it is necessary to close school for the day, activate a delayed starting time or early dismissal (as well as information relating to cancellation of after-school activities/late bus runs), due to inclement weather, impassable roads, or other emergency reasons, announcement thereof shall be made over local radio and television stations, Global Connection/auto dialing and the Internet/District website as designated by the Superintendent.

When school is closed, all related activities, including athletic events and student activities, will ordinarily be suspended for that day and evening.

The attendance of personnel shall be governed by their respective contracts.

Education Law Section 3604(7)

Adopted: 1/25/16

Non-Instructional/Business
Operations

SUBJECT: SAFETY AND SECURITY

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

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

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

Labor Law Section 27-a
12 NYCRR Part 820, Article 28

NOTE: Refer also to Policy #5681 -- School Safety Plans

Adopted: 1/25/16

Non-Instructional/Business
Operations

SUBJECT: SCHOOL SAFETY PLANS

The District considers the safety of its students and staff to be of the utmost importance and is keenly aware of the evolving nature of threats to schools. As such, it will address those threats accordingly through appropriate emergency response planning. The District-wide school safety plan and the building-level emergency response plan(s) will be designed to prevent or minimize the effects of violent incidents and emergencies and to facilitate the coordination of schools and the District with local and county resources in the event of these incidents or emergencies. These plans will be reviewed and updated by the appropriate team on at least an annual basis and adopted by the Board by September 1 of each school year.

The Board will make the District-wide school safety plan available for public comment at least 30 days prior to its adoption. The District-wide school safety plan may only be adopted by the Board after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The District-wide school safety plan and any amendments must be submitted to the Commissioner, in a manner prescribed by the Commissioner, within 30 days of adoption, but no later than October 1 of each school year.

Building-level emergency response plan(s) and any amendments must be submitted to the appropriate local law enforcement agency and the state police within 30 days of adoption, but no later than October 1 of each school year. Building-level emergency response plan(s) will be kept confidential and are not subject to disclosure under the Freedom of Information Law (FOIL) or any other provision of law.

District-Wide School Safety Plan

District-wide school safety plan means a comprehensive, multi-hazard school safety plan that covers all school buildings of the District, addresses crisis intervention, emergency response and management at the District level, and has the contents as prescribed in Education Law and Commissioner's regulations.

The District-wide school safety plan will be developed by the District-wide school safety team appointed by the Board. The District-wide school safety team will include, but not be limited to, representatives of the Board, teacher, administrator, and parent organizations, school safety personnel, and other school personnel. *At the discretion of the Board, a student may be allowed to participate on the District-wide school safety team.

The District-wide school safety plan will include, but not be limited to:

- a) Policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel, and visitors to the school, including threats by students against themselves, which includes suicide;

(Continued)

Non-Instructional/Business
Operations

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

- b) Policies and procedures for responding to acts of violence by students, teachers, other school personnel, and visitors to the school, including consideration of zero-tolerance policies for school violence;
- c) Appropriate prevention and intervention strategies, such as:
 - 1. Collaborative arrangements with state and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited;
 - 2. Nonviolent conflict resolution training programs;
 - 3. Peer mediation programs and youth courts; and
 - 4. Extended day and other school safety programs;
- d) Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident;
- e) A description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;
- f) Procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of Executive Law Article 2-B State and Local Natural and Man-Made Disaster Preparedness;
- g) The identification of District resources which may be available for use during an emergency;
- h) A description of procedures to coordinate the use of District resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;
- i) Policies and procedures for contacting parents, guardians, or persons in parental relation to District students in the event of a violent incident or an early dismissal;
- j) Policies and procedures for contacting parents, guardians, or persons in parental relation to an individual District student in the event of an implied or direct threat of violence by the student against themselves, which includes suicide;
- k) Policies and procedures relating to school building security, including, where appropriate: the use of school safety officers, school security officers, and/or school resource officers; and security devices or procedures;

(Continued)

Non-Instructional/Business
Operations

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

- l) Policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including, but not limited to, the identification of family, community, and environmental factors to teachers, administrators, parents, and other persons in parental relation to students of the District or Board, students, and other persons deemed appropriate to receive the information;
- m) Policies and procedures for annual multi-hazard school safety training for staff and students, provided that the District must certify to the Commissioner that all staff have undergone annual training by September 15 on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year will receive training within 30 days of hire or as part of the District's existing new hire training program, whichever is sooner;
- n) Procedures for the review and conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials;
- o) The identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions, and kidnappings;
- p) Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence, and establishing anonymous reporting mechanisms for school violence;
- q) A description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;
- r) A system for informing all educational agencies within the District of a disaster; and
- s) The designation of the Superintendent or designee, as the District Chief Emergency Officer whose duties will include, but not be limited to:
 - 1. Coordinating the communication between school staff, law enforcement, and other first responders;
 - 2. Leading the efforts of the District-wide school safety team in the completion and yearly update of the District-wide school safety plan and the coordination of the District-wide school safety plan with the building-level emergency response plan(s);

Non-Instructional/Business
Operations

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

3. Ensuring staff understanding of the District-wide school safety plan;
4. Ensuring the completion and yearly update of building-level emergency response plans for each school building;
5. Assisting in the selection of security related technology and development of procedures for the use of the technology;
6. Coordinating appropriate safety, security, and emergency training for District and school staff, including required training in the emergency response plan;
7. Ensuring the conduct of required evacuation and lock-down drills in all District buildings as required by law; and
8. Ensuring the completion and yearly update of building-level emergency response plan(s) by the dates designated by the Commissioner.

Building-Level Emergency Response Plan

Building-level emergency response plan means a building-specific school emergency response plan that addresses crisis intervention, emergency response and management at the building level and has the contents as prescribed in Education Law and Commissioner's regulations. As part of this plan, the District will define the chain of command in a manner consistent with the National Incident Management System (NIMS)/Incident Command System (ICS).

Building-level emergency response plan(s) will be developed by the building-level emergency response team. The building-level emergency response team is a building-specific team appointed by the building principal, in accordance with regulations or guidelines prescribed by the Board. The building-level emergency response team will include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel and other school personnel, community members, local law enforcement officials, local ambulance, fire officials, or other emergency response agencies, and any other representatives the Board deems appropriate.

Classroom door vision panels will not be covered except as outlined in the building-level emergency response plan.

Education Law § 2801-a
8 NYCRR § 155.17

First Reading: January 6, 2020
Second Reading: January 27, 2020
Adoption Date: January 27, 2020

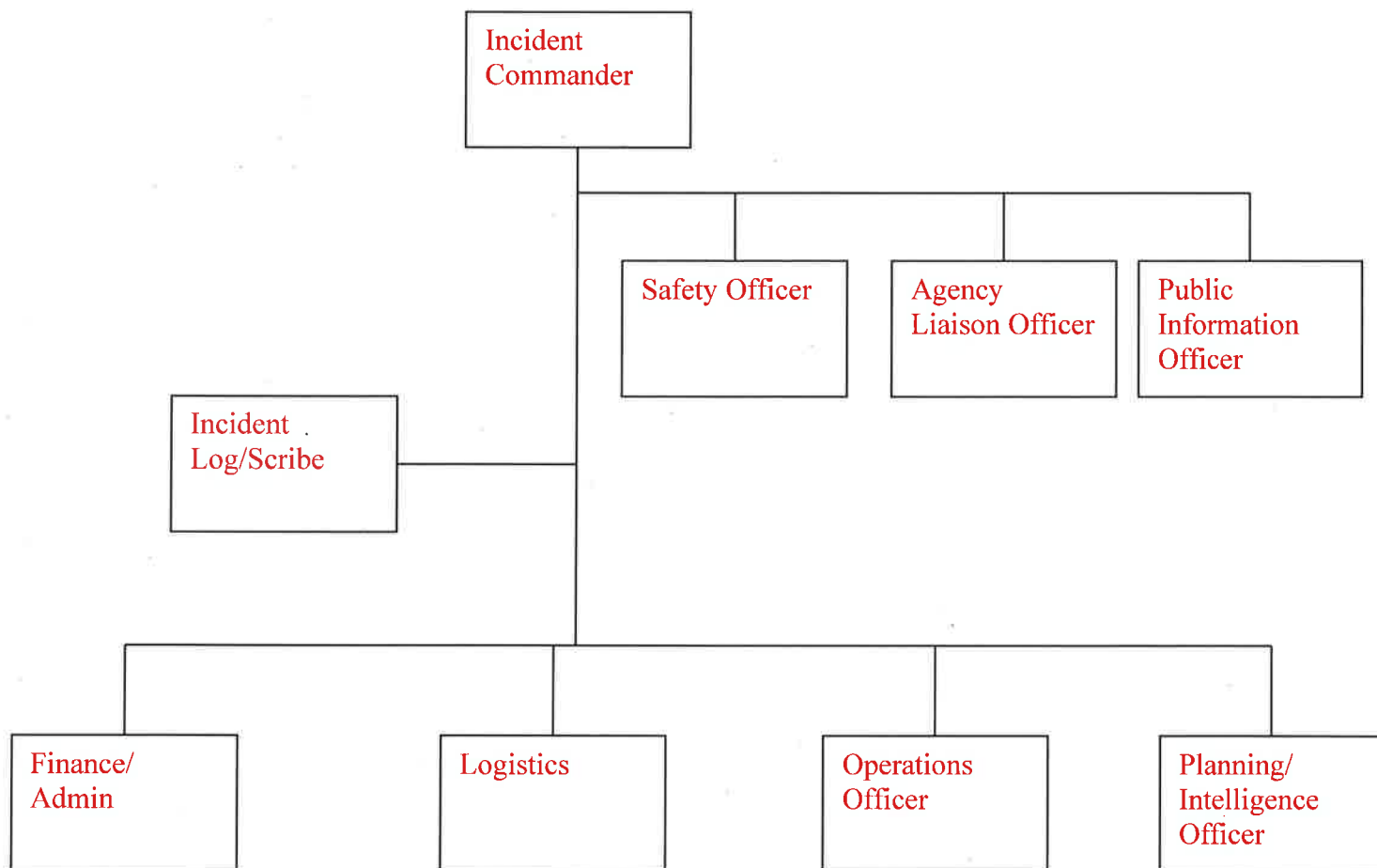
Appendix 3: UPDATE -Training modules at Unatego- 2022-2023

Annual training for all staff on Safety Plan and Building Emergency Plans in September 2023

Right to Know Training and Blood-Borne Pathogen training annually on Opening Day Superintendent's Staff Development Day, September 2023.

Annual training of all staff at Building level faculty meetings.

Appendix 4: District Incident Command Structure



Staff Assignments-

Incident Commander-Dave Richards

Operations Officer-Building Principal

Planning/Intelligence Officer- Katherine Mazourek

Logistics-Brian Trask

Finance/Administration-Patti Loker

Safety Officer-Brian Trask

Agency Liaison Officers-School Resource Officers George Flavell & Shawn Callahan

Public Information Officer-Dave Richards

Incident Log/Scribe-Sheila Nolan

Appendix 5: Sites and potential emergencies

Site	Hazards
Otsego Christian Academy And Bus Garage Main Street, Otego, NY 13825	P-12 School Building, Bus Garage, Parking areas, Athletic fields, Route 7, Interstate Route 88, Railroad tracks, residences around campus, woods, and fields on and around campus, Susquehanna River.
Unatego Elementary School Main Street, Unadilla, NY 13849	Elementary Building, Storage Building, Athletic Fields, Playground, Parking areas, Susquehanna River, Route 7, Interstate Route 88, Railroad Tracks, residences around campus, woods and fields around campus, Red Apple and Mirabito's gas stations, C&J Auto Sales & Repair Shop, Boulder Oil.
Unatego Jr/Sr High School 2641 State Highway 7 Otego, NY 13825	Jr/Sr High Building, Booster Roost, Athletic fields, Parking Areas, Greenhouse opposite School, Route 7, Interstate Route 88, Railroad tracks, woods and fields around campus, residences around campus.

District Resources Available for use during an emergency

Buses (see Appendix 1)

Portable Radios: Unatego Elementary (10), Jr/Sr HS (15), District Office (3)

AED's: Unadilla (1), Otego (1), Jr/Sr HS (2 and 1 portable unit)

Fire Extinguishers: Unadilla (21), Jr/Sr HS (55)

Medical Equipment (First Aid supplies, cots, blankets)

Vehicles: tractors (1 with loaders), mower (1 with power broom and snow blower), snow blower (1 with 3-point hitch), chainsaws (2), ¾ ton truck with snowplow and sander (1), portable trash pump (1), portable generator (1), walk behind snow blower (3).

Red Cross Sheltering Center at Unatego Elementary and at the Jr/Sr High School.

The District has personnel trained in many emergency response actions, including First Aid, CPR and AED Use, Emergency Medical Technicians, and Cardiac Care Technicians. A current listing of those staff members trained is maintained in each school in the district by the school nurse. Each coach has been certified in first aid and CPR/AED use.

Appendix 6: PROTECTIVE ACTION OPTIONS

A. Definitions of Protective Action Options

Early Dismissal meets the need to return students to their home schools, home, and family as rapidly as possible.

Evacuation to a safe place requires that a building's inhabitants get out and go somewhere else. Evacuation may mean only going outside, away from the building and waiting for the danger to pass. In some circumstances, however, the nature of the emergency may demand that staff and students be transported and housed temporarily in some other building (shelter).

Sheltering may be internal or external. During conditions when the roads are closed or outside travel is extremely hazardous, sheltering internal to our buildings may be necessary. For Weather related (tornado, hurricane, severe storm etc.) internal sheltering, areas within the buildings are used. These areas include rooms and halls without glass windows, doors, or skylights. Gymnasiums, cafeterias, and other spaces with wide free span roofs are NOT used. When evacuation from one of our buildings is deemed appropriate, but early dismissal is not, sheltering in other buildings on campus is used.

B. Introduction

Upon notification of an emergency, the Incident Commander will:

- Immediately take charge
- Alert the Superintendent of and/or Director of Facilities
- Activate the Building-level Emergency Response Team

C. Procedures of Protective Action Options

School Cancellation

- Monitor the situation - by the Superintendent/Incident Commander or Designee
- Make Determination –by the Superintendent/Incident Commander or Designee
- Contact the local media

Early Dismissal

- Monitor the situation - by the Superintendent/Incident Commander or Designee
- If conditions warrant, close school- by the Superintendent/Incident Commander or Designee
- Contact Transportation Supervisor to arrange transportation
- Contact local media to inform parents of early dismissal
- Set up an information center so that parents may make inquiries as to the situation
- Retain appropriate district personnel until all students have been returned home

Evacuations (before, during and after school hours)

- Determine the level of threat-by the Superintendent/Incident Commander or Designee

- Contact the transportation Supervisor to arrange transportation
- Clear all evacuation routes and sites prior to evacuation
- Evacuate all staff and students to pre-arranged evacuation sites
- Where appropriate, facilities personnel will sweep the building to ensure that staff, students, and visitors have been safely evacuated
- Establish a command post
- All non-instructional staff shall report to the command post for direction and duties
- Account for all student and staff population. Report any missing staff or students to the Building/Program Administrator
- Make determination regarding early dismissal- by the District Superintendent/Incident Commander or Designee
- If determination was made to dismiss early, contact local media to inform parents of early dismissal
- Ensure adult supervision or continued school supervision/security
- Set up an information center so that parents may make inquiries as to the situation
- Student/visitor driver's identification will be taken as the vehicle exits the parking area
- If persons of parental relation pick up their students, they must sign them out
- Retain appropriate district personnel until all students have been returned home

Sheltering sites (internal and external)

- Determine the level of threat- by the Superintendent/Incident Commander or Designee
- Determine location of sheltering depending on nature of incident
- Contact the transportation Supervisor to arrange transportation to external site- if needed
- Transport by foot or vehicle to external sheltering site- if needed
- Where appropriate, facilities personnel will sweep the building to ensure that staff, students, visitors have been safely evacuated
- Establish a command post
- Account for all students and staff. Report any missing staff to or students to the Building/Program Administrator
- Determine other occupants in the building
- Make appropriate arrangements for human needs
- Take appropriate safety precautions
- Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties
- If persons in parental relation pick up their students, they must sign them out
- Retain appropriate district personnel until all students have been returned home

Appendix 7: Response Protocols to Specific Incidents

HOSTAGE

Response Action:

1. Identify hostage situation - first person on the scene.
2. Notify the building administrator.
3. Immediately notify police of the situation and follow their instructions - building administrator.
4. Inform superintendent of situation and actions taken -building administrator.
5. Upon arrival of police officials, implement the following response actions as necessary:
 - * Isolate area of building involved
 - * Notify parents or spouse
 - * Public information statements
6. The police will determine the termination of the emergency.

BOMB THREAT

Response Action:

1. Upon receipt of a bomb threat by telephone:
 - a. Ask the following questions (refer to **Bomb Threat Information Sheet**):
 - * Where, specifically, is bomb located?
 - * When, exactly, is bomb set to go off?
 - * What materials are in the bomb?
 - * What does the bomb look like?
 - * Why is caller doing this?
 - * Who is caller?
 - b. Write down answers to the above.
 - c. Describe the caller's voice:
 - * Was it male or female?
 - * Was it young or old?
 - * Was the voice disguised or have an accent?
 - * Describe any background noises.
2. Notify building administrator.
3. Notify police and superintendent - building administrator.
4. Notify staff and students to evacuate the building - building administrator. DO NOT MENTION "BOMB SCARE!".
 - a. Use the fire alarm.
 - b. Set a guard at each entrance of the building to prevent people from re-entering the building.
5. Upon arrival, advise police or fire department of situation and follow their instructions. Advise superintendent of their presence. Turn control of building over to them - building administrator.
 - a. Arrange with police to have medical assistance stand by in the event that a device is found.

Recovery Action:

1. Administrator involved should have building reoccupied by staff and students after it has been cleared by fire and police officials.

INTRUDER

Response Action:

1. Identify the intruder - first person on the scene.
2. Notify the building administrator.
3. Advise police of situation and follow their instruction for handling intruder(s) and ensuring safety of students and staff - building administrator.
4. Based on advice of police, confront the intruder - building administrator.
5. Escort intruder out of the building - building administrator.
6. If intruder refuses to leave, maintain surveillance, and summon police - building administrator.
7. Police or building administrator to determine the termination of the contingency.

KIDNAPPED PERSON

Response Action:

1. Identify kidnapping incident - first person on the scene.
2. Notify building administrator.
3. Immediately notify the police. Advise them of the situation and follow their instructions - building administrator.
4. Notify the superintendent - building administrator.
5. In coordination with police agency, notify parents or spouses of individuals who are or could be kidnapped. Also prepare official response in the event of media inquiries.
6. Police to determine the termination of emergency.

Pre-plan Action:

Develop attendance procedures to account for pupils and for unscheduled releases during school.

Appendix 8: Names and contacts of educational agencies

Name	Address	Town	Contact	Telephone
DCMO BOCES	6678 County Road 32	Norwich	Ginger Rinaldo	607-335-1234
Head Start-Unadilla Community Center	246 Main Street Unadilla, NY 13849	Unadilla	Tammy Bailey	607-369-7676

Appendix 9: Threat Assessment

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

****Each building has a threat assessment group consisting of principals and counselors.**

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

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

Appendix 10: Adoption of Plan

Date of District-wide School Safety Team appointment by Board of Education resolution:
August 6, 2001

Date(s) of meetings of District-wide School Safety Team in development of Plan:
September 17 and 26, 2001; October 10 and 24, 2001

Date that District-wide School Safety Plan was first read and tabled for public comment:
November 19, 2001

Date of public hearing by Board of Education: December 17, 2001

Date of adoption by Board of Education of District-wide School Safety Plan:
January 8, 2002

Date District-wide School Safety Plan was mailed to the New York State Education
Department: January 9, 2002

Date of re-adoption by Board of Education of District-wide School Safety Plan:
September 2016

Date Revisions adopted by District Wide Safety Committee: September 2018

Annual Update and Board Approval: November 2018

Annual Update and Board Approval: August 17, 2020

Date Revisions adopted by District Wide Safety Committee: June 21, 2021

Annual Update and Board Approval: August 16, 2021

Date Revisions adopted by District Wide Safety Committee: June 9, 2022

Annual Update and Board Approval: August 1, 2022

Date Revisions adopted by District Wide Safety Committee: June 7, 2023

Date of public hearing by Board of Education: June 26, 2023

Annual Update and Board Approval:

Minutes of committee meetings, Board of Education meetings and appropriate
resolutions are kept by the Clerk of the Board of Education.

APPENDIX A

Communicable Disease - Pandemic Plan



Communicable Disease - Pandemic Plan

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

Prevention/Mitigation

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

Protection/Preparedness

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

Response

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

Prevention/Mitigation:

- We will work closely with the Otsego County Department of Health to determine the need for activation of our Plan. Administrators, principals, and school nurses will comply with the following procedures for reporting communicable diseases, including Coronavirus, Influenza, etc., and communicating with the Health Department by:
 - Reporting suspected and confirmed cases of the identified disease to: The Otsego County Department of Health.

- Utilizing Public Health Consultation and Immediate Reporting to the Otsego County Department of Public Health: 607.547.4230
- *Utilizing an established Hotline: 888-364-3065*
- *Fax: Otsego County Department of Health at 607.547.4385*
- Utilizing Weekend/After-hours Consultation and Reporting: 607-547-1697
- The Otsego County Department of Health will monitor County-wide cases of communicable disease and inform school districts as to appropriate actions.
- The **Safety Coordinator** will help coordinate our Pandemic planning and response effort. This person will work closely with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The school district Medical Director and nurses will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification) the district technology director will also be an important Team member. Other non-traditional individuals may also be required to be part of the Team.
- The District-Wide School Safety Team will review and assess any obstacles to implementation of the Plan.
- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at <http://www.cdc.gov/flu/school/>.
- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, social media, postings, and direct mailings for this purpose.

(2) Essential Positions/Titles

- Superintendent of Schools
- School Business Manager*
- Director of Buildings and Grounds+
- Transportation Director+
- Bus Driver
- Bus Driver/Cleaner
- Bus Monitor/Aide
- Director of Technology+*
- Chief Information Officer+*
- District Treasurer*
- District Lead Custodian
- Superintendent's Confidential Secretary/Clerk of the Board of Education*
- Building Principal(s)*
- Building Secretaries*
- Special Programs Secretary*
- Attendance Secretary*
- Building Lead Custodian
- Cleaner
- Groundskeeper
- Director of Special Programs*
- PC/LAN Tech^
- MITS Coordinator^
- Classroom Teacher*
- Licensed Teaching Assistant*
- Teacher's Aide
- Food Services Coordinator^
- Cook Manager
- Food Services Worker
- Mechanic
- Mechanic's Helper

Key: * may work from home as appropriate + one person fills these positions ^ Contracted employee

Note: Final decision on working from home or in person is reserved to the Superintendent of Schools, subject to oversight by the Board of Education.

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

Justification:

Superintendent of Schools: Essential in maintaining routine and emergency operations of the District and needs to be on-site in order to do so. Some of the functions of the Superintendent could be accomplished remotely off-site.

Food Service Workers/Cook Manager/Food Services Director: It is anticipated that regardless of the mode of operation, students residing in the district will need to participate in the school lunch program. These workers are necessary to prepare breakfasts and lunches for in-person, hybrid, or remote students and for continuity of instruction. None of these positions are suitable for telecommuting with the exception of the Food Services Director.

Transportation Director/Bus Drivers/Bus Driver-Cleaner/mechanic/mechanic's helper: If instruction moves to fully remote, district transportation will be used to deliver school meals, paper assignments, and supplemental materials to students. These positions remain essential to the normal function of a school district. Bus Monitors assist in delivery of food and materials. These positions are not suitable for telecommuting with the possible exception of the Director of Transportation.

Director of Building and Grounds/District Lead Custodian/Building Lead Custodian/Groundskeeper/Cleaners are all essential to maintaining the physical plant. If students are learning remotely but instructional staff are providing instruction from their classrooms, these employees are essential to keep the buildings clean and safe for on-site staff. It is not feasible for persons in these positions to telecommute except for the Director of Buildings and Grounds.

Director of Technology/PC-LAN Tech/MITS Coordinator: are essential to maintaining devices, infrastructure, software, and network operations. Some work can be performed remotely but most requires employees in this class to be in person and on site.

School Business Manager/District Treasurer/Superintendent's Secretary/Clerk of the Board of Education/Building Secretaries/Student Services Secretary: can perform many of their essential functions both on and off site. They have the technology, equipment, and internet access to perform these functions from home with periodic need to report for work on-site. These positions remain essential regardless of the method of instruction.

Building Principals/Director of Special Programs: are essential and necessary for continuity of instruction. Many of their daily responsibilities can be conducted remotely with periodic need for on-site work.

Teacher/Licensed Teaching Assistant: are essential to the continuity of instruction. While there is justification for those holding these positions to teach remotely from their classroom (access to materials/supplies; better and more secure internet connectivity/greater bandwidth, etc.) they can also teach remotely from an off-campus location as they deliver both synchronous and asynchronous instruction, depending on direction from the State of New York and Otsego County as well as the extent of infectious transmission in the local communities.

Teacher Aides: Are not essential to continuity of learning and are not equipped to telecommute during a closure.

Occupational Therapists/Speech and Language Teachers/Physical Therapists: Are essential and their services are mandated for certain students via their Individual Education Plans (IEPs) and/or 504 Accommodations Plans. While their services are much better suited for in-person, face-to-face delivery, our experiences since March 2020 have shown that they can deliver many of their services remotely. For the reasons stated above for Teachers and LTAs, Related services providers can deliver instruction better by being on campus, but if circumstances warrant it, may deliver instruction/services from a remote location as well. They have been provided the devices and have internet connectivity to do so.

(2) Protocols Allowing Non-Essential Employees to Telecommute

Ensure Digital Equity for Employees

- **Mobile Device Assessments:**
 - All Instructional and Office staff who need devices have been assigned a district owned device according to need.
 - Conduct a cost analysis of technology device needs, yearly analysis, and replacement plan through our IPA.
- **Internet Access Assessments:**
 - Staff have been surveyed and those without reliable internet access have been provided with Wi-Fi “hotspots” to provide connectivity as needed.
 - Conduct an annual cost analysis as to Internet needs.
 - The District understands that due to the rural nature of our district, many staff members do not have access to reliable high-speed internet due to the geographic location.
- **Providing Mobile Devices and Internet Access:**
 - To the extent practicable, decide upon and develop procurement processes and processes for the configuration and distribution of appropriate mobile devices to those determined to be in need.
 - To the extent possible, and based on their job responsibilities, all staff are provided Unatego CSD laptops, Chrome Books, or iPad to ensure internet access.
 - To the extent practicable and technically possible, decide upon and develop procurement processes for, and when available, provide appropriate Internet bandwidth to those determined to be in need. WIFI hotspots and residential commercial Internet options will be evaluated for anticipated effectiveness in particular situations and are available and distributed based on need and job responsibilities.

Technology & Connectivity for Students - Mandatory Requirements:

- To the extent possible, have knowledge of the level of access to devices and high-speed broadband all students and teachers have in their places of residence;
- The District will periodically survey students and teachers as to their access to high-speed broadband.
- To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access; and
- Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.
- The District has extended Wi-Fi access points to the outside of all district owned buildings and students, parents, staff, and community members may access Wi-Fi from the parking lots of the Unatego Junior-Senior High School in Wells Bridge, the Unatego Elementary School in Unadilla,

and the Bus Garage located in Otego. The District strongly supports the continuation of state and federal initiatives to expand rural broadband capacity within the district.

Mobile Devices Delivery:

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

- Communication (e-mail, phone, online conferencing, social media)
- Teacher/student and student/student interaction (office hours, check-ins, peer collaboration)
- Instruction (video/audio recordings of instruction, instructional materials, synchronous distance learning, asynchronous online courses)
- Learning Materials and Content (digital content, online learning activities)
- Additional Technology Devices Assessments:
 - Identify students' technology needs to include adaptive technologies
 - Use the Asset Tracking Management System procedures to check out all mobile devices
 - If a shutdown happens abruptly, plan a pick-up time and location, and arrange to deliver devices to those who cannot pick them up.
 - Students who are full day at Unatego Elementary, Unatego Middle School, and Unatego Junior-Senior High School are provided one to one devices. In the event of a sudden closure due to pandemic, delivery locations and pickup times will be established, and notification made via School Messenger, District Website, and Social Media Accounts, including Twitter and Facebook.
- Providing Multiple Ways for Students to Learn
 - Support instructional programs as needed in preparation of non-digital, alternative ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models in circumstances in which students do not yet have sufficient access to devices and/or high-speed internet. For additional information, see "Instructional Packets" heading on the Remote Instruction Schedule page.

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

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

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

The district will utilize these base strategies and expand upon them as necessary in order to address any public health emergency.

Protection (Preparedness):

We have collaborated with our partners to assure complementary efforts. We have invited representatives from the Otsego County Department of Health, Otsego County Sheriff's Department,

NYSP in Oneonta and Sidney, Otego, Unadilla, and Wells Bridge Fire Departments, Coordinators from the DCMO BOCES Health and Safety Department and others to attend our District-wide School Safety Team meetings. This will allow us to send consistent messages to the school community on pandemic related issues.

- The District-wide Command Center will be at the Unatego Junior-Senior High School with an alternate location at the Unatego Elementary School in Unadilla and will be activated at the direction of the School District Incident Commander. We have established our District-wide Incident Command Structure as follows:

David Richards	Primary Incident Commander	Superintendent of Schools
Patti Loker	Alternate Incident Commander	School Business Manager
Katherine Mazourek	Alternate Incident Commander	Director of Special Programs
Julie Lambiaso	Alternate Incident Commander	High School Principal
Mike Snider	Alternate Incident Commander	Elementary School Principal
Brian Trask	Primary Safety Officer	Director of Support Services
Patti Loker	Alternate Safety Officer	School Business Manager
George Flavell & Shawn Callahan SROs	Primary Liaison Officers	School Resource Officers
Sheila Nolan	Alternate Liaison Officer	Superintendent's Secretary And Clerk of the Board
David Richards	Primary Public Information Officer	Superintendent of Schools
Patti Loker	Alternate Public Information Officer	School Business Manager

Brian Trask	Primary Logistics Officer	Director of Support Services
Will Clark	Alternate Logistics Officer	District Lead Custodian
Julie Lambiaso	Primary Operations Officer	Building Principal
Mike Snider	Alternate Operations Officer	Building Principal
Katherine Mazourek	Primary Planning/Intelligence Officer	Director of Special Programs
Julie Lambiaso	Alternate Planning/Intelligence Officer	High School Principal
Patti Loker	Primary Finance Officer	School Business Manager
Amber Birdsall	Alternate Finance Officer	School District Treasurer

Building-level Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems. Our central administrators and school building principals have completed the IS 100 (Introduction to Incident Command).

- The school district will designate a pandemic safety coordinator (administrator), for each of its schools, whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels. The coordinators shall be the main contact upon the identification of positive cases of the disease in the students and staff and are responsible for subsequent communication. Coordinators shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the public health emergency and plans implemented by the school.

School/Program	COVID-19 Safety Coordinator/Administrator	Contact #Info
<i>Unatego Elementary School</i>	<i>Mike Snider, Principal</i>	msnider@unatego.stier.org
<i>Unatego Middle School</i>	<i>Tim Simonds, Principal</i>	tsimonds@unatego.stier.org
<i>Unatego Jr-Sr High School</i>	<i>Julie Lambiaso, Principal</i>	jlambiaso@unatego.stier.org
<i>Heidi Bond</i>	<i>Director of Public Health Otsego County</i>	bondh@otsegocounty.com

- Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community. Communication methods may include websites; social media; school messenger; school postings; general mailings; e-mails; special presentations; phones and cell phones, texting; and the public media. A school district Public Information Officer (PIO) David Richards has been designated to coordinate this effort and act as the central point for all communication. The PIO will also retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with our Technology Director to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available. Those that will be utilized are radio, phone, VOIP, zoom, email, and tele-conference. We have tested/exercised our communication systems on 2/16/2021.
- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:
 - Overall Operations – we have defined the following decision-making authorities for the district:
 - David Richards, Superintendent of Schools
James Salisbury, President of the Board of Education
Patti Loker, School Business Manager
Katherine Mazourek, Director of Special Programs
Julie Lambiaso, High School Principal
 - Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary communication will be through our normal phone system followed by hand-held radios, cell phones, e-mail, zooms, district automated phone notification system (School Messenger).
 - The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities. We have defined the following job titles for having back-up responsibility in the purchasing and payroll areas: Amber Birdsall, Treasurer; Patricia Loker, Business Manager/Deputy Treasurer; Sheila Nolan, Deputy Purchasing Agent; David Richards, Purchasing Agent. These individuals have been trained as back-ups for essential business office functions in July 2016 and August 2019. We have also established the ability to maintain these essential functions off-site from remote locations as follows: All staff has been given a laptop for use at home. Limited staff on-site as needed for scanning, with a shift schedule. Able to securely access the VPN lines to Unatego CSD hard drive. Off-site function was tested on March 17, 2020.
 - Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities or back-up designee will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The Director of Facilities has provided building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc.) along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems and will update them, as necessary. If necessary, we will pool maintenance staff to form a mobile central team to help assist in essential building function and cleaning of critical areas such as bathrooms. Teachers may be asked to assist in this effort. If necessary, we may provide spray bottle sanitizers for each classroom teacher for doorknob and desktop disinfection only. Desktops will be misted with the provided disinfectant and left to dry. Training for teachers on this process was provided on September 8 and 9, 2020. At no time will products not approved by the school district be utilized.
 - Human Resources will be essential in monitoring absenteeism and managing the workforce. Changes to district policies and procedures concerning management of the workforce to affect a crisis response may become necessary and will be implemented by Human Resources. Cross-training was provided to staff in July and August 2020 to ensure essential functions will continue. Human Resources will help develop the Plan, in conjunction with all bargaining units, for emergency use of
 - personnel in non-traditional functions and changes in the normal workday such as alternate or reduced work hours, working from home, etc.

- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented to be used in combination as necessary include:
 - Hard copy, self-directed lessons
 - Zoom
 - Use of mobile media storage devices for lessons (CDs, Jump Drives, I Pads, Chrome books and Laptop Pc's)
 - On-line instruction; on-line resources; on-line textbooks
 - Communication modalities for assignment postings and follow-up: telephone; Postal Service; cell phone, cell phone mail, text messages; e-mail; automated notification systems; website postings

We have obtained input from curriculum staff in development of these strategies and have tested these methods on September 10-September 28; January 19-January 22; January 29.

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

PPE & Face Covering Availability:

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

PPE Supply Management

- The Business Office and the Building and Grounds Departments are working with programs to determine the overall PPE needs of the district. Centralized purchasing will be used when possible.

Group	Quantity per 100 per Group	12 Week Supply 100% Attendance	12 Week Supply 50% Attendance	12 Week Supply 25% Attendance
Students	25 Masks per Week	300	150	75
Teachers/Staff	25	300	150	75
Nurse/Health Staff	25	300	150	75

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

Response:

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

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

(5) Preventing Spread, Contact Tracing and Disinfection

Confirmed Infection Case Requirements & Protocols

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

CDC and NYSDOH Recommendations:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred.
- Opening outside doors and windows to increase air circulation in the area.
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.

- Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- Refer to DOH's [Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#) for information on "close and proximate" contacts.
- If more than seven days have passed since the person who is suspected or confirmed to have the communicable disease visited or used the facility, additional cleaning or disinfection is not necessary, but routine cleaning and disinfection should continue.

Return to School After Illness:

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

Staff Absenteeism

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

Employee Assistance Program (EAP)

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

Medical Accommodations

- The Business Office will continue to handle medical and ADA accommodations. Requests for accommodations related to the communicable disease should be sent to abirdsall@unatego.stier.org
- The Superintendent of Schools will have final say regarding accommodations.

New York State Contact Tracing Program

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

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

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

The following information will be communicated to all District Employees:

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

A contact tracer will:

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

If you test positive, a Contact Tracer will connect you with the support and resources you may need through quarantine, such as help getting groceries or household supplies, child-care, medical care, or supplies. The Tracer will work with you to identify and reach out via phone and text to anyone you’ve been in contact with while you were infectious to trace and contain the spread of the virus.

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

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

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

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

Facilities: Cleaning and Sanitizing

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

Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

Routine cleaning of school settings includes:

- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails, and doorknobs/handles
- Dust- and wet-mopping or auto-scrubbing floors
- Vacuuming of entryways and high traffic areas
- Removing trash

- Cleaning restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

Classroom/Therapy Rooms:

Unatego CSD will provide related service providers with additional cleaning supplies to ensure continuous disinfecting of classrooms and therapy rooms that service students with complex disabilities where multiple tools are used for communication, mobility, and instruction.

Common Areas:

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

Disinfecting:

Disinfecting kills germs on surfaces or objects by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

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

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

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

- Shared telephones.

Hand Sanitizing:

- Hand sanitizer bottles will be distributed to staff as approved by Health and Safety.

Trash removal:

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

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

It is recognized that as the work environment changes to adapt to the emergency situation and typical work schedules are modified it can become more difficult to track employees especially if they conduct work off site or in numerous locations. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease crisis. Our plan to track such individuals can be found in Appendix C, Essential Employee Worksheets, page

(7) Emergency Housing for Essential Employees

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

1. Country Motel, Sidney, NY (607-563-1035)
2. Super 8, Sidney, NY (607-583-8576)
3. Algonquin Motel, Bainbridge, NY (607-967-5911)

Recovery:

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

SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST



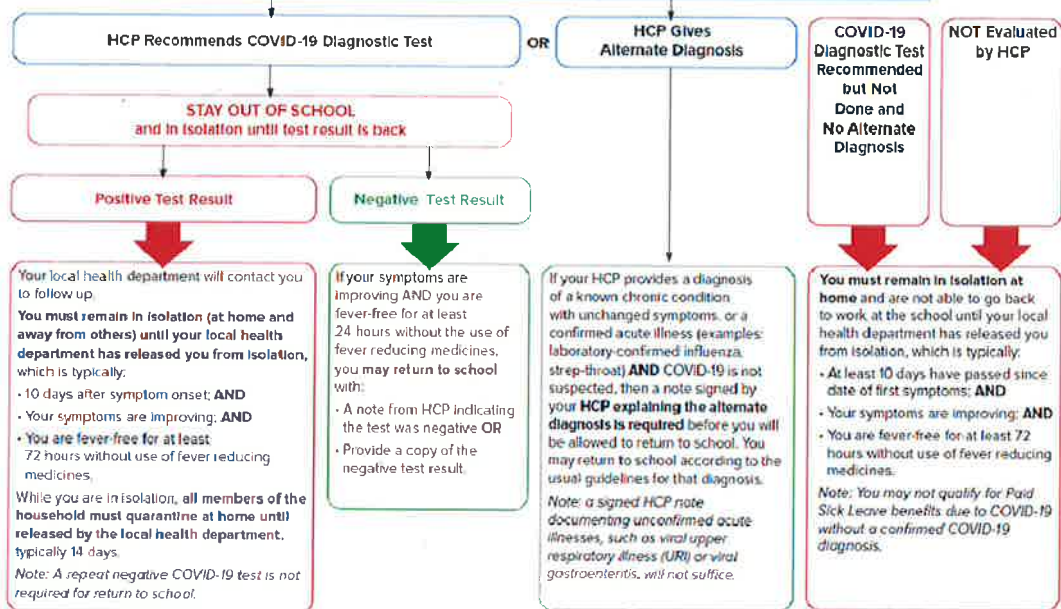
Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district's staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist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

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

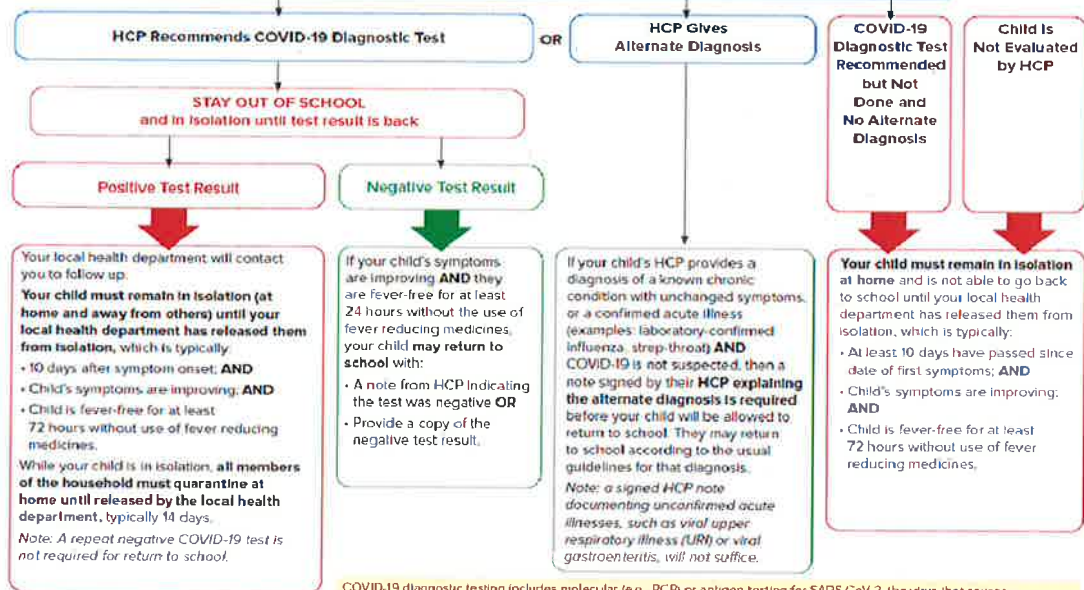
Further information on pandemic influenza can be found at www.pandemicflu.gov.

I. Planning and Coordination:

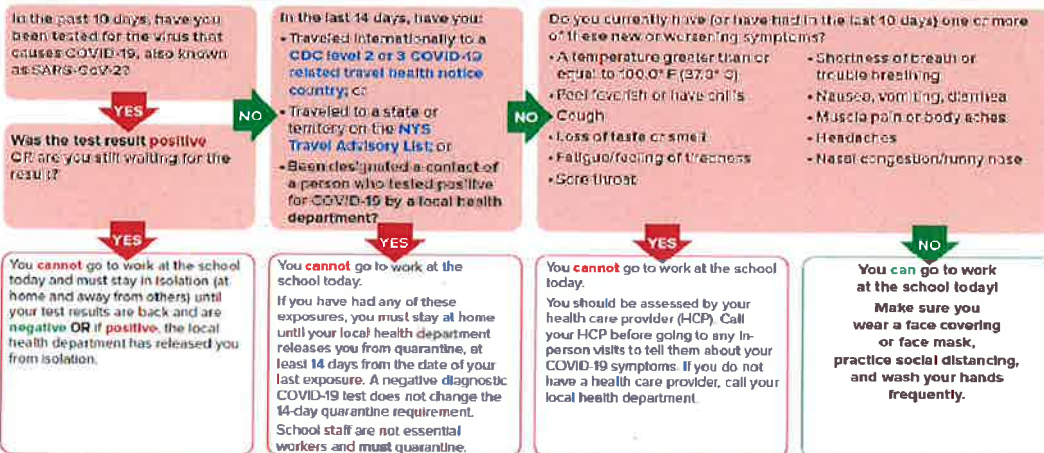
Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the district's pandemic influenza response plan.
<input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

**I have COVID-19 symptoms. When can I go back to work at the school?****HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)**

September 2020 | B-2

**My child has COVID-19 symptoms. When can they go back to school?****HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)**

September 2020 | A-2

**NYSDOH COVID-19 In-Person Decision Making Flowsheet for Staff To Go To Work****Can I Go to Work at the School Today?**

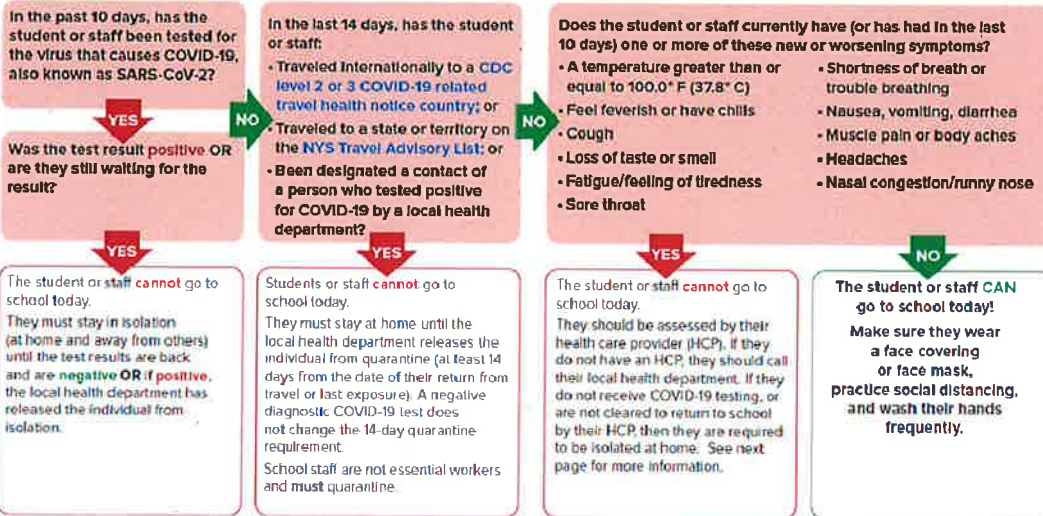
Report absences, symptoms, and positive COVID-19 test results to your school.

SEEK IMMEDIATE MEDICAL CARE IF YOU HAVE:

- Trouble breathing or are breathing very quickly
- Are too sick to drink fluids
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Decreased urine output
- Lethargy, irritability, or confusion

NYS DOH COVID-19 Guide for School Administrators and Schools Nurses

COVID-19 Screening Flowsheet for Students and Staff



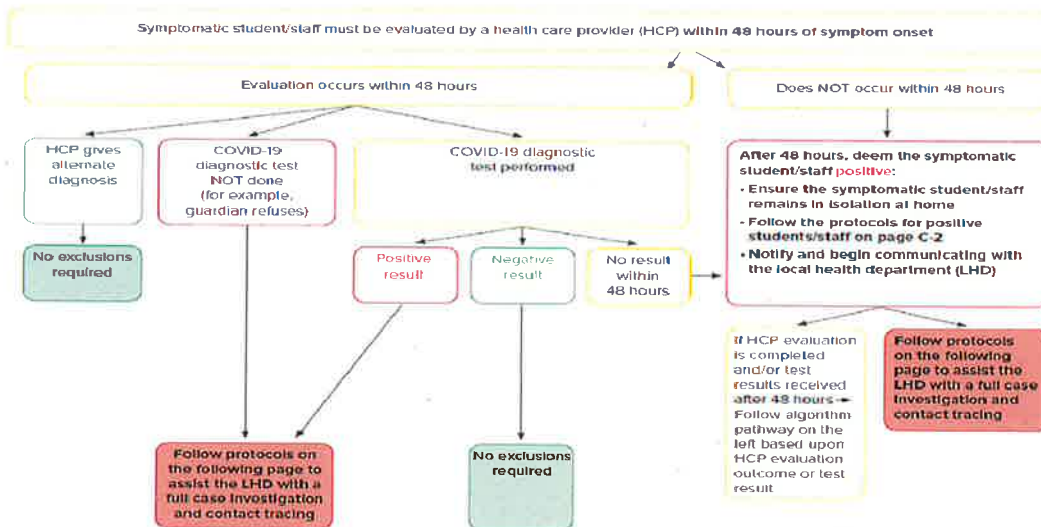
Communicate to your students and staff that they must report absences, symptoms, and positive COVID-19 test results to your school.

CALL 911 IF A STUDENT OR STAFF HAS:

- Trouble breathing or is breathing very quickly
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Lethargy, irritability, or confusion

September 2020 | C-1

COVID-19 exclusion protocol for contacts of symptomatic students and staff

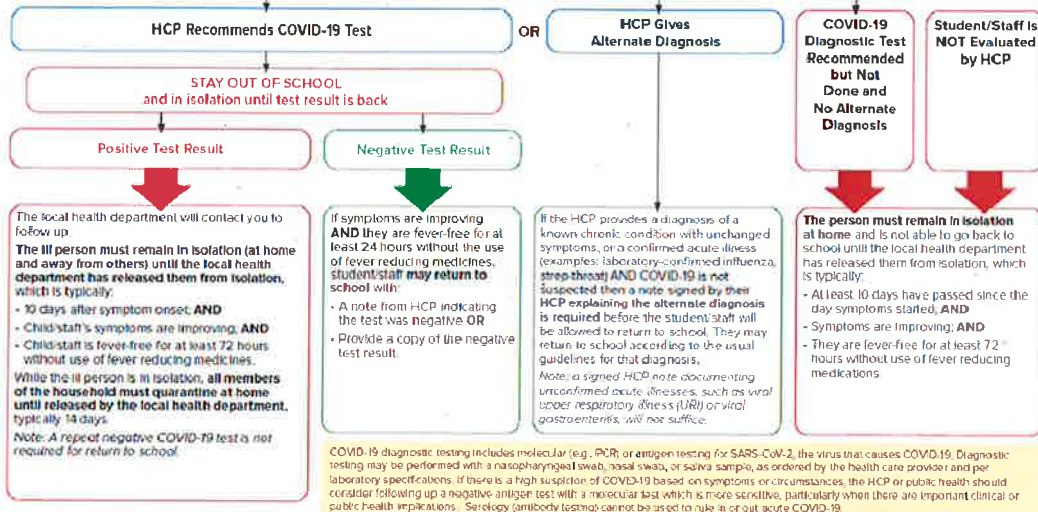


September 2020 | C-3

**COVID-19 Flowsheet for Student or Staff with COVID-19 Symptoms****Student/staff has symptoms consistent with COVID-19:**

- Student/staff member should keep face mask on.
- Staff members should be sent home immediately.
- Students awaiting transport home by the parent/guardian must be isolated in a room or area separate from others, with a supervising adult present using appropriate personal protective equipment (PPE).
- School administration and the parent/guardian should be notified.

- Provide instructions that the individual must be seen by an HCP for evaluation and have COVID-19 testing (unless determined not necessary by HCP). If they do not have an HCP they should call their local health department.
- Schools should provide a list of local COVID-19 testing locations.
- Clean and disinfect area where the student/staff member was located.

HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)

September 2020 | C-2

**COVID-19 School and Local Health Department Coordination for Contact Tracing****Notify the local health department (LHD):**

- Immediately upon learning of a positive case
- 48 hours after symptom onset in a staff member or student if no HCP evaluation or test result has been received. The LHD will collaborate with the school for contact tracing and to identify contacts.

Begin to identify contacts of the case to provide to the LHD.

Provide the LHD with contact information of school personnel who will assist in the LHD's contact investigation. Include the names and phone numbers of at least two points of contact, as appropriate, such as:

- School Principal
- Administrative Support Person
- Principal Designee

Provide the LHD with a list of people who are possible contacts of the case including:

- Contact's full name
- Parent(s)/Guardian(s) full name(s)
- Phone number(s)
- Home address
- Nature of contact (e.g., persons in same classroom, bus, etc.)
- Student, teacher, or type of staff member

Contacts will include students/staff who had exposure to the individual suspected or confirmed to have COVID-19 beginning two days before their symptom onset (or if the case was asymptomatic, two days before the date they were tested) until the case is excluded from the school and in isolation. Schools and LHDs should work together to ensure any before, after, or other daycare, transportation, extracurricular, and other non-school setting contacts are identified and notified of their exposure risk.

THEN

Move forward with preestablished communication plan in consultation with LHD (e.g., notifying the school community of confirmed case(s), as appropriate).

THEN

The LHD will determine which students/staff should be quarantined and excluded from school in addition to any other close contacts, such as social or household contacts. Contacts will be quarantined and excluded from school for 14 days from the date of last exposure to the case, advised to monitor for symptoms, and recommended to get a diagnostic COVID-19 test at least 3 days after their last date of exposure. The local health department will initiate isolation and quarantine orders.

When to welcome back affected students/staff:

The LHD will determine when students and staff are released from isolation or quarantine and can return to school.

The LHD should communicate to the school a release from isolation or quarantine in order for the student/staff to be welcomed back to the school.

September 2020 | C-4

Internal Claims Auditor Report for Unatego Central School District

Warrant Report Month: May 2023

Checks Audited: 158

Internal Claims Auditor: _____

Debra A Whaley

Discovered Condition	Internal Auditor Requested Corrective Action	Corrective Action Taken
FINDINGS:		
Incorrect Invoice Number Incident: 2	Verify And Correct Invoice Number	Correction Done
Incorrect Remit Address Incidents: 2	Verify And Correct Address	Correction Done
PO's should be completed prior to purchase or service: Allison Worman(4); Tina Caswell; Patricia Loker; Awesone Talks LLC; Jennifer Potrzeba; Delaware- Chenango-Madison-Otsego BOCES Incidents: 9		

of Entries: 370

3.51 % 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 Member

From: Patricia A. Loker
School Business Manager

Date: June 14, 2023

Re: Warrants for the June 26, 2023 meeting

Enclosed, please find the following May warrants for the June 26th meeting:

<u>FUND</u>	<u>#'s</u>
General Fund	67, 69, 70, 71, 72
Trust & Agency	52, 53, 54, 56
School Lunch Fund	40, 41, 42, 43
Federal	27, 28, 29,
Capital	11, 12

pal/er

cc Dr. David Richards

UNATEGO CENTRAL SCHOOL TREASURER'S REPORT

MAY 2023

	GENERAL FUND	CAFETERIA FUND	TRUST & AGENCY FUND	FEDERAL FUND	CAPITAL FUND	PAYROLL FUND	BENEFIT REIMB	DEBT SERVICE RESERVE
BEGINNING BALANCE	\$ 2,154,922.32	\$ 97,913.81	\$ 207,119.71	\$ 403,561.03	\$ 373,314.97	\$ 829.26	\$ 4,030.70	\$ 8,922.26
RECEIPTS	\$ 1,929,052.08	\$ 7,183.14	\$ 1,114,314.10	\$ 288,183.72	\$ 3.10	\$ 546,067.82	\$ 1,097.97	\$ 938.83
DISBURSEMENTS	\$ 1,892,619.92	\$ 65,451.39	\$ 1,113,441.32	\$ 161,855.95	\$ 18,569.20	\$ 546,067.66	\$ 2,494.60	\$ 0.00
ENDING BALANCE	\$ 2,191,354.48	\$ 39,645.56	\$ 207,992.49	\$ 535,868.80	\$ 354,748.87	\$ 829.42	\$ 2,644.07	\$ 9,861.09

Community General Reserve		
NY Class General	\$	1,277,932.67
NY Class Reserves		
NY Class Capital		
NY Class Debt Service	\$	24,008.92

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

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

UNATEGO CENTRAL SCHOOL

Treasurer's Report Summary

MAY 2023

	A200 GENERAL FUND	C200 SCHOOL LUNCH	F200 SPECIAL AID FUND	H200 CAPITAL FUND	TA200 TRUST & AGENCY
Opening balance	\$ 2,154,922.32	\$ 97,913.81	\$ 409,561.03	\$ 373,314.97	\$ 207,119.71
Receipts	1,929,052.08	7,183.14	288,163.72	3.10	1,114,314.10
Voided Checks	-	-	-	-	-
Total Receipts & Balance	\$ 4,083,974.40	\$105,096.95	\$ 697,724.75	\$ 373,318.07	\$ 1,321,433.81
Disbursements	1,892,619.92	65,451.39	161,855.95	18,569.20	1,113,441.32
Checking Acct. Balance	<u>\$ 2,191,354.48</u>	<u>\$ 39,645.56</u>	<u>\$ 535,868.80</u>	<u>\$ 354,748.87</u>	<u>\$ 207,992.49</u>
<u>Reconciliation</u>					
Bank Statement Balance	\$ 2,220,804.32	\$ 44,183.62	\$ 536,268.80	\$ 354,748.87	\$ 530,195.71
Plus: Bank Error	-	-	-	-	-
Plus: In Transit Deposits	-	106.83	-	-	-
Less: Outstanding Checks	29,449.84	4,644.89	400.00	-	322,203.22
Less: Outstanding Wires	-	-	-	-	-
Cash in Checking	<u>\$ 2,191,354.48</u>	<u>\$ 39,645.56</u>	<u>\$ 535,868.80</u>	<u>\$ 354,748.87</u>	<u>\$ 207,992.49</u>

Kym Babcock

CBO BUSINESS MANAGER

Accountant

TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL

General Fund Checking

BALANCE ON HAND: May 1, 2023

\$ 2,154,922.32

VOIDED CHECKS:

\$

RECEIPTS:

INTEREST	15.38
LOSS TIME GRANT	\$21,093.00
SUMMER LEARNING GRANT	\$12,359.00
ESSER 3 GRANT	\$97,240.00
IDEA 611 GRANT	\$50,088.00
IDEA 619 GRANT	\$1,185.00
TITLE IV GRANT	\$2,813.00
ESSER 2 GRANT	\$12,400.00
COMPREHENSIVE GRANT	\$18,875.00
TITLE II GRANT	\$5,351.00
TITLE I GRANT	\$35,903.00
UPK ALL DAY GRANT	\$30,853.00
SCHOOL LUNCH REIMBURSEMENTS	\$3,897.00
BOX TOPS & CAMPUS MEDIA	\$89.40
HC CLAIMS NYS DOH	\$4,576.37
TUITION	\$11,252.72
GENERAL AID	\$1,621,061.21

TOTAL RECEIPTS \$ 1,929,062.08

RECEIPTS & BALANCE \$ 4,083,974.40

DISBURSEMENTS:

CHECKS
WIRES

34754-34849

888,740.11
1,003,879.81

TOTAL DISBURSEMENTS \$ 1,892,619.92

BALANCE ON HAND: May 31, 2023

\$ 2,191,354.48

BANK BALANCE

\$2,220,804.32

PLUS: BANK ERROR

PLUS: IN TRANSIT DEPOSITS

2/28/2023

LESS: OUTSTANDING WIRES

29,449.84

NET BALANCE IN BANK

\$2,191,354.48

10/14/2023


DISTRICT TREASURER

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

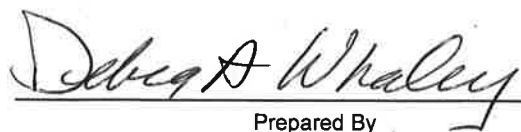
Ending Bank Balance:		2,220,804.32
Outstanding Checks (See listing below):	-	29,449.84
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 2,191,354.48

Cash Account Balance: 2,191,354.48

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
03/31/2022	33537	ADVANCE AUTO PARTS	4.29
12/02/2022	34317	M-E XC & TRACK BOOSTERS	40.00
04/21/2023	34722	LOWE'S	211.76
05/04/2023	34760	HARRIS MEMORIAL LIBRARY	5,381.59
05/04/2023	34772	ALLISON WORMAN	39.30
05/19/2023	34812	JANET PEEBLES-LECLAIR	200.00
05/19/2023	34818	REBECCA TOWNDROW	63.54
05/25/2023	34820	AMAZON CAPITAL SERVICES	171.91
05/25/2023	34821	ANIMAL ADVENTURE	672.00
05/25/2023	34824	BSN SPORTS LLC	3,412.73
05/25/2023	34826	CASELLA WASTE MANAGEMENT OF NY INC	636.42
05/25/2023	34827	CINTAS CORPORATION	54.80
05/25/2023	34828	THE CITY OF ONEONTA	50.00
05/25/2023	34829	CONSTELLATION NEWENERGY, INC	16,305.55
05/25/2023	34831	DISCOVERY CENTER OF THE SOUTHERN TIER, INC	402.00
05/25/2023	34833	FLEETPRIDE, INC.	76.50
05/25/2023	34836	IROQUOIS MUSEUM	720.00
05/25/2023	34837	LOWE'S	232.45
05/25/2023	34839	NYAPT	275.00
05/25/2023	34842	SCHOOL SPECIALTY LLC	368.61
05/25/2023	34844	TOLLS BY MAIL	2.35
05/25/2023	34845	REBECCA TOWNDROW	63.54
05/25/2023	34848	ALLISON WORMAN	65.50
Outstanding Check Total:			29,449.84



Prepared By

Approved By

UNATEGO CSD



Trial Balance Report From 7/1/2022 - 5/31/2023

Account	Description	Debits	Credits	Balance
A 200	CASH - CHECKING	29,097,325.95	26,905,971.47	2,191,354.48
A 2002NYG	NY CLASS GENERAL	11,977,932.67	2,700,000.00	9,277,932.67
A 210	PETTY CASH	667.67	0.00	667.67
A 391DEBT	DUE FROM DEBT SERVICE	263.25	0.00	263.25
A 391FED	DUE FROM FEDERAL FUND	881,842.76	258,354.14	623,488.62
A 391TA	DUE FROM TRUST & AGENCY	65,713.98	37,943.50	27,770.48
A 4101	STATE AID RECEIVABLE	2,022,436.32	1,322,001.86	700,434.46
A 510	ESTIMATED REVENUES	23,127,775.00	0.00	23,127,775.00
A 521	ENCUMBRANCES	19,299,970.41	14,319,191.39	4,980,779.02
A 522	EXPENDITURES	17,990,510.69	410,516.47	17,579,994.22
A 599	APPROPRIATED FUND BALANCE	806,112.65	0.00	806,112.65
A 630CAP	DUE TO CAPITAL FUND	1,504,650.00	1,849,194.16	344,544.16 CR
A 630FED	DUE TO FEDERAL FUND	1,518,534.50	1,519,155.50	621.00 CR
A 630SL	DUE TO SCHOOL LUNCH FUND	490,616.09	518,057.64	27,441.55 CR
A 630TA	DUE TO TRUST & AGENCY	37,064.50	37,631.45	566.95 CR
A 632	DUE TO TEACHER RETIREMENT	676,002.00	1,407,815.32	731,813.32 CR
A 637	DUE TO EMPLOYEES' RETIREMENT SYSTEM	49,597.25	108,143.25	58,546.00 CR
A 814	WORKERS COMP. RESERVE	0.00	207,267.00	207,267.00 CR
A 815	UNEMPLOYMENT INSURANCE RESERVE	0.00	107,000.00	107,000.00 CR
A 821	RESERVE FOR ENCUMBRANCES	14,319,191.39	19,299,970.41	4,980,779.02 CR
A 827	RETIREMENT CONTRIBUTION RESERVE	0.00	660,470.00	660,470.00 CR
A 828	TRS RETIREMENT RESERVE	0.00	359,200.00	359,200.00 CR
A 862	LIABILITY RESERVE	0.00	100,000.00	100,000.00 CR
A 867	EMPLOYEE LIABILITY RESERVE	0.00	312,966.70	312,966.70 CR
A 878	CAPITAL RESERVE	0.00	1,800,000.00	1,800,000.00 CR
A 882	RESERVE FOR REPAIRS	0.00	399,299.00	399,299.00 CR
A 914	ASSIGNED APPROPRIATED FUND BAL	0.00	825,000.00	825,000.00 CR
A 915	ASSIGNED UNAPPROPRIATED FUND BAL	0.00	131,280.65	131,280.65 CR
A 917	UNASSIGNED FUND BALANCE	431,280.65	2,722,936.97	2,291,656.32 CR
A 960	APPROPRIATIONS	0.00	23,933,887.65	23,933,887.65 CR
A 980	REVENUES	115,703.00	22,159,936.20	22,044,233.20 CR
A Fund Totals:		124,413,190.73	124,413,190.73	0.00
Grand Totals:		124,413,190.73	124,413,190.73	0.00

UNATEGO CSD

Revenue Status Report By Function From 7/1/2022 To 5/31/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>A 1001</u>	REAL PROPERTY TAXES	7,530,745.00	0.00	7,530,745.00	6,474,596.14	1,056,148.86
<u>A 1081</u>	PAYMENT IN LIEU OF TAXES (PILOT)	2,500.00	0.00	2,500.00	2,868.00	-368.00
<u>A 1085</u>	SCHOOL TAX RELIEF REIMBURSEMENT	0.00	0.00	0.00	1,054,672.85	-1,054,672.85
<u>A 1090</u>	INTEREST ON PROPERTY TAXES	23,000.00	0.00	23,000.00	24,367.27	-1,367.27
<u>A 1120</u>	NON-PROPERTY TAX DISTRIBUTION BY COUNTIES	1,400.00	0.00	1,400.00	1,475.88	-75.88
<u>A 1310</u>	DAY SCHOOL TUITION FOR INDIVIDUAL	11,400.00	0.00	11,400.00	65,088.82	-53,688.82
<u>A 1335</u>	OTHER STUDENT FEES & CHARGES	1,000.00	0.00	1,000.00	9,507.70	-8,507.70
<u>A 1410.DW</u>	ADMISSIONS-DAN WICKHAM	3,000.00	0.00	3,000.00	6,156.00	-3,156.00
<u>A 2401</u>	INTEREST AND EARNINGS	1,500.00	0.00	1,500.00	232,404.48	-230,904.48
<u>A 2440</u>	OTHER RENTAL	0.00	0.00	0.00	390.00	-390.00
<u>A 2650</u>	SALE OF SCRAP & EXCESS MATERIALS	0.00	0.00	0.00	7,447.90	-7,447.90
<u>A 2701</u>	REFUND OF BOCES AIDED SERVICES	275,000.00	0.00	275,000.00	186,929.08	88,070.92
<u>A 2703</u>	REFUND OF PRIOR YEAR EXPENSE	0.00	0.00	0.00	13,644.38	-13,644.38
<u>A 2770</u>	OTHER UNCLASSIFIED REVENUES	22,000.00	0.00	22,000.00	9,454.55	12,545.45
<u>A 3101</u>	BASIC FORMULA AID	13,463,081.00	0.00	13,463,081.00	9,460,883.39	4,002,197.61
<u>A 3101..1</u>	EXCESS COST AID	130,404.00	0.00	130,404.00	1,208,408.90	-1,078,004.90
<u>A 3102</u>	LOTTERY AID	0.00	0.00	0.00	1,378,773.30	-1,378,773.30
<u>A 3102..B</u>	VLT LOTTERY GRANT(VIDEO LOT TERMINAL)	0.00	0.00	0.00	607,474.23	-607,474.23
<u>A 3102..C</u>	COMMERCIAL GAMING GRANT (COG)	0.00	0.00	0.00	69,145.00	-69,145.00
<u>A 3103</u>	BOCES AID	1,543,730.00	0.00	1,543,730.00	1,089,564.71	454,165.29
<u>A 3260</u>	TEXTBOOK AID	67,121.00	0.00	67,121.00	43,630.00	23,491.00
<u>A 3262</u>	COMPUTER SOFTWARE AID	0.00	0.00	0.00	13,018.00	-13,018.00
<u>A 3262.B</u>	COMPUTER HARDWARE AID	16,894.00	0.00	16,894.00	16,151.00	743.00
<u>A 3263</u>	LIBRARY LOAN AID	0.00	0.00	0.00	5,431.00	-5,431.00
<u>A 3289</u>	OTHER STATE AID	0.00	0.00	0.00	24,695.68	-24,695.68
<u>A 4601</u>	MEDICAID	35,000.00	0.00	35,000.00	38,054.94	-3,054.94
A Totals:		23,127,775.00	0.00	23,127,775.00	22,044,233.20	1,083,541.80
Grand Totals:		23,127,775.00	0.00	23,127,775.00	22,044,233.20	1,083,541.80

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 5/31/2023



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1010.400</u>	BOE CONTRACTUAL		3,900.00	0.00	3,900.00	222.94	358.54	3,318.52
<u>A 1010.450</u>	BOE GENERAL SUPPLIES		500.00	0.00	500.00	234.04	138.00	127.96
<u>A 1010.490</u>	BOE BOCES SERVICES		2,743.00	494.00	3,237.00	2,665.59	321.41	250.00
1010	BOARD OF EDUCATION	*	7,143.00	494.00	7,637.00	3,122.57	817.95	3,696.48
<u>A 1040.160</u>	CLASSIFIED SALARIES-DISTRICT CLERK		3,899.00	2,425.01	6,324.01	4,834.92	1,489.09	0.00
1040	DISTRICT CLERK	*	3,899.00	2,425.01	6,324.01	4,834.92	1,489.09	0.00
<u>A 1060.400</u>	DISTRICT MEETING CONTRACTUAL		2,200.00	0.00	2,200.00	896.98	797.68	505.34
1060	DISTRICT MEETING	*	2,200.00	0.00	2,200.00	896.98	797.68	505.34
<u>A 1240.150</u>	CERTIFIED SALARIES		153,584.00	35,366.00	188,950.00	170,769.12	18,180.88	0.00
<u>A 1240.160</u>	CLASSIFIED SALARIES		45,375.00	-2,425.01	42,949.99	39,646.08	3,303.91	0.00
<u>A 1240.400</u>	MISCELLANEOUS CONTRACTUAL		3,800.00	0.00	3,800.00	2,469.10	752.00	578.90
<u>A 1240.450</u>	GENERAL SUPPLIES		2,000.00	0.00	2,000.00	1,676.99	0.00	323.01
1240	CHIEF SCHOOL ADMINISTRATOR	*	204,759.00	32,940.99	237,699.99	214,561.29	22,236.79	901.91
<u>A 1310.160</u>	CLASSIFIED SALARIES		118,715.00	17,066.50	135,781.50	114,431.56	21,349.94	0.00
<u>A 1310.400</u>	MISCELLANEOUS CONTRACTUAL		6,000.00	0.00	6,000.00	3,749.85	1,741.33	508.82
<u>A 1310.450</u>	GENERAL SUPPLIES		1,000.00	2,334.72	3,334.72	1,805.18	1,529.54	0.00
<u>A 1310.490</u>	BOCES SERVICES-FINANCIAL		228,712.00	0.00	228,712.00	205,775.75	22,868.46	67.79
1310	BUSINESS ADMINISTRATION	*	354,427.00	19,401.22	373,828.22	325,762.34	47,489.27	576.61
<u>A 1320.400</u>	MISCELLANEOUS CONTRACTUAL		26,000.00	0.00	26,000.00	12,375.00	13,625.00	0.00
1320	AUDITING	*	26,000.00	0.00	26,000.00	12,375.00	13,625.00	0.00
<u>A 1325.160</u>	CLASSIFIED SALARIES		58,807.00	0.00	58,807.00	45,698.16	6,594.14	6,514.70
1325	TREASURER	*	58,807.00	0.00	58,807.00	45,698.16	6,594.14	6,514.70
<u>A 1330.160</u>	CLASSIFIED SALARIES		4,000.00	0.00	4,000.00	2,786.00	0.00	1,214.00
<u>A 1330.400</u>	MISCELLANEOUS CONTRACTUAL		2,800.00	375.35	3,175.35	3,175.35	0.00	0.00
<u>A 1330.450</u>	GENERAL SUPPLIES		500.00	-375.35	124.65	0.00	0.00	124.65
1330	TAX COLLECTOR	*	7,300.00	0.00	7,300.00	5,961.35	0.00	1,338.65
<u>A 1345.490</u>	BOCES - DCMO		6,190.00	0.00	6,190.00	5,570.91	618.99	0.10
1345	PURCHASING	*	6,190.00	0.00	6,190.00	5,570.91	618.99	0.10
<u>A 1380.400</u>	MISCELLANEOUS CONTRACTUAL		5,000.00	0.00	5,000.00	1,462.50	1,312.50	2,225.00
1380	FISCAL AGENT FEE	*	5,000.00	0.00	5,000.00	1,462.50	1,312.50	2,225.00
<u>A 1420.400</u>	MISCELLANEOUS CONTRACTUAL		18,000.00	37,600.00	55,600.00	71,658.57	12,999.18	-29,057.75
<u>A 1420.490</u>	BOCES SERVICES - DCMO		0.00	0.00	0.00	212.62	106.31	-318.93
1420	LEGAL	*	18,000.00	37,600.00	55,600.00	71,871.19	13,105.49	-29,376.68

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 5/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1430.400</u>	MISCELLANEOUS CONTRACTUAL	10,000.00	838.00	10,838.00	6,494.40	4,241.60	102.00
<u>A 1430.490</u>	BOCES SERVICES - DCMO	51,966.00	0.00	51,966.00	50,038.67	6,404.53	-4,477.20
1430	PERSONNEL *	61,966.00	838.00	62,804.00	56,533.07	10,646.13	-4,375.20
<u>A 1460.490</u>	BOCES SERVICES-RECORD RETENTION	9,763.00	-838.00	8,925.00	4,742.70	1,228.30	2,954.00
1460	RECORDS MANAGEMENT OFFICER *	9,763.00	-838.00	8,925.00	4,742.70	1,228.30	2,954.00
<u>A 1480.490</u>	BOCES SERVICES	32,069.00	0.00	32,069.00	28,941.10	3,237.90	-110.00
1480	PUBLIC INFORMATION & SERVICES *	32,069.00	0.00	32,069.00	28,941.10	3,237.90	-110.00
<u>A 1620.160</u>	CLASSIFIED SALARIES	245,581.00	24,090.00	269,671.00	232,394.50	37,276.50	0.00
<u>A 1620.162</u>	CLASSIFIED SALARIES: OVERTIME	28,000.00	-1,872.73	26,127.27	14,444.80	4,458.82	7,223.65
<u>A 1620.163</u>	CLASSIFIED SALARIES: SUBSTITUTES	36,000.00	0.00	36,000.00	14,503.80	8,055.00	13,441.20
<u>A 1620.200</u>	EQUIPMENT	70,000.00	53,812.10	123,812.10	89,683.45	29,729.36	4,399.29
<u>A 1620.400</u>	MISCELLANEOUS CONTRACTUAL	143,180.00	67,364.29	210,544.29	187,923.03	33,659.71	-11,038.45
<u>A 1620.401</u>	HEALTH AND SAFETY	2,000.00	864.44	2,864.44	339.80	2,524.64	0.00
<u>A 1620.450</u>	GENERAL SUPPLIES	128,601.00	-8,525.00	120,076.00	54,699.64	31,454.40	33,921.96
<u>A 1620.450-FI-RE</u>	MATERIALS & SUPPLIES (FIRE)	0.00	0.00	0.00	38,459.11	0.00	-38,459.11
<u>A 1620.463</u>	REFUSE REMOVAL	11,000.00	4,830.10	15,830.10	10,355.29	5,474.81	0.00
<u>A 1620.473-2</u>	WATER-UNADILLA	3,000.00	200.00	3,200.00	2,534.01	665.99	0.00
<u>A 1620.477-2</u>	ELECTRIC-UNADILLA	50,000.00	0.00	50,000.00	43,256.40	17,743.60	-11,000.00
<u>A 1620.477-3</u>	ELECTRIC-HIGH SCHOOL	90,000.00	3,116.99	93,116.99	65,741.45	52,375.54	-25,000.00
<u>A 1620.554-3</u>	HEATING FUEL-HIGH SCHOOL	107,000.00	3,200.00	110,200.00	99,199.75	11,000.25	0.00
<u>A 1620.555-2</u>	BOTTLED GAS-UNADILLA	37,500.00	0.00	37,500.00	45,679.77	810.23	-8,990.00
<u>A 1620.555-3</u>	BOTTLED GAS-HIGH SCHOOL	3,000.00	1,000.00	4,000.00	5,337.49	6,693.58	-8,031.07
<u>A 1620.571</u>	GAS AND FUEL	2,000.00	1,500.00	3,500.00	2,978.59	521.41	0.00
1620	OPERATION OF PLANT *	956,862.00	149,580.19	1,106,442.19	907,530.88	242,443.84	-43,532.53
<u>A 1621.160</u>	CLASSIFIED SALARIES	271,885.00	0.00	271,885.00	224,299.92	18,312.54	29,272.54
<u>A 1621.162</u>	CLASSIFIED SALARIES: OVERTIME	2,000.00	1,362.24	3,362.24	6,195.15	0.00	-2,832.91
<u>A 1621.400</u>	MISCELLANEOUS CONTRACTUAL	7,000.00	1,263.00	8,263.00	8,239.00	0.00	24.00
<u>A 1621.450</u>	GENERAL SUPPLIES	4,000.00	8,971.00	12,971.00	11,166.00	1,805.00	0.00
1621	MAINTENANCE OF PLANT *	284,885.00	11,596.24	296,481.24	249,900.07	20,117.54	26,463.63
<u>A 1670.400</u>	CONTRACTUAL	13,000.00	0.00	13,000.00	7,701.73	3,764.19	1,534.08
<u>A 1670.450</u>	MATERIALS & SUPPLIES	30,000.00	-703.46	29,296.54	36,005.21	6,444.35	-13,153.02
<u>A 1670.490</u>	BOCES	100,000.00	703.46	100,703.46	156,977.43	32,780.81	-89,054.78
1670	CENTRAL PRINTING & MAILING *	143,000.00	0.00	143,000.00	200,684.37	42,989.35	-100,673.72

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 5/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1680.490</u>	BOCES SERVICES - BROOME-TIOGA	650,106.00	0.00	650,106.00	588,921.22	66,407.87	-5,223.09
1680	CENTRAL DATA PROCESSING *	650,106.00	0.00	650,106.00	588,921.22	66,407.87	-5,223.09
<u>A 1910.454</u>	LIABILITY AND BOND INSURANCE	69,000.00	770.00	69,770.00	69,770.00	0.00	0.00
<u>A 1910.455</u>	STUDENT ACCIDENT	8,000.00	-770.00	7,230.00	6,846.00	0.00	384.00
1910	UNALLOCATED INSURANCE *	77,000.00	0.00	77,000.00	76,616.00	0.00	384.00
<u>A 1920.400</u>	SCHOOL ASSOCIATION DUES	9,500.00	0.00	9,500.00	8,101.00	0.00	1,399.00
1920	SCHOOL ASSOCIATION DUES *	9,500.00	0.00	9,500.00	8,101.00	0.00	1,399.00
<u>A 1981.490</u>	BOCES SERVICES - DCMO	185,523.00	-2,829.03	182,693.97	164,247.14	18,249.67	197.16
1981	BOCES ADMINISTRATIVE COSTS *	185,523.00	-2,829.03	182,693.97	164,247.14	18,249.67	197.16
<u>A 1983.490</u>	BOCES CAPITAL EXPENSES	311,318.00	0.31	311,318.31	280,186.48	31,131.83	0.00
1983	BOCES CAPITAL EXPENSES *	311,318.00	0.31	311,318.31	280,186.48	31,131.83	0.00
<u>A 2020.150</u>	CERTIFIED SALARIES	354,343.00	0.00	354,343.00	313,953.52	34,979.48	5,410.00
<u>A 2020.160</u>	CLASSIFIED SALARIES	120,537.00	17,622.78	138,159.78	126,856.76	11,303.02	0.00
<u>A 2020.160-SC</u>	CLASSIFIED SALARIES: SUB-REG	7,000.00	117.55	7,117.55	6,131.85	985.70	0.00
<u>A 2020.163</u>	CLASSIFIED SALARIES-SUB CLERICAL	0.00	797.11	797.11	1,443.76	0.00	-646.65
<u>A 2020.400</u>	MISC CONTRACTUAL	1,000.00	0.00	1,000.00	0.00	600.00	400.00
<u>A 2020.400-2</u>	MISC CONTRACTUAL-UNADILLA	1,400.00	0.00	1,400.00	600.00	100.00	700.00
<u>A 2020.400-3</u>	MISC CONTRACTUAL-HIGH SCHOOL	2,800.00	0.00	2,800.00	674.67	0.00	2,125.33
<u>A 2020.400-4</u>	MISC CONTRACTUAL - JUNIOR HIGH	1,300.00	0.00	1,300.00	507.66	0.00	792.34
<u>A 2020.450-2</u>	GENERAL SUPPLIES-UNADILLA	2,500.00	0.00	2,500.00	2,204.51	35.90	259.59
<u>A 2020.450-3</u>	GENERAL SUPPLIES-HIGH SCHOOL	3,000.00	0.00	3,000.00	410.46	37.53	2,552.01
<u>A 2020.450-4</u>	GENERAL SUPPLIES-JR HIGH	500.00	680.22	1,180.22	720.97	0.00	459.25
<u>A 2020.490</u>	BOCES SERVICES - DCMO	7,820.00	0.00	7,820.00	8,124.37	1,333.63	-1,638.00
2020	SUPERVISION-REGULAR SCHOOL *	502,200.00	19,217.66	521,417.66	461,628.53	49,375.26	10,413.87
<u>A 2060.490</u>	RESEARCH, PLANNING, EVALUATION	1,926.00	0.00	1,926.00	1,732.56	192.50	0.94
2060	RESEARCH, PLANNING & EVALUAT *	1,926.00	0.00	1,926.00	1,732.56	192.50	0.94
<u>A 2070.400</u>	MISCELLANEOUS CONTRACTUAL	5,000.00	0.00	5,000.00	1,988.98	2,066.50	944.52
<u>A 2070.400-2</u>	CONFERENCES-UNADILLA	1,000.00	-1,000.00	0.00	0.00	526.70	-526.70
<u>A 2070.400-3</u>	CONFERENCES-SR HIGH	1,000.00	0.00	1,000.00	206.00	0.00	794.00
<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	23,898.00	-4,830.10	19,067.90	22,170.17	3,725.27	-6,827.54
2070	INSERVICE TRAINING-INSTRUCTION *	31,898.00	-5,830.10	26,067.90	24,365.15	6,318.47	-4,615.72
<u>A 2110.120</u>	CERTIFIED SALARIES: K-6	1,558,694.00	62,172.00	1,620,866.00	1,243,441.56	377,423.89	0.55

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 5/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2110.121</u>	CERTIFIED SALARIES: LTA'S - K-6	170,707.00	-153,356.50	17,350.50	9,323.97	393.54	7,632.99
<u>A 2110.130</u>	CERTIFIED SALARIES: 7-12	2,334,623.00	-213,093.00	2,121,530.00	1,585,993.08	382,106.95	153,429.97
<u>A 2110.132</u>	CERTIFIED SALARIES: AIS/AE	3,000.00	-1,361.38	1,638.62	0.00	0.00	1,638.62
<u>A 2110.132-CS</u>	CERTIFIED SALARIES: COMMUNITY SCHOOLS/AFTERSCHOOL	50,000.00	-23,000.00	27,000.00	188.22	1,190.00	25,621.78
<u>A 2110.140</u>	SUBSTITUTES-TEACHERS	130,000.00	0.00	130,000.00	159,437.92	0.00	-29,437.92
<u>A 2110.161</u>	CLASSIFIED SALARIES: AIDES	113,841.00	22,069.12	135,910.12	110,863.31	25,046.81	0.00
<u>A 2110.163</u>	SUBSTITUTES-AIDES	40,000.00	-1,033.84	38,966.16	31,691.86	5,162.63	2,111.67
<u>A 2110.400</u>	CONTRACTUAL EXPENSE	75,311.00	5,033.84	80,344.84	78,094.84	1,425.00	825.00
<u>A 2110.400-2</u>	CONTRACTUAL EXPENSE-UNADILLA	3,000.00	916.11	3,916.11	2,504.37	750.00	661.74
<u>A 2110.400-3</u>	CONTRACTUAL EXPENSE-HIGH SCHOOL	8,000.00	1,200.00	9,200.00	3,925.80	4,974.20	300.00
<u>A 2110.400-4</u>	CONTRACTUAL EXPENSE-JUNIOR HIGH	5,000.00	-1,200.00	3,800.00	69.68	67.00	3,663.32
<u>A 2110.450</u>	MATERIALS/SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
<u>A 2110.450-2</u>	MATERIALS/SUPPLIES-UNADILLA	16,000.00	3,083.89	19,083.89	17,351.86	0.00	1,732.03
<u>A 2110.450-3</u>	MATERIALS/SUPPLIES-HIGH SCHOOL	20,000.00	7,000.00	27,000.00	17,466.16	9,478.06	55.78
<u>A 2110.450-4</u>	MATERIALS/SUPPLIES/JR HIGH	12,000.00	-200.00	11,800.00	7,135.71	1,717.09	2,947.20
<u>A 2110.450-CS</u>	COMMUNITY SCHOOLS/SUPPLIES	0.00	23,000.00	23,000.00	16,485.64	2,641.09	3,873.27
<u>A 2110.471</u>	TUITION PAYMENTS PUBLIC	10,000.00	0.00	10,000.00	0.00	4,830.00	5,170.00
<u>A 2110.472</u>	TUITION PAYMENTS PRIVATE	3,000.00	0.00	3,000.00	1,596.00	2,328.00	-924.00
<u>A 2110.480-0</u>	HDCVR-TXTBKS PBKS	47,823.00	-8,876.00	38,947.00	24,539.24	2,651.00	11,756.76
<u>A 2110.490</u>	BOCES - DCMO	255,811.00	0.00	255,811.00	186,775.25	24,684.30	44,351.45
2110	TEACHING-REGULAR SCHOOL *	4,856,810.00	-277,645.76	4,579,164.24	3,496,884.47	846,869.56	235,410.21
<u>A 2250.150</u>	CERTIFIED SALARIES	621,713.00	37,782.00	659,495.00	562,012.78	97,481.42	0.80
<u>A 2250.151</u>	CERTIFIED SALARIES - LTA's	21,523.00	0.00	21,523.00	19,213.16	0.00	2,309.84
<u>A 2250.160</u>	CLASSIFIED SALARIES	483,142.00	-77,598.29	405,543.71	402,770.54	0.00	2,773.17
<u>A 2250.161</u>	CLASSIFIED SALARIES: SUBS/AIDES	0.00	0.00	0.00	795.20	0.00	-795.20
<u>A 2250.163</u>	CLASSIFIED SALARIES: SPEC ED SUBS/AIDES	0.00	124.39	124.39	937.37	0.00	-812.98
<u>A 2250.400</u>	CONTRACTUAL EXPENSES	110,000.00	0.00	110,000.00	50,489.60	2,198.00	57,312.40
<u>A 2250.450</u>	GENERAL SUPPLIES	5,000.00	0.00	5,000.00	3,968.16	409.84	622.00
<u>A 2250.471</u>	TUITION PAYMENTS	50,000.00	150,921.00	200,921.00	120,137.81	80,783.00	0.19
<u>A 2250.472</u>	TUITION PAYMENTS	150,000.00	0.00	150,000.00	80,343.40	64,939.10	4,717.50
<u>A 2250.490</u>	BOCES - DCMO	1,959,007.00	0.00	1,959,007.00	1,716,519.21	203,698.70	38,789.09
2250	PROGRAMS-STUDENTS W/ DISABIL *	3,400,385.00	111,229.10	3,511,614.10	2,957,187.23	449,510.06	104,916.81

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 5/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2280.490</u>	BOCES SERVICES - DCMO	620,580.00	0.00	620,580.00	553,936.36	62,365.58	4,278.06
2280	OCCUPATIONAL EDUCATION *	620,580.00	0.00	620,580.00	553,936.36	62,365.58	4,278.06
<u>A 2330.490</u>	BOCES SERVICES	8,805.00	0.00	8,805.00	8,731.30	1,107.70	-1,034.00
2330	TEACHING-SPECIAL SCHOOLS *	8,805.00	0.00	8,805.00	8,731.30	1,107.70	-1,034.00
<u>A 2610.150</u>	CERTIFIED SALARIES	40,000.00	0.00	40,000.00	34,971.78	3,681.22	1,347.00
<u>A 2610.151</u>	CERTIFIED SALARIES LTA'S	23,096.00	-10,379.23	12,716.77	0.00	0.00	12,716.77
<u>A 2610.450-1</u>	MATERIALS & SUPPLIES-ELEMENTARY	5,000.00	0.00	5,000.00	662.18	471.70	3,866.12
<u>A 2610.450-2</u>	MATERIALS & SUPPLIES-SECONDARY	5,000.00	0.00	5,000.00	1,831.91	1,768.15	1,399.94
<u>A 2610.450-3</u>	MATERIALS & SUPPLIES-HIGH SCHOOL	0.00	36.99	36.99	36.99	0.00	0.00
<u>A 2610.460-1</u>	LIBRARY AV LOAN-ELEMENTARY	2,841.00	0.00	2,841.00	2,326.73	0.00	514.27
<u>A 2610.460-2</u>	LIBRARY AV LOAN-SECONDARY	2,841.00	92.06	2,933.06	2,933.06	0.00	0.00
<u>A 2610.490</u>	BOCES SERVICES - DCMO	75,609.00	0.00	75,609.00	62,448.31	6,804.32	6,356.37
2610	SCHOOL LIBRARY & AUDIOVISUAL *	154,387.00	-10,250.18	144,136.82	105,210.96	12,725.39	26,200.47
<u>A 2630.151</u>	CERTIFIED SALARIES - LTA's	29,637.00	57.24	29,694.24	22,581.36	7,112.88	0.00
<u>A 2630.220</u>	STATE AIDED HARDWARE	16,894.00	0.00	16,894.00	26,780.52	835.00	-10,721.52
<u>A 2630.400</u>	MISCELLANEOUS CONTRACTUAL	2,000.00	0.00	2,000.00	995.00	0.00	1,005.00
<u>A 2630.450</u>	COMPUTER MATERIALS & SUPPLIES	5,000.00	1,263.37	6,263.37	4,446.11	8,820.06	-7,002.80
<u>A 2630.460</u>	STATE AIDED SOFTWARE	13,617.00	8,876.00	22,493.00	22,173.00	320.00	0.00
<u>A 2630.490</u>	BOCES-COMPUTER ASSISTED INSTRUCTION	175,204.00	3,377.80	178,581.80	165,480.32	19,101.48	-6,000.00
2630	COMPUTER ASSISTED INSTRUCTION *	242,352.00	13,574.41	255,926.41	242,456.31	36,189.42	-22,719.32
<u>A 2810.150</u>	CERTIFIED SALARIES	300,691.00	-9,512.50	291,178.50	188,952.89	61,874.35	40,351.26
<u>A 2810.160</u>	CLASSIFIED SALARES	38,187.00	79.00	38,266.00	34,852.68	3,413.32	0.00
<u>A 2810.450-2</u>	MATERIALS & SUPPLIES-UNADILLA	200.00	0.00	200.00	92.45	0.00	107.55
<u>A 2810.450-3</u>	MATERIALS & SUPPLIES-HIGH SCHOOL	700.00	144.54	844.54	487.91	330.54	26.09
2810	GUIDANCE-REGULAR SCHOOL *	339,778.00	-9,288.96	330,489.04	224,385.93	65,618.21	40,484.90
<u>A 2815.160</u>	CLASSIFIED SALARIES	110,048.00	4,571.50	114,619.50	92,877.28	21,742.22	0.00
<u>A 2815.163</u>	CLASSIFIED SALARIES: SUBSTITUTES	8,000.00	0.00	8,000.00	6,422.50	14,087.50	-12,510.00
<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	1,500.00	82.77	1,582.77	1,468.86	68.86	45.05
<u>A 2815.450-3</u>	MATERIALS & SUPPLIES-HIGH SCHOOL	1,000.00	-82.77	917.23	260.93	0.00	656.30
2815	HEALTH SERVICES-REGULAR SCHOOL *	121,948.00	4,571.50	126,519.50	101,369.57	35,898.58	-10,748.65
<u>A 2820.150</u>	CERTIFIED SALARIES	84,723.00	-43.60	84,679.40	68,988.81	7,261.89	8,428.70
<u>A 2820.450</u>	GENERAL SUPPLIES	5,000.00	43.60	5,043.60	5,043.66	0.00	-0.06

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 5/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2820	PSYCHOLOGICAL SRVC-REG SCHOOL *	89,723.00	0.00	89,723.00	74,032.47	7,261.89	8,428.64
<u>A 2850.150</u>	CERTIFIED SALARIES	63,425.00	-3,500.00	59,925.00	23,292.41	36,198.77	433.82
<u>A 2850.160</u>	CLASSIFIED SALARIES	2,500.00	3,500.00	6,000.00	1,900.00	4,100.00	0.00
<u>A 2850.400</u>	MISCELLANEOUS CONTRACTUAL	500.00	0.00	500.00	28.44	0.00	471.56
<u>A 2850.450</u>	GENERAL SUPPLIES	500.00	-110.00	390.00	0.00	61.33	328.67
2850	CO-CURRICULAR ACTIV-REG SCHL *	66,925.00	-110.00	66,815.00	25,220.85	40,360.10	1,234.05
<u>A 2855.150</u>	CERTIFIED SALARIES	138,000.00	30,263.00	168,263.00	141,268.26	26,993.82	0.92
<u>A 2855.160</u>	CLASSIFIED SALARIES	23,200.00	157.43	23,357.43	20,905.72	2,451.71	0.00
<u>A 2855.200</u>	EQUIPMENT	3,000.00	11,512.87	14,512.87	15,091.58	0.00	-578.71
<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	3,165.00	8,965.00	4,041.76	0.00	4,923.24
<u>A 2855.447</u>	ORGANIZATIONAL MEMBERSHIPS	3,200.00	0.00	3,200.00	2,420.08	0.00	779.92
<u>A 2855.448</u>	PHYSICALS	13,000.00	-1,200.00	11,800.00	0.00	0.00	11,800.00
<u>A 2855.449</u>	OFFICIALS	34,000.00	0.00	34,000.00	25,166.13	8,833.87	0.00
<u>A 2855.450</u>	GENERAL SUPPLIES	20,000.00	6,203.18	26,203.18	24,425.67	1,477.30	300.21
<u>A 2855.476</u>	TRAVEL/CONFERENCE	3,500.00	-1,400.00	2,100.00	1,296.00	0.00	804.00
<u>A 2855.479</u>	PARTICIPATION FEES	4,500.00	400.00	4,900.00	2,380.00	2,200.00	320.00
<u>A 2855.490</u>	BOCES	4,494.00	0.00	4,494.00	4,044.15	449.35	0.50
2855	INTERSCHOL ATHLETICS-REG SCHL *	254,694.00	49,101.48	303,795.48	241,039.35	42,406.05	20,350.08
<u>A 5510.160</u>	NONINSTRUCTIONAL SALARIES	195,359.00	5,495.88	200,854.88	180,460.45	20,394.43	0.00
<u>A 5510.161</u>	WAGES	445,400.00	-15,585.90	429,814.10	324,806.67	57,473.87	47,533.56
<u>A 5510.162</u>	OVERTIME	17,000.00	10,090.02	27,090.02	26,221.99	868.03	0.00
<u>A 5510.163</u>	SUBSTITUTES	8,000.00	0.00	8,000.00	8,414.85	0.00	-414.85
<u>A 5510.166</u>	ATHLETIC TRIPS	16,000.00	4,963.98	20,963.98	19,650.40	1,313.58	0.00
<u>A 5510.167</u>	FIELD TRIPS	9,000.00	0.00	9,000.00	3,913.70	1,678.65	3,407.65
<u>A 5510.168-CS</u>	AFTER SCHOOL LATE RUN	2,000.00	3,613.30	5,613.30	3,078.88	2,534.42	0.00
<u>A 5510.200</u>	EQUIPMENT	25,000.00	0.00	25,000.00	1,752.95	12,976.46	10,270.59
<u>A 5510.400</u>	MISCELLANEOUS CONTRACTUAL	56,185.00	2,160.00	58,345.00	5,497.96	16,321.75	36,525.29
<u>A 5510.410</u>	CONTRACTUAL/LEASED BUS EXPENSE	438,102.00	0.00	438,102.00	159,473.90	278,628.10	0.00
<u>A 5510.448</u>	PHYSICALS	3,200.00	0.00	3,200.00	1,190.00	1,775.00	235.00
<u>A 5510.450</u>	GENERAL SUPPLIES	20,400.00	0.00	20,400.00	4,119.22	12,680.87	3,599.91
<u>A 5510.454</u>	INSURANCE	19,000.00	0.00	19,000.00	17,558.00	0.00	1,442.00
<u>A 5510.490</u>	BOCES SERVICES - DCMO	2,589.00	1,145.00	3,734.00	4,763.35	805.65	-1,835.00

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 5/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 5510.540</u>	CLEANING SUPPLIES	3,300.00	0.00	3,300.00	0.00	1,000.00	2,300.00
<u>A 5510.560</u>	UNIFORMS	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 5510.570</u>	PARTS	32,000.00	0.00	32,000.00	14,795.90	13,463.14	3,740.96
<u>A 5510.571</u>	GAS AND FUEL	141,503.00	2,630.55	144,133.55	133,779.63	22,353.92	-12,000.00
<u>A 5510.572</u>	OIL AND LUBRICANTS	2,000.00	245.32	2,245.32	2,245.32	0.00	0.00
<u>A 5510.573</u>	TIRES	10,500.00	1,100.00	11,600.00	8,081.88	3,518.12	0.00
5510	DISTRICT TRANSPORT-MEDICAID	1,448,038.00	15,858.15	1,463,896.15	919,805.05	447,785.99	96,305.11
<u>A 5530.400</u>	MISCELLANEOUS CONTRACTUAL	11,000.00	0.00	11,000.00	3,732.59	1,315.00	5,952.41
<u>A 5530.454</u>	HEATING FUEL	20,500.00	0.00	20,500.00	16,813.66	3,686.34	0.00
<u>A 5530.463</u>	REFUSE REMOVAL	2,500.00	0.00	2,500.00	1,650.20	209.80	640.00
<u>A 5530.473</u>	WATER/GARAGE	500.00	0.00	500.00	310.00	190.00	0.00
<u>A 5530.477</u>	ELECTRICITY	6,000.00	0.00	6,000.00	6,276.52	1,737.56	-2,014.08
<u>A 5530.478</u>	TELEPHONE	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
5530	GARAGE BUILDING	41,500.00	0.00	41,500.00	28,782.97	7,138.70	5,578.33
<u>A 7140.161</u>	NONINSTR SALARIES/AFTERSCHOOL PROG	62,000.00	-15,383.04	46,616.96	16,839.73	0.00	29,777.23
<u>A 7140.400</u>	CONTRACTUAL/AFTERSCHOOL PROG	7,000.00	1,000.00	8,000.00	8,000.00	0.00	0.00
<u>A 7140.450</u>	GENERAL SUPPLIES/AFTERSCHOOL PROG	1,400.00	27.46	1,427.46	1,131.41	296.05	0.00
7140	RECREATION	70,400.00	-14,355.58	56,044.42	25,971.14	296.05	29,777.23
<u>A 9010.800</u>	STATE RETIREMENT	285,685.00	0.00	285,685.00	240,264.41	0.00	45,420.59
9010	STATE RETIREMENT	285,685.00	0.00	285,685.00	240,264.41	0.00	45,420.59
<u>A 9020.800</u>	TEACHERS' RETIREMENT	690,784.00	0.00	690,784.00	653,768.70	0.00	37,015.30
9020	TEACHERS' RETIREMENT	690,784.00	0.00	690,784.00	653,768.70	0.00	37,015.30
<u>A 9030.800</u>	SOCIAL SECURITY	701,000.00	0.00	701,000.00	524,507.55	165,408.08	11,084.37
9030	SOCIAL SECURITY	701,000.00	0.00	701,000.00	524,507.55	165,408.08	11,084.37
<u>A 9040.800</u>	WORKERS' COMPENSATION	107,000.00	0.00	107,000.00	106,425.00	0.00	575.00
9040	WORKERS' COMPENSATION	107,000.00	0.00	107,000.00	106,425.00	0.00	575.00
<u>A 9045.800</u>	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
<u>A 9050.80</u>	UNEMPLOYMENT INSURANCE	13,000.00	0.00	13,000.00	8,366.19	0.00	4,633.81
9050	UNEMPLOYMENT INSURANCE	13,000.00	0.00	13,000.00	8,366.19	0.00	4,633.81
<u>A 9060.158-01</u>	HEALTH INS/STIPEND	65,000.00	0.00	65,000.00	0.00	0.00	65,000.00
<u>A 9060.801</u>	HEALTH INSURANCE	3,832,174.00	-16,000.00	3,816,174.00	3,034,574.65	0.00	781,599.35
<u>A 9060.801-BR-A</u>	HEALTH INSURANCE HRA/FSA	40,000.00	0.00	40,000.00	29,481.61	3,307.10	7,211.29

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 5/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 9060.801-HB</u>	HEALTH INSURANCE BUYOUT	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 9060.803</u>	DENTAL INSURANCE	77,248.00	0.00	77,248.00	71,774.67	4,505.00	968.33
9060	HOSPITAL, MEDICAL & DENTAL INS *	4,019,422.00	-16,000.00	4,003,422.00	3,135,830.93	7,812.10	859,778.97
<u>A 9089.800</u>	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
<u>A 9711.600</u>	SERIAL BONDS/SCHOOL CONST/PRINCIPAL	2,045,000.00	0.00	2,045,000.00	0.00	2,045,000.00	0.00
<u>A 9711.700</u>	SERIAL BONDS/SCHOOL CONST/INTEREST	213,200.00	0.00	213,200.00	106,600.00	106,600.00	0.00
9711	SERIAL BOND *	2,258,200.00	0.00	2,258,200.00	106,600.00	2,151,600.00	0.00
<u>A 9731.700</u>	BAN-INTEREST-CAPITAL	4,950.00	0.00	4,950.00	275.00	0.00	4,675.00
9731	*	4,950.00	0.00	4,950.00	275.00	0.00	4,675.00
<u>A 9901.930</u>	TRANSFER TO SCHOOL LUNCH FUND	50,000.00	0.00	50,000.00	50,000.00	0.00	0.00
9901	TRANSFERS - INTERFUND *	50,000.00	0.00	50,000.00	50,000.00	0.00	0.00
Fund ATotals:		23,802,607.00	131,280.65	23,933,887.65	17,579,994.22	4,980,779.02	1,373,114.41
Grand Totals:		23,802,607.00	131,280.65	23,933,887.65	17,579,994.22	4,980,779.02	1,373,114.41

TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL

School Lunch Fund Checking

BALANCE ON HAND: May 1, 2023

\$ 97,913.81

VOIDED CHECKS

\$

RECEIPTS:

INTEREST

0.71

STATE BREAKFAST & LUNCH FEB 23

\$828.00

STATE BREAKFAST & LUNCH APRIL

\$842.00

STATE BREAKFAST & LUNCH MARCH 2023

\$1,150

STATE BREAKFAST & LUNCH JAN 2023

\$1,077

SCHOOL LUNCH SALES

\$3,285.43

TOTAL RECEIPTS \$ 7,183.14

RECEIPTS & BALANCE \$ 105,096.95

DISBURSEMENTS:

CHECKS
WIRES

7248-7260

48,834.68

16,616.71

TOTAL DISBURSEMENTS \$ 65,451.39

BALANCE ON HAND: May 31, 2023

\$ 39,645.56

BANK BALANCE

\$44,183.62

PLUS: BANK ERROR

PLUS: IN TRANSIT DEPOSITS

106.83

LESS: OUTSTANDING CHECKS

4,644.89

LESS: OUTSTANDING WIRES

NET BALANCE IN BANK

\$39,645.56

6/14/2023
DATE SUBMITTED


DISTRICT TREASURER

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

Ending Bank Balance:		44,183.62
Outstanding Checks (See listing below):	-	4,644.89
Deposits in Transit:	+	106.83
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 39,645.56

Cash Account Balance: 39,645.56

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
05/19/2023	7256	INSTANT WHIP-EASTERN NY INC	4,644.89
Outstanding Check Total:			4,644.89



Prepared By

Approved By

UNATEGO CSD

Trial Balance Report From 7/1/2022 - 5/31/2023



Account	Description	Debits	Credits	Balance
C 200	CASH	666,905.33	627,259.77	39,645.56
C 391GEN	DUE FROM THE GENERAL FUND	518,057.64	490,616.09	27,441.55
C 4101	STATE AID RECEIVABLE	62,303.03	43,260.39	19,042.64
C 4102	FEDERAL AID RECEIVABLE	542,478.00	447,520.00	94,958.00
C 445	INVENTORY-SUPPLIES	5,609.24	0.00	5,609.24
C 446	INVENTORY-FOOD	8,055.75	0.00	8,055.75
C 446.1	INVENTORY-USDA	7,434.14	0.00	7,434.14
C 510	ESTIMATED REVENUES	603,400.00	0.00	603,400.00
C 521	ENCUMBRANCES	654,303.48	575,995.58	78,307.90
C 522	EXPENDITURES	646,217.90	5,650.01	640,567.89
C 630TA	DUE TO TA FUND	0.00	6,548.34	6,548.34 CR
C 631	DUE TO OTHER GOVERNMENTS	302.99	423.71	120.72 CR
C 806	NOT IN SPENDABLE FORM	0.00	21,099.13	21,099.13 CR
C 821	RESERVE FOR ENCUMBRANCES	575,995.58	654,303.48	78,307.90 CR
C 915	ASSIGNED UNAPPROPRIATED FUND BAL	0.00	195,646.21	195,646.21 CR
C 960	APPROPRIATIONS	0.00	603,400.00	603,400.00 CR
C 980	REVENUES	0.00	619,340.37	619,340.37 CR
C Fund Totals:		4,291,063.08	4,291,063.08	0.00
Grand Totals:		4,291,063.08	4,291,063.08	0.00

UNATEGO CSD

Revenue Status Report By Function From 7/1/2022 To 5/31/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C 1445</u>	OTHER FOOD SALES	30,000.00	0.00	30,000.00	30,849.74	-849.74
<u>C 2401</u>	INTEREST AND EARNINGS	10.00	0.00	10.00	6.87	3.13
<u>C 2701</u>	REFUND OF BOCES AIDED SERVICES	1,000.00	0.00	1,000.00	5,947.91	-4,947.91
<u>C 2770</u>	MISCELLANEOUS REVENUE	1,500.00	0.00	1,500.00	1,271.18	228.82
<u>C 3190..1</u>	STATE BREAKFAST	5,000.00	0.00	5,000.00	3,392.00	1,608.00
<u>C 3190..11</u>	BOCES AID	45,000.00	0.00	45,000.00	27,773.89	17,226.11
<u>C 3190..2</u>	STATE LUNCH	5,000.00	0.00	5,000.00	5,426.00	-426.00
<u>C 3190.SUM</u>	STATE BKFST/LUNCH SUMMER	1,000.00	0.00	1,000.00	706.00	294.00
<u>C 4190..1</u>	FEDERAL BREAKFAST	78,000.00	0.00	78,000.00	95,419.00	-17,419.00
<u>C 4190..2</u>	FEDERAL LUNCH	326,890.00	0.00	326,890.00	307,271.00	19,619.00
<u>C 4190..2S.N</u>	FEDERAL SNACK	10,000.00	0.00	10,000.00	11,080.00	-1,080.00
<u>C 4190..3</u>	SURPLUS FOOD - FEDERAL	30,000.00	0.00	30,000.00	30,037.78	-37.78
<u>C 4190.SCA</u>	FEDERAL SUPPLY CHAIN ASSISTANCE	0.00	0.00	0.00	29,372.00	-29,372.00
<u>C 4190.SUM</u>	FEDERAL BRKFST/LUNCH SUMMER	20,000.00	0.00	20,000.00	20,787.00	-787.00
<u>C 5031</u>	INTERFUND TRANSFER FROM GEN FUND	50,000.00	0.00	50,000.00	50,000.00	0.00
C Totals:		603,400.00	0.00	603,400.00	619,340.37	-15,940.37
Grand Totals:		603,400.00	0.00	603,400.00	619,340.37	-15,940.37

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 5/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>C 2860.161</u>	NONINSTRUCTIONAL WAGES	144,000.00	0.00	144,000.00	126,886.74	9,538.78	7,574.48
<u>C 2860.161-SP</u>	NONINSTRUCTIONAL WAGES/SUM PGM	5,000.00	0.00	5,000.00	10,652.00	0.00	-5,652.00
<u>C 2860.163</u>	SUBSTITUTES	3,000.00	0.00	3,000.00	1,973.07	0.00	1,026.93
<u>C 2860.200</u>	EQUIPMENT	3,000.00	0.00	3,000.00	43,721.54	0.00	-40,721.54
<u>C 2860.400</u>	CONTRACTUAL EXPENSE	3,000.00	0.00	3,000.00	3,440.38	1,468.62	-1,909.00
<u>C 2860.410</u>	FOOD PURCHASES	205,000.00	0.00	205,000.00	238,844.01	57,965.08	-91,809.09
<u>C 2860.411</u>	FOOD - COMMODITIES	30,000.00	0.00	30,000.00	30,037.78	0.00	-37.78
<u>C 2860.450</u>	MATERIALS AND SUPPLIES	20,000.00	0.00	20,000.00	22,424.51	1,170.95	-3,595.46
<u>C 2860.490</u>	BOCES SERVICES	4,500.00	0.00	4,500.00	63,118.87	7,013.20	-65,632.07
<u>C 2860.490-.1</u>	BOCES SERVICES/MGMT	66,000.00	0.00	66,000.00	0.00	0.00	66,000.00
2860	SUPPLIES/EQUIPMENT/CONTRACTUAL	483,500.00	0.00	483,500.00	541,098.90	77,156.63	-134,755.53
<u>C 9030.800</u>	SOCIAL SECURITY	12,100.00	0.00	12,100.00	9,991.99	1,151.27	956.74
9030	SOCIAL SECURITY	12,100.00	0.00	12,100.00	9,991.99	1,151.27	956.74
<u>C 9040.800</u>	WORKERS' COMPENSATION	5,400.00	0.00	5,400.00	5,393.00	0.00	7.00
9040	WORKERS' COMPENSATION	5,400.00	0.00	5,400.00	5,393.00	0.00	7.00
<u>C 9060.801</u>	HEALTH INSURANCE	102,000.00	0.00	102,000.00	84,084.00	0.00	17,916.00
<u>C 9060.802</u>	DENTAL INSURANCE	400.00	0.00	400.00	0.00	0.00	400.00
9060	HOSPITAL, MEDICAL & DENTAL INS	102,400.00	0.00	102,400.00	84,084.00	0.00	18,316.00
Fund CTotals:		603,400.00	0.00	603,400.00	640,567.89	78,307.90	-115,475.79
Grand Totals:		603,400.00	0.00	603,400.00	640,567.89	78,307.90	-115,475.79

School Food Service Statement of Income & Expenditures						
2022-2023						
	July/August	September	October	November	December	Totals
Income						
<i>Revenues</i>						
Sale of Type A Lunches						\$ -
Other Food Sales	192	5,664	3,678	3,559	3,157	16,251
Interest & Earnings	2	1	1	0	0	4
State Reimbursement-Breakfast			716	388	323	1,427
State Reimbursement-Lunch			1,204	608	494	2,306
State/Bkfst/Lunch Covid 19						-
BOCES Aid				5,948		5,948
Federal Reimbursements-Breakfast			20,149	10,924	9,088	40,161
Federal Reimbursements-Lunch			68,174	34,424	27,974	130,572
Federal Surplus Food		2,928	8,121		7,961	19,009
Federal Snack Program			2,057	1,129	872	4,058
Summer Food Service Program	13,723	7,770				21,493
Refund of Prior Year Expense						-
Miscellaneous Revenue		2	1,256		5	1,264
Federal Supply Chain Assistance						-
Interfund Transfers						-
Total Revenues	13,917	16,365	105,355	56,980	49,875	242,493
<i>Cost of Food Sold</i>						
Beginning Inventory	21,099	21,099	21,099	21,099	21,099	21,099
Food Purchased	9,569	52,285	32,516	27,264	20,897	142,530
Federal Surplus Food Received		2,928	8,121		7,961	19,009
Subtotal	30,668	76,311	61,735	48,363	49,958	182,639
Less:						
Ending Inventory	21,099	21,099	21,099	21,099	21,099	21,099
Cost of Food Sold	9,569	55,212	40,636	27,264	28,858	161,539
Gross Income	4,348	(38,847)	64,719	29,717	21,017	80,953
Expenditures						
<i>Personnel</i>						
Salaries	9,844	10,853	15,236	14,917	14,201	65,051
Employees Retirement						-
Social Security	1,006	574	1,072	1,051	997	4,700
Workers' Compensation	899	449	449	449	449	2,695
Unemployment Insurance						-
Health & Dental Insurance	15,288	7,644	7,644	7,644	7,644	45,864
Total Personnel	27,037	19,520	24,401	24,061	23,291	118,309
<i>Operations</i>						
Equipment			3,811			3,811
Contractual Expenses			741		1,038	1,778
Materials & Supplies	574	1,460	3,026	3,160	1,509	9,729
BOCES Services		7,013	7,013	7,013	7,013	28,053
Total Operations	574	8,473	14,591	10,173	9,560	43,371
Total Expenditures	27,611	27,993	38,991	34,234	32,851	161,680
Net Income	\$ (23,263)	\$ (66,840)	\$ 25,728	\$ (4,518)	\$ (11,834)	\$ (80,727)

Unatego Central School

School Food Service Statement of Income & Expenditures

2022-2023

	July/Dec.	January	February	March	April	Totals
Income						
<i>Revenues</i>						
Sale of Type A Lunches	\$ -					\$ -
Other Food Sales	\$ 16,251	3,079	2,737	2,896	2,643	27,605
Interest & Earnings	\$ 4	0	0	1	1	6
State Reimbursement-Breakfast	\$ 1,427	226	313	618	-	2,584
State Reimbursement-Lunch	\$ 2,306	661	515	722	-	4,204
State/Bkfst/Lunch Covid 19	\$ -					-
BOCES Aid	\$ 5,948		9,919		-	15,867
Federal Reimbursements-Breakfast	\$ 40,161	6,347	8,795	17,402	-	72,705
Federal Reimbursements-Lunch	\$ 130,572	37,446	29,162	40,874	-	238,054
Federal Surplus Food	\$ 19,009		3,475	2,315	4,269	29,068
Federal Snack Program	\$ 4,058	1,248	1,086	1,661	-	8,053
Summer Food Service Program	\$ 21,493				-	21,493
Refund of Prior Year Expense	\$ -					-
Miscellaneous Revenue	\$ 1,264			7	-	1,271
Federal Supply Chain Assistance	\$ -			29,372	-	29,372
Interfund Transfers	\$ -	50,000				50,000
Total Revenues	242,493	99,007	56,002	95,868	6,913	500,283
<i>Cost of Food Sold</i>						
Beginning Inventory	21,099	21,099	21,099	21,099	21,099	21,099
Food Purchased	142,530	20,701	25,011	25,519	5,149	218,910
Federal Surplus Food Received	19,009		3,475	2,315	4,269	29,069
Subtotal	182,638	41,801	49,585	48,933	30,518	269,078
Less:						
Ending Inventory	21,099	21,099	21,099	21,099	21,099	21,099
Cost of Food Sold	161,539	20,701	28,486	25,519	5,149	241,394
Gross Income	80,953	78,306	27,516	70,349	1,764	258,889
Expenditures						
<i>Personnel</i>						
Salaries	65,051	13,480	14,753	18,190	12,519	123,993
Employees Retirement	-					-
Social Security	4,700	1,499	1,030	753	913	8,894
Workers' Compensation	2,695	449	449	449	449	4,491
Unemployment Insurance	-					-
Health & Dental Insurance	45,864	7,644	7,644	7,644	7,644	76,440
Total Personnel	118,309	23,072	23,876	27,036	21,525	213,818
<i>Operations</i>						
Equipment	3,811		26,739	3,373	-	33,922
Contractual Expenses	1,778		143	94	1,225	3,240
Materials & Supplies	9,729	1,346	4,354	3,580	1,767	20,776
BOCES Services	28,053	7,013	7,013	7,013	7,013	56,105
Total Operations	43,371	8,359	38,249	14,059	10,006	114,044
Total Expenditures	161,680	31,431	62,125	41,095	31,530	327,862
Net Income	\$ (80,727)	\$ 46,875	\$ (34,609)	\$ 29,254	\$ (29,766)	\$ (68,973)

Unatego Central School

School Food Service Statement of Income & Expenditures

2022-2023

	July/Apr	May	June	Closing Journal Entry Adj.	Totals
Income					
<i>Revenues</i>					
Sale of Type A Lunches	\$ -				\$ -
Other Food Sales	27,605	3,244			30,850
Interest & Earnings	6	1			7
State Reimbursement-Breakfast	2,584	808			3,392
State Reimbursement-Lunch	4,204	1,222			5,426
State/Bkfst/Lunch Covid 19	-				-
BOCES Aid	15,867	17,855			33,722
Federal Reimbursements-Breakfast	72,705	22,714			95,419
Federal Reimbursements-Lunch	238,054	69,217			307,271
Federal Surplus Food	29,068	969			30,038
Federal Snack Program	8,053	3,027			11,080
Summer Food Service Program	21,493				21,493
Refund of Prior Year Expense	-				-
Miscellaneous Revenue	1,271				1,271
Federal Supply Chain Assistance	29,372				29,372
Interfund Transfers	50,000				50,000
Total Revenues	500,283	119,057	-		619,340
<i>Cost of Food Sold</i>					
Beginning Inventory	21,099	21,099			21,099
Food Purchased	218,910	46,738			265,648
Federal Surplus Food Received	29,069	969			30,038
Subtotal	269,078	68,807	-	-	316,786
<i>Less:</i>					
Ending Inventory	21,099	21,099	21,099		21,099
Cost of Food Sold	241,394	47,708	-	-	289,102
Gross Income	258,889	71,349	-		330,238
Expenditures					
<i>Personnel</i>					
Salaries	123,993	15,519			139,512
Employees Retirement	-				-
Social Security	8,894	1,097			9,992
Workers' Compensation	4,491	449			4,940
Unemployment Insurance	-				-
Health & Dental Insurance	76,440	7,644			84,084
Total Personnel	213,818	24,710	-		238,528
<i>Operations</i>					
Equipment	33,922	9,799			43,722
Contractual Expenses	3,240	200			3,440
Materials & Supplies	20,776	1,648			22,425
BOCES Services	56,105	7,013			63,118
Total Operations	114,044	18,661	-		132,705
Total Expenditures	327,862	43,370	-		371,232
Net Income	\$ (68,973)	\$ 27,979	\$ -	\$ -	\$ (40,994)

School Food Service Statement of Income & Expenditures

2022-2023

Year to Date Comparison

	2021-2022	2022-2023	\$ Change	% Change
Income				
<i>Revenues</i>				
Sale of Type A Lunches		\$ -	\$ -	
Other Food Sales	23,231	30,850	7,619	\$ 0
Interest & Earnings	8	7	(1)	\$ (0)
State Reimbursement-Breakfast	3,608	3,392	(216)	\$ (0)
State Reimbursement-Lunch	4,603	5,426	823	\$ 0
State/Bkfst/Lunch Covid 19	4,674	-	-	\$ -
BOCES Aid	10,513	33,722	23,209	\$ 2
Federal Reimbursements-Breakfast	90,745	95,419	4,674	\$ 0
Federal Reimbursements-Lunch	342,807	307,271	(35,536)	\$ (0)
Federal Surplus Food	40,079	30,038	(10,041)	\$ (0)
Federal Snack Program	8,311	11,080	2,769	\$ 0
Summer Food Service Program	18,872	21,493	2,621	\$ 0
Refund of Prior Year Expense	2,722	-	(2,722)	\$ (1)
Miscellaneous Revenue	1,190	1,271	81	\$ 0
Federal Supply Chain Assistance	-	29,372	29,372	
Interfund Transfers	50,000	50,000	-	\$ -
Total Revenues	601,363	619,340	22,651	\$ 0
<i>Cost of Food Sold</i>				
Beginning Inventory	23,032	21,099	(1,933)	\$ (0)
Food Purchased	195,689	265,648	69,959	\$ 0
Federal Surplus Food Received	40,079	30,038	(10,041)	\$ (0)
Subtotal	258,800	316,786	57,986	\$ 0
<i>Less:</i>				
Ending Inventory	23,032	21,099	(1,933)	\$ (0)
Cost of Food Sold	208,968	289,102	59,919	\$ 0
Gross Income	392,395	330,238	(37,267)	\$ (0)
Expenditures				
<i>Personnel</i>				
Salaries	127,311	139,512	12,201	\$ 0
Employees Retirement	-	-	-	
Social Security	8,714	9,992	1,278	\$ 0
Workers' Compensation	5,500	4,940	(560)	\$ (0)
Unemployment Insurance	-	-	-	
Health & Dental Insurance	93,015	84,084	(8,931)	\$ (0)
Total Personnel	234,540	238,528	3,988	\$ 0
<i>Operations</i>				
Equipment	3,600	43,722	40,122	\$ 11
Contractual Expenses	2,648	3,440	792	\$ 0
Materials & Supplies	19,102	22,425	3,323	\$ 0
BOCES Services	64,798	63,118	(1,680)	\$ (0)
Total Operations	90,148	132,705	42,557	\$ 0
Total Expenditures	324,688	371,232	46,544	\$ 0
Net Income	\$ 67,707	\$ (40,994)	\$ (83,811)	\$ (1)

TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL

Special Aid Fund Checking

BALANCE ON HAND: May 1, 2023

\$ 409,561.03

VOIDED CHECKS

\$ -

RECEIPTS:

INTEREST	3.72
TRANSFER FROM GENERAL - TITLE IV	2,813.00
TRANSFER FROM GENERAL - ARP UPK	30,853.00
TRANSFER FROM GENERAL - TITLE IIA	5,351.00
TRANSFER FROM GENERAL - ESSER 2	12,400.00
TRANSFER FROM GENERAL - TITLE IA	35,903.00
TRANSFER FROM GENERAL - 619	1,185.00
TRANSFER FROM GENERAL - 611	50,088.00
TRANSFER FROM GENERAL - ESSER 3	97,240.00
TRANSFER FROM GENERAL - ARP SLR LEARNING	21,093.00
TRANSFER FROM GENERAL - ARP SLR COMPREHENSIVE	18,875.00
TRANSFER FROM GENERAL - SUMMER ENRICHMENT	12,359.00

TOTAL RECEIPTS \$ 288,163.72

RECEIPTS & BALANCE \$ 697,724.75

DISBURSEMENTS:

CHECKS	3548-3554	52,039.09
WIRES		109,816.86

TOTAL DISBURSEMENTS \$ 161,855.95

BALANCE ON HAND: May 31, 2023

\$ 535,868.80

BANK BALANCE

\$536,268.80

PLUS: BANK ERROR

PLUS: IN TRANSIT DEPOSITS

LESS: OUTSTANDING CHECKS

LESS: OUTSTANDING WIRES

400.00

NET BALANCE IN BANK

\$535,868.80

10/14/2023
DATE SUBMITTED

Amber Birdsal
DISTRICT TREASURER

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

Ending Bank Balance:		536,268.80
Outstanding Checks (See listing below):	-	400.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	535,868.80
Cash Account Balance:	535,868.80

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
05/25/2023	3552	THE ARC OTSEGO	400.00
Outstanding Check Total:			400.00



Prepared By

Approved By

UNATEGO CSD



Trial Balance Report From 7/1/2022 - 5/31/2023

Account	Description	Debits	Credits	Balance
F 200	CASH - CHECKING	1,873,263.13	1,337,394.33	535,868.80
F 4102	FEDERAL AID RECEIVABLE	302,509.94	293,435.29	9,074.65
F 510	ESTIMATED REVENUES	3,457,172.64	0.00	3,457,172.64
F 521	ENCUMBRANCES	1,082,917.79	724,427.76	358,490.03
F 522	EXPENDITURES	1,591,500.46	4,320.28	1,587,180.18
F 630GEN	DUE TO GENERAL FUND	258,975.14	881,842.76	622,867.62 CR
F 821	RESERVE FOR ENCUMBRANCES	724,427.76	1,082,917.79	358,490.03 CR
F 915	ASSIGNED UPAPPROPRIATED FUND BAL	3,985.99	3,461,158.63	3,457,172.64 CR
F 980	REVENUES	30,936.52	1,540,192.53	1,509,256.01 CR
F Fund Totals:		9,325,689.37	9,325,689.37	0.00
Grand Totals:		9,325,689.37	9,325,689.37	0.00

UNATEGO CSD

Revenue Status Report By Function From 7/1/2022 To 5/31/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>F 3289.49.23</u>	UPK ~ Universal Pre-K	155,313.00	0.00	155,313.00	77,656.00	77,657.00
<u>F 3289.-22.23</u>	SUMMER HANDICAPPED 22-23	0.00	0.00	0.00	61,841.20	-61,841.20
<u>F 3289.HWB</u>	HEALTHCARE WORKER BONUS	16,147.50	0.00	16,147.50	16,147.50	0.00
<u>F 4126.-21.22</u>	TITLE I A&D IMPRV (BASIC) 21-22	3,609.12	0.00	3,609.12	0.00	3,609.12
<u>F 4126.-21.23</u>	TITLE I A&D IMPRV (BASIC) 22-23	267,836.00	0.00	267,836.00	185,288.00	82,548.00
<u>F 4256.-32.22</u>	PL94-142 IDEA/SEC 611 21-22	21,195.70	0.00	21,195.70	0.00	21,195.70
<u>F 4256.-32.22.ARP</u>	PL94-142 IDEA/SEC 611 21-22 IDEA ARP	664.30	0.00	664.30	664.30	0.00
<u>F 4256.-32.23</u>	PL94-142 IDEA/SEC 611 22-23	0.00	290,226.00	290,226.00	214,126.00	76,100.00
<u>F 4256.-33.22</u>	PL99-457 IDEA/SEC 619 21-22	269,030.00	-269,030.00	0.00	0.00	0.00
<u>F 4256.-33.22.ARP</u>	PL99-457 IDEA/SEC 619 21-22 IDEA ARP	4,575.00	0.00	4,575.00	4,575.00	0.00
<u>F 4256.-33.23</u>	PL99-457 IDEA/SEC 619 22-23	6,758.00	0.00	6,758.00	6,080.00	678.00
<u>F 4286.218.1</u>	ARP HOMELESS 20-24	5,724.00	0.00	5,724.00	3,724.00	2,000.00
<u>F 4286.802.1</u>	ESSER 3 03/13/20-9/30/23	1,258,273.48	0.00	1,258,273.48	446,785.48	811,488.00
<u>F 4286.882.1</u>	ARP ESSER 1%-SUMMER LEARNING & ENRICHMENT	109,940.69	0.00	109,940.69	43,828.69	66,112.00
<u>F 4286.883.1</u>	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL	130,535.13	0.00	130,535.13	28,118.13	102,417.00
<u>F 4286.884.1</u>	ARP ESSER 5%-LOST INSTRUCTIONAL TIME	599,728.75	0.00	599,728.75	194,002.00	405,726.75
<u>F 4286.912.1</u>	ESSER 2 03/13/20-9/30/23	313,425.00	0.00	313,425.00	49,600.00	263,825.00
<u>F 4286.962.1</u>	GEER 2 03/13/20-9/30/23	49.71	0.00	49.71	49.71	0.00
<u>F 4289..UP.K</u>	ARP-UPK ALL DAY	187,200.00	0.00	187,200.00	137,601.00	49,599.00
<u>F 4289.-04.22</u>	TITLE IVA ALLOCATION 21-22	12,384.29	0.00	12,384.29	922.00	11,462.29
<u>F 4289.-04.23</u>	TITLE IVA ALLOCATION 22-23	18,470.00	0.00	18,470.00	13,553.00	4,917.00
<u>F 4289.-47.22</u>	TITLE II (A) TEACH/PRINCIPAL TRAINING/RECRUITMENT 21-22	1,343.43	0.00	1,343.43	0.00	1,343.43
<u>F 4289.-47.23</u>	TITLE II (A) TEACH/PRINCIPAL TRAINING/RECRUITMENT 22-23	33,626.00	0.00	33,626.00	24,694.00	8,932.00
<u>F 4289.ELC</u>	ELC GRANT	20,147.54	0.00	20,147.54	0.00	20,147.54
F Totals:		3,435,976.64	21,196.00	3,457,172.64	1,509,256.01	1,947,916.63
Grand Totals:		3,435,976.64	21,196.00	3,457,172.64	1,509,256.01	1,947,916.63

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 5/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>F 0422.150-57</u>	TITLE IVA PROFFESIONAL SALARIES 21-22	7,730.26	0.00	7,730.26	0.00	0.00	7,730.26
<u>F 0422.400-58</u>	TITLE IVA PURCHASED SERVICES 21-22	720.20	0.00	720.20	0.00	0.00	720.20
<u>F 0422.450-58</u>	TITLE IVA SUPPLIES & MATERIALS 21-22	3,933.83	0.00	3,933.83	33.49	0.00	3,900.34
<u>F 0422.800-58</u>	TITLE IVA BENEFITS 21-22	0.00	0.00	0.00	887.51	0.00	-887.51
0422	*	12,384.29	0.00	12,384.29	921.00	0.00	11,463.29
<u>F 0423.150-57</u>	TITLE IVA PROFFESIONAL SALARIES 22-23	17,846.00	0.00	17,846.00	13,552.56	4,293.44	0.00
<u>F 0423.450-57</u>	TITLE IVA SUPPLIES & MATERIALS 22-23	624.00	0.00	624.00	1,736.00	0.00	-1,112.00
0423	*	18,470.00	0.00	18,470.00	15,288.56	4,293.44	-1,112.00
<u>F 2110.40-0-AESS</u>	ARP-ESSER 3	97,329.48	0.00	97,329.48	62,520.00	7,220.00	27,589.48
<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	733,923.00	0.00	733,923.00	324,285.10	0.00	409,637.90
<u>F 2110.160-0A-ESS</u>	ARP-ESSER 3 PROF SUPPORT STAFF	16,000.00	0.00	16,000.00	8,000.00	0.00	8,000.00
2110	ARP - SUMMER *	866,486.48	0.00	866,486.48	394,805.10	7,220.00	464,461.38
<u>F 2112.150-AR-PEXT</u>	AFTER SCHOOL PROGRAM TEACHER SALARIES	0.00	0.00	0.00	5,624.30	0.00	-5,624.30
<u>F 2112.150-AR-PSUM</u>	ARP-SUMMER SALARIES	0.00	0.00	0.00	0.00	0.00	0.00
<u>F 2112.160-AR-PEXT</u>	AFTER SCHOOL PROGRAM SALARIES	0.00	0.00	0.00	8,974.53	1,829.57	-10,804.10
<u>F 2112.160-AR-PSUM</u>	ARP-SUMMER SALARIES	0.00	0.00	0.00	0.00	0.00	0.00
<u>F 2112.450-57</u>	TITLE IA EQUIPMENT & SUPPLIES	2,014.89	0.00	2,014.89	0.00	2,079.89	-65.00
2112	ARP SUMMER *	2,014.89	0.00	2,014.89	14,598.83	3,909.46	-16,493.40
<u>F 2122.150-57</u>	TITLE 1 - A&D IMPROV/PROF SALARY 21-22	1,594.23	0.00	1,594.23	0.00	0.00	1,594.23
2122	*	1,594.23	0.00	1,594.23	0.00	0.00	1,594.23
<u>F 2123.150-57</u>	TITLE 1 - A&D IMPROV/PROF SALARY 22-23	220,245.00	-30,335.00	189,910.00	144,316.48	75,928.52	-30,335.00
<u>F 2123.450-57</u>	TITLE I - A&D IMPROV/SUPPLIES 22-23	5,819.00	0.00	5,819.00	5,686.00	33.00	100.00
<u>F 2123.800-57</u>	TITLE I - A&D IMPROV BENEFITS 22-23	41,772.00	30,335.00	72,107.00	40,971.00	0.00	31,136.00
2123	*	267,836.00	0.00	267,836.00	190,973.48	75,961.52	901.00
<u>F 2250.080-0A-ESS</u>	ESSER 3 03/13/20-9/30/23	391,787.00	0.00	391,787.00	60,920.00	0.00	330,867.00
2250	PROGRAMS-STUDENTS W/ DISABIL *	391,787.00	0.00	391,787.00	60,920.00	0.00	330,867.00
<u>F 2253.160-57-2123</u>	SUMMER SCH TRANSPORTATION/SALARY 2022-23	0.00	0.00	0.00	10,650.38	0.00	-10,650.38
<u>F 2253.400-57-2123</u>	SUMMER SCH TRANSPORTATION/CONTRACTUAL 22-23	0.00	0.00	0.00	27,335.00	0.00	-27,335.00
<u>F 2253.472-57-2223</u>	SUMMER/TUITION/RESIDENTIAL 22-23	0.00	0.00	0.00	18,409.60	0.00	-18,409.60
<u>F 2253.490-57-2223</u>	BOCES SUMMER SCHOOL 22-23	0.00	0.00	0.00	27,925.20	0.00	-27,925.20

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 5/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
F 2253.800-57-2123	SUMMER SCH TRANSPORTATION/BENEFITS 22-23	0.00	0.00	0.00	5,620.07	0.00	-5,620.07
2253	TUITION/MAINTENANCE *	0.00	0.00	0.00	89,940.25	0.00	-89,940.25
F 2815..16	ELC GRANT-SALARIES	6,520.75	0.00	6,520.75	0.00	0.00	6,520.75
F 2815..40	ELC GRANT-CONTRACTUAL	7,638.92	0.00	7,638.92	0.00	0.00	7,638.92
F 2815..45	ELC GRANT-SUPPLIES	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
F 2815..80	ELC GRANT-BENEFITS	3,987.87	0.00	3,987.87	0.00	0.00	3,987.87
F 2815.160-HW-B	HWB HEALTH SERVICE	11,000.00	0.00	11,000.00	11,000.00	0.00	0.00
F 2815.800-HW-B	HWB HEALTH BENEFITS	841.50	0.00	841.50	841.50	0.00	0.00
2815	* *	31,989.04	0.00	31,989.04	11,841.50	0.00	20,147.54
F 2820.150-HW-B	HWB PSYCH SERVICE	2,000.00	0.00	2,000.00	2,000.00	0.00	0.00
F 2820.800-HW-B	HWB PSYCH BENEFITS	153.00	0.00	153.00	153.00	0.00	0.00
2820	* *	2,153.00	0.00	2,153.00	2,153.00	0.00	0.00
F 2825.150-HW-B	HWB SOCIAL WORKER SERVICES	2,000.00	0.00	2,000.00	2,000.00	0.00	0.00
F 2825.800-HW-B	HWB SOCIAL WORK BENEFITS	153.00	0.00	153.00	153.00	0.00	0.00
2825	* *	2,153.00	0.00	2,153.00	2,153.00	0.00	0.00
F 3222.150-57	IDEA-PT B/SEC 611/PROF SALARY 21-22	5,795.70	0.00	5,795.70	0.00	0.00	5,795.70
F 3222.150-57-ARP	IDEA-PT B/SEC 611/PROF SALARY 21-22 IDEAARP	664.30	0.00	664.30	664.30	0.00	0.00
F 3222.400-57	IDEA-PT B/SEC 611/PUR SERVICES 20-21	15,400.00	0.00	15,400.00	0.00	0.00	15,400.00
3222	* *	21,860.00	0.00	21,860.00	664.30	0.00	21,195.70
F 3223.150-57	IDEA-PT B/SEC 611/PROF SALARY 22-23	243,155.00	0.00	243,155.00	187,229.86	57,414.44	-1,489.30
F 3223.400-57	IDEA-PT B/SEC 611/PUR SERVICES 22-23	25,875.00	0.00	25,875.00	6,100.00	0.00	19,775.00
F 3223.800-57	IDEA-PT B/SEC 611/EMPLOYEE BENEFITS 22-23	0.00	21,196.00	21,196.00	21,196.00	0.00	0.00
3223	* *	269,030.00	21,196.00	290,226.00	214,525.86	57,414.44	18,285.70
F 3322.150-57-ARP	IDEA-PT B/SEC 619/PROFSALARIES/ 21-22 IDEAARP	4,575.00	4,575.00	9,150.00	4,575.00	0.00	4,575.00
F 3322.160-57	IDEA-PT B/SEC 619/SUPPORT STAFF 21-22	6,758.00	-6,758.00	0.00	0.00	0.00	0.00
F 3322.160-57-ARP	IDEA-PT B/SEC 619/SUPPORT STAFF 21-22 IDEAARP	0.00	-4,575.00	-4,575.00	0.00	0.00	-4,575.00
3322	* *	11,333.00	-6,758.00	4,575.00	4,575.00	0.00	0.00
F 3323.160-57	IDEA-PT B/SEC 619/SUPPORT STAFF 22-23	0.00	6,758.00	6,758.00	6,194.07	563.93	0.00
3323	* *	0.00	6,758.00	6,758.00	6,194.07	563.93	0.00
F 4722.150-57	TITLE IIA - PROFFESIONAL SALARIES 21- 22	193.47	0.00	193.47	0.00	0.00	193.47

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 5/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>F.4722.450-57</u>	TITLE IIA - PROFFESIONAL SALARIES 21-22	1,149.96	0.00	1,149.96	0.00	1,149.96	0.00
4722	*	1,343.43	0.00	1,343.43	0.00	1,149.96	193.47
<u>F 4723.150-57</u>	TITLE IIA - PROFFESIONAL SALARIES 22-23	32,488.00	0.00	32,488.00	24,694.01	7,793.99	0.00
<u>F 4723.450-57</u>	TITLE IIA - PROFFESIONAL SALARIES 22-23	1,138.00	0.00	1,138.00	0.00	1,136.00	2.00
4723	*	33,626.00	0.00	33,626.00	24,694.01	8,929.99	2.00
<u>F 4922.150</u>	ARP-FULL DAY UPK	0.00	0.00	0.00	0.00	0.00	0.00
<u>F 4922.160</u>	ARP-FULL DAY UPK	0.00	0.00	0.00	0.00	0.00	0.00
<u>F 4922.800</u>	ARP-FULL DAY UPK	0.00	0.00	0.00	0.00	0.00	0.00
4922	ARP-FULL DAY UPK *	0.00	0.00	0.00	0.00	0.00	0.00
<u>F 4923.150-22-23</u>	STATE EXPENSE UPK 2022-23	800.00	0.00	800.00	0.00	0.00	800.00
<u>F 4923.150-UP-K</u>	ARP-FULL DAY UPK	139,745.00	0.00	139,745.00	117,241.40	22,503.60	0.00
<u>F 4923.160-22-23</u>	STATE EXPENSE UPK 2022-23	41,887.00	0.00	41,887.00	34,869.78	0.00	7,017.22
<u>F 4923.160-UP-K</u>	ARP-FULL DAY UPK	0.00	0.00	0.00	0.00	25,371.00	-25,371.00
<u>F 4923.200-22-23</u>	STATE EXP UPK EQUIPMENT	41,341.00	0.00	41,341.00	0.00	44,800.00	-3,459.00
<u>F 4923.400-22-23</u>	STATE EXP UPK PURCHASED SERVICES	7,520.00	0.00	7,520.00	0.00	0.00	7,520.00
<u>F 4923.450-22-23</u>	STATE EXP UPK SUPPLIES	14,652.00	0.00	14,652.00	10,101.76	410.04	4,140.20
<u>F 4923.800-22-23</u>	STATE EXP UPK EMPLOYEE BENEFITS	49,113.00	0.00	49,113.00	17,042.00	0.00	32,071.00
<u>F 4923.800-UP-K</u>	ARP-FULL DAY UPK	47,455.00	0.00	47,455.00	20,360.00	0.00	27,095.00
4923	*	342,513.00	0.00	342,513.00	199,614.94	93,084.64	49,813.42
<u>F 5218.160</u>	ARP HOMELESS	3,724.00	0.00	3,724.00	3,724.02	0.00	-0.02
<u>F 5218.450</u>	ARP HOMELSS	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
5218	*	5,724.00	0.00	5,724.00	3,724.02	0.00	1,999.98
<u>F 5882..15-0</u>	ARP ESSER 1%-SUMMER LEARNIGN & ENRICHMENT	80,767.71	0.00	80,767.71	31,469.10	0.00	49,298.61
<u>F 5882..16-0</u>	ARP ESSER 1%-SUMMER LEARNING & ENRICHMENT	18,000.00	0.00	18,000.00	12,360.04	0.00	5,639.96
<u>F 5882..80-0</u>	ARP ESSER 1%-SUMMER LEARNING & ENRICHMENT	11,172.98	0.00	11,172.98	0.00	0.00	11,172.98
5882	ARP ESSER 1%-SUMMER LEARNING & ENRICHMENT *	109,940.69	0.00	109,940.69	43,829.14	0.00	66,111.55
<u>F 5883..15-0</u>	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL SALARIES	13,287.49	24,327.00	37,614.49	7,383.18	0.00	30,231.31

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 5/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>F 5883.16-0</u>	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL	0.00	58,844.00	58,844.00	19,509.92	0.00	39,334.08
<u>F 5883.40-0</u>	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL	114,000.00	-114,000.00	0.00	0.00	0.00	0.00
<u>F 5883.45-0</u>	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL	982.00	15,137.00	16,119.00	1,225.46	485.50	14,408.04
<u>F 5883.80-0</u>	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL	2,265.64	15,692.00	17,957.64	0.00	0.00	17,957.64
5883	ARP ESSER 1% COMPREHENSIVE AFTER SCHOOL *	130,535.13	0.00	130,535.13	28,118.56	485.50	101,931.07
<u>F 5884.15-0</u>	ARP ESSER 5%-LOST INSTRUCTIONAL TIME	387,595.68	0.00	387,595.68	137,664.85	93,077.15	156,853.68
<u>F 5884.80-0</u>	ARP ESSER 5%-LOST INSTRUCTIONAL TIME	212,133.07	0.00	212,133.07	57,002.00	0.00	155,131.07
5884	ARP ESSER 5% LOST INSTRUCTIONAL TIME *	599,728.75	0.00	599,728.75	194,666.85	93,077.15	311,984.75
<u>F 9121.150</u>	ESSER 2 03/13/20-9/30/23	0.00	196,406.00	196,406.00	0.00	0.00	196,406.00
<u>F 9121.400</u>	ESSER 2 03/13/20-9/30/23	163,000.00	-76,200.00	86,800.00	62,000.00	12,400.00	12,400.00
<u>F 9121.490</u>	ESSER 2 03/13/20-9/30/23	150,425.00	-122,000.00	28,425.00	20,929.00	0.00	7,496.00
<u>F 9121.800</u>	ESSER 2 Benefits 03/13/20-9/30/23	0.00	1,794.00	1,794.00	0.00	0.00	1,794.00
9121	ESSER 2 *	313,425.00	0.00	313,425.00	82,929.00	12,400.00	218,096.00
<u>F 9621.450</u>	GEER 2 03/13/20-09/30/23	49.71	0.00	49.71	49.71	0.00	0.00
9621	*	49.71	0.00	49.71	49.71	0.00	0.00
Fund FTotals:		3,435,976.64	21,196.00	3,457,172.64	1,587,180.18	358,490.03	1,511,502.43
Grand Totals:		3,435,976.64	21,196.00	3,457,172.64	1,587,180.18	358,490.03	1,511,502.43

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

Capital Fund Checking

BALANCE ON HAND: May 1, 2023

\$ 373,314.97

VOIDED CHECKS

\$ -

RECEIPTS:

INTEREST

3.10

TOTAL RECEIPTS \$ 3.10

RECEIPTS & BALANCE \$ 373,318.07

DISBURSEMENTS:

**EFT/Wire Trans.
Checks**

1998-1999

**\$ -
\$ 18,569.20
\$ -**

TOTAL DISBURSEMENTS \$ 18,569.20

BALANCE ON HAND: May 31, 2023

\$ 354,748.87

BANK BALANCE

\$354,748.87

PLUS: BANK ERROR

PLUS: IN TRANSIT DEPOSITS

LESS: OUTSTANDING CHECKS

LESS: OUTSTANDING WIRES

NET BALANCE IN BANK

\$354,748.87

10/14/2023
DATE SUBMITTED


DISTRICT TREASURER

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

Ending Bank Balance:		354,748.87
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 354,748.87

Cash Account Balance: 354,748.87

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
------------	--------------	-------	--------

Outstanding Check Total: 0.00


Prepared By

Approved By

UNATEGO CSD



Trial Balance Report From 7/1/2022 - 5/31/2023

Account	Description	Debits	Credits	Balance
H 200	CASH	1,971,501.32	1,616,752.45	354,748.87
H 391GEN	DUE FROM GENERAL FUND	349,194.16	4,650.00	344,544.16
H 521	ENCUMBRANCES	1,546,836.15	82,350.00	1,464,486.15
H 522	EXPENDITURES	92,194.20	0.00	92,194.20
H 599	APPROPRIATED FUND BALANCE	1,229,922.00	0.00	1,229,922.00
H 626	BOND ANTICIPATION NOTES PAYABLE	1,500,000.00	3,000,000.00	1,500,000.00 CR
H 630DEBT	DUE TO DEBT SERVICE	0.00	1,217.63	1,217.63 CR
H 821	RESERVE FOR ENCUMBRANCES	82,350.00	1,546,836.15	1,464,486.15 CR
H 915	ASSIGNED UNAPPROPRIATED FUND BAL	0.00	1,229,922.00	1,229,922.00 CR
H 917.2021PRERE	2021 PRE-REFERRENDUM TO CAPITAL PROJ.	837,012.09	0.00	837,012.09
H 917.SSB	SMART SCHOOL BOND FUND BALANCE	1,102,640.31	0.00	1,102,640.31
H 960	APPROPRIATIONS	0.00	1,229,922.00	1,229,922.00 CR
H Fund Totals:		8,711,650.23	8,711,650.23	0.00
Grand Totals:		8,711,650.23	8,711,650.23	0.00

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 5/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>H 1519.240-.1</u>	A-VERDI/STORAGE	0.00	0.00	0.00	0.00	5,376.00	-5,376.00
1519	*	0.00	0.00	0.00	0.00	5,376.00	-5,376.00
<u>H 1521.244</u>	FERRARA FIORENZA PC/LEGAL EPC	0.00	0.00	0.00	1,069.20	0.00	-1,069.20
1521	*	0.00	0.00	0.00	1,069.20	0.00	-1,069.20
<u>H 2018.240-6-1</u>	DELTA/2019 CAPITAL PROHJECT (ARCHITECT & ENGINEER EXPENSES)	0.00	589,838.00	589,838.00	64,850.00	524,988.00	0.00
<u>H 2018.240-6-3</u>	R.G. TIMBS /2019 CAPITAL (FINANCIAL ADVISOR)	0.00	0.00	0.00	6,625.00	0.00	-6,625.00
<u>H 2018.240-6-6</u>	SCHOOL HOUSE	0.00	640,084.00	640,084.00	17,500.00	622,584.00	0.00
<u>H 2018.244-61</u>	ORRICK, HERRINGTON, & SUTCLIFFE, LLP LEGAL SERVICES	0.00	0.00	0.00	2,150.00	0.00	-2,150.00
2018	2019 CAPITAL PROJECT	0.00	1,229,922.00	1,229,922.00	91,125.00	1,147,572.00	-8,775.00
<u>H 5006.293-.1</u>	VEHICLE SERVICE GROUP LLC/BUS LIFT	0.00	0.00	0.00	0.00	311,538.15	-311,538.15
5006	*	0.00	0.00	0.00	0.00	311,538.15	-311,538.15
Fund HTotals:		0.00	1,229,922.00	1,229,922.00	92,194.20	1,464,486.15	-326,758.35
Grand Totals:		0.00	1,229,922.00	1,229,922.00	92,194.20	1,464,486.15	-326,758.35

TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL

Trust & Agency Fund Checking

BALANCE ON HAND: May 1, 2023 \$ 207,119.71

VOIDED CHECKS \$

RECEIPTS:

INTEREST	2.93
HEALTH INSURANCE	1,693.10
HEALTH INSURANCE	4,091.18
HEALTH INSURANCE	1,053.00
HEALTH INSURANCE	445.93
HEALTH INSURANCE	4,428.49
PAYROLL FOR 5/11/23	423,339.35
AWARDS	790.00
SCHOLARSHIP TRANSFERS	75.00
HEALTH INSURANCE	2,570.86
PAYROLL FOR 5/25/23	414,917.03
GENERAL AND SCHOOL LUNCH FUNDS - HEALTH INSURANCE	260,907.23

TOTAL RECEIPTS \$ 1,114,314.10

RECEIPTS & BALANCE \$ 1,321,433.81

DISBURSEMENTS:

CHECKS	9419, 9638	9632-9647	1,113,441.32
WIRES	3349-3361		

TOTAL DISBURSEMENTS \$ 1,113,441.32

BALANCE ON HAND: May 31, 2023 \$ 207,992.49

BANK BALANCE \$530,195.71

PLUS: BANK ERROR

PLUS: IN TRANSIT DEPOSITS

LESS: OUTSTANDING CHECKS

LESS: OUTSTANDING WIRES

LESS: OUTSTANDING ERS

322,203.22

NET BALANCE IN BANK

\$ 207,992.49

6/14/2023
DATE SUBMITTED

Amber Birdsell
DISTRICT TREASURER

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

Ending Bank Balance:		530,195.71
Outstanding Checks (See listing below):	-	322,203.22
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 207,992.49

Cash Account Balance: 207,992.49

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
06/03/2022	9416	ABBY-ANN BURCH	25.00
06/03/2022	9418	EMMA GERAGHTY	10.00
06/17/2022	9462	AVA REED	500.00
05/25/2023	3355	NYS & LOCAL RETIREMENT SYSTEM	4,267.24
05/25/2023	9638	KAITLYN HENN	25.00
05/25/2023	9639	CHEN-DEL-O FEDERAL CREDIT UNION	198.87
05/25/2023	9642	NYSUT MEMBER BENEFIT	278.77
05/25/2023	9645	VOTE-COPE	5.00
05/30/2023	9646	EXCELLUS HEALTH PLAN - GROUP	316,001.89
05/30/2023	9647	METROPOLITAN LIFE INSURANCE CO	891.45
Outstanding Check Total:			322,203.22


Prepared By

Approved By

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

Ending Bank Balance:		5,964.27
Outstanding Checks (See listing below):	-	5,134.85
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 829.42

Cash Account Balance: 829.42

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
05/11/2023	89565	TARA J. NICHOLS	396.91
05/25/2023	89586	LAURA L. WADE	624.86
05/25/2023	89587	ELIZEBETH A. MILLER	565.54
05/25/2023	89590	BARBARA K. GEE	233.96
05/25/2023	89591	MONTIE C. NICHOLS	131.14
05/25/2023	89592	TARA J. NICHOLS	402.98
05/25/2023	89593	MARY E. SLOAN	919.01
05/25/2023	89603	COURTENAY E. O'HARA	1,860.45
Outstanding Check Total:			5,134.85


Prepared By

Approved By

UNATEGO CSD



Trial Balance Report From 7/1/2022 - 5/31/2023

Account	Description	Debits	Credits	Balance
TA 200	CASH - CHECKING - TA	12,696,381.43	12,488,388.94	207,992.49
TA 200BRA	CASH - CHECKING - BENEFIT REIMBURSEMENT - TA	30,676.39	28,032.32	2,644.07
TA 203	CASH CHECKING - PAYROLL	1,092.42	263.00	829.42
TA 204	CASH IN EXTRA CLASSROOM ACCOUNTS	91,314.13	0.00	91,314.13
TA 218.1	EMPLOYEES RETIREMENT	47,895.68	47,959.72	64.04 CR
TA 220.1	HEALTH INSURANCE	3,986,239.26	4,047,870.59	61,631.33 CR
TA 220.2	DENTAL INSURANCE	80,527.44	88,452.98	7,925.54 CR
TA 228	EXTRA CLASSROOM	0.00	91,314.13	91,314.13 CR
TA 391GEN	DUE FROM GENERAL FUND	37,010.45	35,822.50	1,187.95
TA 391SL	DUE FROM SCHOOL LUNCH	6,548.34	0.00	6,548.34
TA 630GEN	DUE TO GENERAL FUND	37,322.50	65,713.98	28,391.48 CR
TA 850.1	STUDENT MATH COLLEGE COURSE	0.00	1,190.00	1,190.00 CR
TA 850.10	FLEXIBLE SPENDING/MEDICAL	898.42	16,469.93	15,571.51 CR
TA 850.14	6TH GRADE PICTURES	0.00	166.25	166.25 CR
TA 850.20	FLEXIBLE SPENDING/DEPENDANT CARE	0.00	1,053.23	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	-10.00	3,342.96	3,352.96 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 SNOPKOWSKI 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	16,697.70	43,433.49	26,735.79 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	298.35	298.35 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	1,000.00	3,886.55	2,886.55 CR
TA 850HELP	HELPING HANDS	767.43	4,826.06	4,058.63 CR
TA 850INTERACT	INTERACT CLUB	363.79	2,004.79	1,641.00 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

UNATEGO CSD

Trial Balance Report From 7/1/2022 - 5/31/2023



Account	Description	Debits	Credits	Balance	
TA 850PARCE	DONATION/ANY USE/PARCE	0.00	1,000.00	1,000.00	CR
TA 850REIMB	REIMBURSEMENT	0.00	61.00	61.00	CR
TA 850SF	SCIENCE FUND	320.00	7,887.52	7,567.52	CR
TA 850SFSCCH	SCIENCE FUND SCHOLARSHIP	3,000.00	17,179.22	14,179.22	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	3,182.32	5,049.60	1,867.28	CR
TA 850XC	CROSS COUNTRY	0.00	1,645.05	1,645.05	CR
TA Fund Totals:		17,041,227.70	17,041,227.70	0.00	
Grand Totals:		17,041,227.70	17,041,227.70	0.00	

TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL

Benefit Reimbursement Account

BALANCE ON HAND: May 1, 2023	\$ 4,030.70
VOIDED CHECKS:	\$ -
RECEIPTS:	
INTEREST	
SEE CASH RECEIPTS	
TRANSFER FROM GENERAL TO BRA ACCOUNT - COVER AMT IN ACCOUNT	1,050.00
REPAYMENT	6.99
REPAYMENT	15.98
REPAYMENT	25.00

TOTAL RECEIPTS \$ 1,097.97

RECEIPTS & BALANCE \$ 5,128.67

DISBURSEMENTS:	CHECKS	3356, 3360	2,146.84
	WIRES	3362-3385	337.76

TOTAL DISBURSEMENTS \$ 2,484.60

BALANCE ON HAND: May 31, 2023	\$ 2,644.07
-------------------------------	-------------

BANK BALANCE	\$3,108.51
--------------	------------

PLUS: BANK ERROR	-
PLUS: IN TRANSIT DEPOSITS	-
LESS: OUTSTANDING CHECKS	35.00
LESS: OUTSTANDING WIRES	429.44

NET BALANCE IN BANK	\$2,644.07
---------------------	------------

6/14/2023
DATE/SUBMITTED

Amber Buckle
DISTRICT TREASURER

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

Ending Bank Balance:		3,108.51
Outstanding Checks (See listing below):	-	35.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	429.44

Adjusted Ending Bank Balance: 2,644.07

Cash Account Balance: 2,644.07

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
05/31/2023	3384	LIFETIME BENEFIT SOLUTIONS	25.00
05/31/2023	3385	LIFETIME BENEFIT SOLUTIONS	10.00
Outstanding Check Total:			35.00


Prepared By

Approved By

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

Ending Bank Balance:		9,861.09
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 9,861.09

Cash Account Balance: 9,861.09

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
------------	--------------	-------	--------

Outstanding Check Total: 0.00


Prepared By

Approved By

Check Warrant Report For A - 67: GENERAL WARRANT 5/1 - 5/5/23 For Dates 5/1/2023 - 5/31/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
34754	05/04/2023	5985	AMAZON CAPITAL SERVICES	*See Detail Report	1,157.81
34755	05/04/2023	4585	BLUEOX CORPORATION	220327	854.29
34756	05/04/2023	4530	BRANDOW'S FEED AND SEED	220305	169.80
34757	05/04/2023	6203	FERRARA FIORENZA, PC	*See Detail Report	4,751.88
34758	05/04/2023	469	FIRST NATIONAL BANK OF OMAHA		1,737.94
34759	05/04/2023	474	FLEETPRIDE, INC.	220355	102.00
34760	05/04/2023	5868	HARRIS MEMORIAL LIBRARY		5,381.59
34761	05/04/2023	582	HILL & MARKES INC	220311	399.55
34762	05/04/2023	3207	MIRABITO ENERGY PRODUCTS	220361	1,002.07
34763	05/04/2023	5865	SHEILA NOLAN	220677	98.91
34764	05/04/2023	892	NORTHERN CATSKILLS CHAPTER SFA	220753	400.00
34765	05/04/2023	936	NYSEG	*See Detail Report	2,185.93
34766	05/04/2023	3594	PARCO SCIENTIFIC COMPANY	220137	85.00
34767	05/04/2023	6214	PRESENCELEARNING, INC.	220654	3,256.00
34768	05/04/2023	6060	REBECCA TOWNDROW	220678	203.32
34769	05/04/2023	4605	TRI-COUNTY REFRIGERATION, INC.	*See Detail Report	13,718.24
34770	05/04/2023	5869	UNADILLA PUBLIC LIBRARY		2,928.45
34771	05/04/2023	1412	VILLAGE VARIETY, LTD.	220319	87.77
34772	05/04/2023	7227	ALLISON WOMAN		39.30

Number of Transactions: 19

Warrant Total: 38,559.85

Vendor Portion: 38,559.85

*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, 19 in number, in the total amount of \$ 38,559.85. 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.

5/5/23 Debra A Whaley Clairus Rucker
 Date Signature Title

UNATEGO CSD

Check Warrant Report For A - 69: GENERAL WARRANT 5/8 - 5/12/23 For Dates 5/1/2023 - 5/31/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
34773	05/12/2023	30	ALBANY MARRIOTT HOTEL		220663	274.00
34774	05/12/2023	5985	AMAZON CAPITAL SERVICES		*See Detail Report	766.38
34775	05/12/2023	6216	AWESOME TALKS LLC			1,750.00
34776	05/12/2023	4057	BIG APPLE MUSIC, LLC		220474	36.00
34777	05/12/2023	2990	CHENANGO COUNTY SCHOOL BOARDS ASSOCIATION		220751	70.00
34778	05/12/2023	388	DROGEN ELECTRIC SUPPLY		220307	192.75
34779	05/12/2023	403	EBSCO		220661	44.99
34780	05/12/2023	461	FEDEX		220007	6.22
34781	05/12/2023	470	FISHER SCIENTIFIC		220125	431.95
34782	05/12/2023	478	FOLLETT CONTENT SOLUTIONS LLC		220694	1,627.90
34783	05/12/2023	4304	GLOBAL MONTELLO GROUP		*See Detail Report	11,555.66
34784	05/12/2023	1639	GRAINGER		220310	181.15
34785	05/12/2023	4099	HILTON ALBANY		220705	870.00
34786	05/12/2023	3149	HOME DEPOT CREDIT SERVICES		220309	318.50
34787	05/12/2023	936	NYSEG		220323	3,359.50
34788	05/12/2023	5895	JENNIFER S POTRZEBA			34.06
34789	05/12/2023	1038	PRICE CHOPPER OPER CO INC		220415	20.00
34790	05/12/2023	1386	SPRINGBROOK NY, INC.		220022	13,807.80
34791	05/12/2023	4117	SUIT KOTE CORPORATION		220348	321.12
34792	05/12/2023	2171	TK ELEVATOR CORPORATION		220283	880.44
34793	05/12/2023	5783	TOLLS BY MAIL			7.00
34794	05/12/2023	6018	TOTH'S SPORTS		220702	525.00
34795	05/12/2023	6060	REBECCA TOWNDROW		220678	50.83
34796	05/12/2023	1363	UNATEGO SCHOOL LUNCH FUND		220027	19.38
34797	05/12/2023	1580	UNITED AUTO SUPPLY		220357	94.71
34798	05/12/2023	1409	VILLAGE OF OTEGO		220364	170.00
34799	05/12/2023	7227	ALLISON WORMAN			65.50

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
Number of Transactions: 27					Warrant Total:	37,480.84
					Vendor Portion:	37,480.84
					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, 27 in number, in the total amount of \$ 37,480.84. 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.

5/11/23

Date

Debra D Whalley

Signature

Claims Auditor

Title

UNATEGO CSD



Check Warrant Report For A - 70: GENERAL WARRANT 5/15 - 5/19/23 For Dates 5/1/2023 - 5/31/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
34800	05/19/2023	4699	ADPRO SPORTS LLC		220749	900.00
34801	05/19/2023	1042	AIRGAS USA, LLC.		220286	39.40
34802	05/19/2023	5985	AMAZON CAPITAL SERVICES		220743	16.98
34803	05/19/2023	4585	BLUEOX CORPORATION		220327	1,889.73
34804	05/19/2023	7229	TINA CASWELL			125.00
34805	05/19/2023	3385	COOK BROTHERS TRUCK PARTS		220353	1,373.88
34806	05/19/2023	326	THE DAILY STAR	12/2022-4/2023 CLASSIFIED & LEGAL ADS	220004	3,089.72
34807	05/19/2023	73	DELAWARE-CHENANGO -MADISON-OTSEGO BOCES		220005	2,354.28
34808	05/19/2023	1852	HENRY SCHEIN INC.		220672	518.49
34809	05/19/2023	582	HILL & MARKES INC		220311	536.20
34810	05/19/2023	4609	PATRICIA LOKER			129.36
34811	05/19/2023	7226	NEWSTRIPE		220747	87.35
34812	05/19/2023	4059	JANET PEEBLES-LECLAIR		220444	200.00
34813	05/19/2023	6214	PRESENCELEARNING, INC.		220654	2,018.00
34814	05/19/2023	4244	RENTALS TO GO		220297	260.00
34815	05/19/2023	4294	DR DAVID RICHARDS (PETTY CASH)			78.82
34816	05/19/2023	1139	SCANTRON CORPORATION		220420	217.42
34817	05/19/2023	1157	SCHOOL SPECIALTY LLC		220144	172.27
34818	05/19/2023	6060	REBECCA TOWNDROW		220678	63.54
34819	05/19/2023	7227	ALLISON WORMAN			65.50

Number of Transactions: 20

Warrant Total: 14,135.94

Vendor Portion: 14,135.94

Payroll Portion: 0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 20 in number, in the total amount of \$ 14,135.94. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

5/18/23 *Debra A Whaley* *Claims Auditor*
 Date Signature Title

UNATEGO CSD



Check Warrant Report For A - 71: GENERAL WARRANT 5/22 - 5/26/23 For Dates 5/1/2023 - 5/31/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
34820	05/25/2023	5985	AMAZON CAPITAL SERVICES		220756	171.91
34821	05/25/2023	4647	ANIMAL ADVENTURE		220682	672.00
34822	05/25/2023	111	VIOLET BETTIOL			150.00
34823	05/25/2023	4585	BLUEOX CORPORATION		220327	498.09
34824	05/25/2023	5902	BSN SPORTS LLC		220676	3,412.73
34825	05/25/2023	409	CAMFIL USA, INC.		220720	4,192.58
34826	05/25/2023	4306	CASELLA WASTE MANAGEMENT OF NY INC		*See Detail Report	636.42
34827	05/25/2023	2743	CINTAS CORPORATION		220329	54.80
34828	05/25/2023	234	THE CITY OF ONEONTA			50.00
34829	05/25/2023	6221	CONSTELLATION NEWENERGY, INC		220718	16,305.55
34830	05/25/2023	73	DELAWARE-CHENANGO -MADISON-OTSEGO BOCES		220577	509,869.87
34831	05/25/2023	373	DISCOVERY CENTER OF THE SOUTHERN TIER, INC		220766	402.00
34832	05/25/2023	6203	FERRARA FIORENZA, PC		220604	1,393.60
34833	05/25/2023	474	FLEETPRIDE, INC.		220355	76.50
34834	05/25/2023	3527	ELIZABETH GOODRICH			150.00
34835	05/25/2023	6121	SHARON HARRIS			150.00
34836	05/25/2023	647	IROQUOIS MUSEUM		220710	720.00
34837	05/25/2023	4440	LOWE'S		220313	232.45
34838	05/25/2023	3374	MATTHEWS BUSES INC		220356	134.01
34839	05/25/2023	1985	NYAPT		220662	275.00
34840	05/25/2023	1050	PITNEY BOWES BANK INC PURCHASE POWER		220018	500.00
34841	05/25/2023	1051	PUTNAM PEST CONTROL		220296	95.00
34842	05/25/2023	1157	SCHOOL SPECIALTY LLC		220145	368.61
34843	05/25/2023	1386	SPRINGBROOK NY, INC.			4,581.00
34844	05/25/2023	5783	TOLLS BY MAIL			2.35
34845	05/25/2023	6060	REBECCA TOWNDROW		220678	63.54
34846	05/25/2023	1363	UNATEGO SCHOOL LUNCH FUND		220027	66.74
34847	05/25/2023	1580	UNITED AUTO SUPPLY		220357	10.00
34848	05/25/2023	7227	ALLISON WORMAN		220767	65.50

UNATEGO CSD



Check Warrant Report For A - 71: GENERAL WARRANT 5/22 - 5/26/23 For Dates 5/1/2023 - 5/31/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
Number of Transactions: 29					Warrant Total:	545,300.25
					Vendor Portion:	545,300.25
					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, 29 in number, in the total amount of \$ 545,300.25. 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.

5/26/23 Debra A. Whaley Claims Auditor
Date Signature Title

UNATEGO CSD

Check Warrant Report For A - 72: GENERAL HEALTH INSURANCE DUE JUNE 2023 For Dates
5/1/2023 - 5/31/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
34849	05/30/2023	1345	TRUST & AGENCY ACCOUNT		220025	253,263.23

Number of Transactions: 1

Warrant Total: 253,263.23

Vendor Portion: 253,263.23

Payroll Portion: 0.00

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 \$ 253,263.23. 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.

5/31/23
Date

Debra A Whaley
Signature

Claims Auditor
Title

UNATEGO CSD

Check Warrant Report For C - 40: SCHOOL LUNCH WARRANT 5/8 - 5/12/23 For Dates 5/1/2023 - 5/31/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
7248	05/12/2023	96	BEHLOG & SON PRODUCE INC		220261	2,497.27
7249	05/12/2023	6161	CATSKILLS AGRARIAN ALLIANCE INC		220259	99.00
7250	05/12/2023	6032	MICHELLE HOLCOMB			200.00
Number of Transactions: 3					Warrant Total:	2,796.27
					Vendor Portion:	2,796.27
					Payroll Portion:	0.00

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 \$ 2,796.27. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

5/11/23 Deborah Whaley Claims Auditor
Date Signature Title

UNATEGO CSD



Check Warrant Report For C - 41: SCHOOL LUNCH WARRANT 5/15 - 5/19/2023 For Dates 5/1/2023 - 5/31/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
7251	05/19/2023	160	BIMBO BAKERIES USA		220262	567.37
7252	05/19/2023	520	GINSBERG'S INSTITUTIONAL FOODS, INC		220265	12,104.92
7253	05/19/2023	6043	HEADWATER FOODS, INC.		220266	1,092.20
7254	05/19/2023	4318	HERSHEY CREAMERY COMPANY		220267	996.86
7255	05/19/2023	582	HILL & MARKES INC		220268	1,648.46
7256	05/19/2023	2214	INSTANT WHIP- EASTERN NY INC		220269	4,644.89
7257	05/19/2023	4638	MCCRAITH BEVERAGES INC		220270	527.40

Number of Transactions: 7

Warrant Total: 21,582.10

Vendor Portion: 21,582.10

Payroll Portion: 0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 7 in number, in the total amount of \$ 21,582.10. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

5/18/23 Debra A Whaley Claims Auditor
Date Signature Title

UNATEGO CSD



Check Warrant Report For C - 42: SCHOOL LUNCH WARRANT 5/22 - 5/26/23 For Dates 5/1/2023 - 5/31/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
7258	05/25/2023	73	DELAWARE-CHENANGO -MADISON-OTSEGO BOCES		220577	7,013.21
7259	05/25/2023	6174	DOUGLAS EQUIPMENT		220505	9,799.10

Number of Transactions: 2

Warrant Total: 16,812.31

Vendor Portion: 16,812.31

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, 2 in number, in the total amount of \$ 16,812.31. 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.

5/26/23 Deborah Whaley Claims Auditor
Date Signature Title

UNATEGO CSD



Check Warrant Report For C - 43: SCHOOL LUNCH HEALTH INSURANCE DUE JUNE 2023 For
Dates 5/1/2023 - 5/31/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
7260	05/30/2023	1345	TRUST & AGENCY ACCOUNT		220025	7,644.00
Number of Transactions: 1					Warrant Total:	7,644.00
					Vendor Portion:	7,644.00
					Payroll Portion:	0.00

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 \$ 7,644.00. 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.

5/31/23
Date

Debra D Whaley
Signature

Claims Auditor
Title

UNATEGO CSD

Check Warrant Report For F - 27: FEDERAL WARRANT 5/1 - 5/5/23 For Dates 5/1/2023 - 5/31/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
3548	05/04/2023	5985	AMAZON CAPITAL SERVICES	220708	1,948.09
Number of Transactions: 1				Warrant Total:	1,948.09
				Vendor Portion:	1,948.09

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 \$ 1,948.09. 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.

5/5/23
Date

Debra A Whaley
Signature

Clarissa Hutchins
Title

UNATEGO CSD

Check Warrant Report For F - 28: FEDERAL WARRANT 5/8 - 5/12/23 For Dates 5/1/2023 - 5/31/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
3549	05/12/2023	4420	APPLE INC.		220687	7,422.00
3550	05/12/2023	73	DELAWARE-CHENANGO -MADISON-OTSEGO BOCES			20,929.00
3551	05/12/2023	5966	NEW DIRECTIONS SOLUTIONS		220584	4,500.00
Number of Transactions: 3					Warrant Total:	32,851.00
					Vendor Portion:	32,851.00
					Payroll Portion:	0.00

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 \$ 32,851.00. 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.

5/11/23
Date

Debra A Whaley
Signature

Claims Auditor
Title

UNATEGO CSD

Check Warrant Report For F - 29: FEDERAL WARRANT 5/22 - 5/26/23 For Dates 5/1/2023 - 5/31/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
3552	05/25/2023	3150	THE ARC OTSEGO			400.00
3553	05/25/2023	5966	NEW DIRECTIONS SOLUTIONS		220584	4,440.00
3554	05/25/2023	7228	UPSTATE SECURITY CONSULTANTS, LLC			12,400.00

Number of Transactions: 3

Warrant Total: 17,240.00

Vendor Portion: 17,240.00

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, 3 in number, in the total amount of \$ 17,240.00. 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.

5/26/23
DateDebra A Whaley
SignatureClaims Auditor
Title

UNATEGO CSD

Check Warrant Report For H - 11: CAPITAL WARRANT 5/8 - 5/12/23 For Dates 5/1/2023 - 5/31/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
1998	05/12/2023	5909	SCHOOLHOUSE CONSTRUCTION SERVICES LLC		210177	17,500.00

Number of Transactions: 1

Warrant Total: 17,500.00

Vendor Portion: 17,500.00

Payroll Portion: 0.00

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 \$ 17,500.00. 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.

5/11/23

Date

Debra A Whaley

Signature

Claims Auditor

Title

UNATEGO CSD

Check Warrant Report For H - 12: CAPITAL WARRANT 5/22 -5/26/23 For Dates 5/1/2023 - 5/31/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
1999	05/25/2023	6203	FERRARA FIORENZA, PC			1,069.20

Number of Transactions: 1

Warrant Total: 1,069.20

Vendor Portion: 1,069.20

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, 1 in number, in the total amount of \$ 1,069.20. 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.

5/26/23
Date

Debra A Whaley
Signature

Claims Auditor
Title

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
3349	05/11/2023	919	NYS TAX DEPARTMENT	Trust & Agency Payment		15,416.97
3350	05/11/2023	955	US OMNI & TSACG COMPLIANCE SERVICES, INC.	Trust & Agency Payment		13,184.00
3351	05/11/2023	1365	UNATEGO PAYROLL ACCOUNT	Trust & Agency Payment		273,815.35
3352	05/11/2023	1503	UNITED STATES TREASURY	Trust & Agency Payment		88,120.43
3353	05/11/2023	4326	LIFETIME BENEFIT SOLUTIONS	Trust & Agency Payment		525.00
3354	05/11/2023	6200	NYSDCP RECEIPTS	Trust & Agency Payment		260.00
3355	05/25/2023	910	NYS & LOCAL RETIREMENT SYSTEM	Trust & Agency Payment		4,267.24 ✓
3356	05/25/2023	919	NYS TAX DEPARTMENT	Trust & Agency Payment		14,973.81
3357	05/25/2023	955	US OMNI & TSACG COMPLIANCE SERVICES, INC.	Trust & Agency Payment		13,184.00
3358	05/25/2023	1365	UNATEGO PAYROLL ACCOUNT	Trust & Agency Payment		272,252.31
3359	05/25/2023	1503	UNITED STATES TREASURY	Trust & Agency Payment		85,766.86
3360	05/25/2023	4326	LIFETIME BENEFIT SOLUTIONS	Trust & Agency Payment		525.00
3361	05/25/2023	6200	NYSDCP RECEIPTS	Trust & Agency Payment		260.00
9632	05/11/2023	220	CHEN-DEL-O FEDERAL CREDIT UNION			3,956.16
9633	05/11/2023	2172	NYS CHILD SUPPORT PROCESS CTR	Trust & Agency Payment - GAR-SUPP		98.00
9634	05/11/2023	946	NYSUT MEMBER BENEFIT	Trust & Agency Payment - NYSUT		278.77
9635	05/11/2023	975	OTSEGO COUNTY SHERIFF'S OFFICE	Trust & Agency Payment - GAR-SHER		108.76
9636	05/11/2023	1187	SIDNEY FEDERAL CREDIT UNION			3,928.96
9637	05/11/2023	4364	VOTE-COPE	Trust & Agency Payment - VOTE-COPE		5.00
9639	05/25/2023	220	CHEN-DEL-O FEDERAL CREDIT UNION	Trust & Agency Payment - N/CL-DUE		198.87
9640	05/25/2023	2172	NYS CHILD SUPPORT PROCESS CTR	Trust & Agency Payment - GAR-SUPP		98.00
9641	05/25/2023	920	NYS TEACHERS' RETIREMENT SYSTEM	Trust & Agency Payment - TRSLN		1,003.00
9642	05/25/2023	946	NYSUT MEMBER BENEFIT	Trust & Agency Payment - NYSUT		278.77
9643	05/25/2023	975	OTSEGO COUNTY SHERIFF'S OFFICE	Trust & Agency Payment - GAR-SHER		108.76
9644	05/25/2023	1187	SIDNEY FEDERAL CREDIT UNION			3,928.96
9645	05/25/2023	4364	VOTE-COPE	Trust & Agency Payment - VOTE-COPE		5.00

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
Number of Transactions: 26					Warrant Total:	796,547.98
					Vendor Portion:	796,547.98
					Payroll Portion:	0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 26 in number, in the total amount of \$ 796,547.98. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

6-6-23 Debra Whaley Claims Auditor
Date Signature Title

UNATEGO CSD



Check Warrant Report For TA - 53: TRUST & AGENCY WARRANT 5/22 - 5/26/23 For Dates 5/1/2023 - 5/31/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
9419	05/23/2023	6132	**VOID** KAITLYN HENN	**VOID**		-25.00
9638	05/25/2023	6132	KAITLYN HENN			25.00

Number of Transactions: 2

Warrant Total: 0.00

Vendor Portion: 0.00

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, 2 in number, in the total amount of \$ 0.00. 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.

5/26/23
Date

Debra A. Whaley
Signature

Claims Auditor
Title

UNATEGO CSD

Check Warrant Report For TA - 54: TRUST & AGENCY HEALTH INSURANCE DUE JUNE 2023 For
Dates 5/1/2023 - 5/31/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
9646	05/30/2023	4297	EXCELLUS HEALTH PLAN - GROUP			316,001.89
9647	05/30/2023	803	METROPOLITAN LIFE INSURANCE CO			891.45

Number of Transactions: 2

Warrant Total: 316,893.34

Vendor Portion: 316,893.34

Payroll Portion: 0.00

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 \$ 316,893.34. 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.

5/31/23

Date

Debra D Whaley

Signature

Claims Auditor

Title

UNATEGO CSD**Check Warrant Report For TA - 56: TRUST & AGENCY BENEFITS REIMBURSEMENT MAY 2023 For
Dates 5/1/2023 - 5/31/2023**

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
3362	05/31/2023	4326	LIFETIME BENEFIT SOLUTIONS			15.00
3363	05/31/2023	4326	LIFETIME BENEFIT SOLUTIONS			93.95
3364	05/31/2023	4326	LIFETIME BENEFIT SOLUTIONS			89.00
3365	05/31/2023	4326	LIFETIME BENEFIT SOLUTIONS			5.00
3366	05/31/2023	4326	LIFETIME BENEFIT SOLUTIONS			32.38
3367	05/31/2023	4326	LIFETIME BENEFIT SOLUTIONS			55.98
3368	05/31/2023	4326	LIFETIME BENEFIT SOLUTIONS			20.00
3369	05/31/2023	4326	LIFETIME BENEFIT SOLUTIONS			32.01
3370	05/31/2023	4326	LIFETIME BENEFIT SOLUTIONS			19.44
3371	05/31/2023	4326	LIFETIME BENEFIT SOLUTIONS			14.47
3372	05/31/2023	4326	LIFETIME BENEFIT SOLUTIONS			82.56
3373	05/31/2023	4326	LIFETIME BENEFIT SOLUTIONS			250.00
3374	05/31/2023	4326	LIFETIME BENEFIT SOLUTIONS			295.00
3375	05/31/2023	4326	LIFETIME BENEFIT SOLUTIONS			15.00
3376	05/31/2023	4326	LIFETIME BENEFIT SOLUTIONS			44.71
3377	05/31/2023	4326	LIFETIME BENEFIT SOLUTIONS			44.00
3378	05/31/2023	4326	LIFETIME BENEFIT SOLUTIONS			41.36
3379	05/31/2023	4326	LIFETIME BENEFIT SOLUTIONS			17.79
3380	05/31/2023	4326	LIFETIME BENEFIT SOLUTIONS			34.00
3381	05/31/2023	4326	LIFETIME BENEFIT SOLUTIONS			5.00
3382	05/31/2023	4326	LIFETIME BENEFIT SOLUTIONS			50.00
3383	05/31/2023	4326	LIFETIME BENEFIT SOLUTIONS			5.00
3384	05/31/2023	4326	LIFETIME BENEFIT SOLUTIONS			25.00
3385	05/31/2023	4326	LIFETIME BENEFIT SOLUTIONS			10.00

UNATEGO CSD

Check Warrant Report For TA - 56: TRUST & AGENCY BENEFITS REIMBURSEMENT MAY 2023 For
Dates 5/1/2023 - 5/31/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
Number of Transactions: 24					Warrant Total:	1,296.65
					Vendor Portion:	1,296.65
					Payroll Portion:	0.00

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 \$ 1,296.65. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

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

Unatego Central School District

Unatego, NY 13825

MEMO

To: Dr. Richards

From: Patti Loker, School Business Manager 

Date: June 14, 2023

Re: Reserve usage for 2022-2023

Below are the totals that I am recommending that the District utilize from the reserves for the 2022-23 year:

Unemployment Reserve = \$8,300

Employee Benefit Liability Reserve = \$50,732

Liability Reserve = \$55,000

Retirement Reserve = \$101,832 (as budgeted)

I recommend that the Board of Education approve usage of the four reserves for 22-23. Recommendations will be made later this summer for funding of the reserves based on available funds as of June 30, 2023.

**RESOLUTION OPTING OUT OF EXEMPTION
UNDER SECTION 487 OF REAL PROPERTY TAX LAW**

WHEREAS, Section 487 of the Real Property Tax Law provides a tax exemption for real property which includes certain solar and wind energy systems, farm waste energy systems, and other alternate energy systems; and

WHEREAS, Section 487(8) of the Real Property Tax Law authorizes school districts to opt out of this exemption; and

WHEREAS, the Board of Education of the Unatego Central School District has determined that it would be in the best interest of the District to opt out of this exemption.

NOW, THEREFORE, BE IT RESOLVED that:

1. No tax exemption made available by Section 487 of the Real Property Tax Law shall be applicable within the jurisdiction of the Unatego Central School District with respect to any solar or wind energy system or farm waste energy system constructed subsequent to the effective date of this Resolution.
2. No tax exemption made available by Section 487 of the Real Property Tax Law shall be applicable within the jurisdiction of the Unatego Central School District with respect to any micro-hydroelectric energy system, fuel cell electric generating system, micro-combined heat and power generating equipment system, or electric energy storage equipment or electric energy storage system constructed subsequent to the effective date of this Resolution.
3. The Superintendent of Schools is authorized to take any other necessary and proper action to implement this Resolution.
4. This Resolution shall take effect immediately.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

AYES: _____

NAYS: _____

The Resolution was thereupon declared adopted.

Dated: _____

**School District Clerk
Unatego Central School District**

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: The Board of Education
From: Connie Babino, Food Service Director
RE: Milk and Ice Cream Bid Award
Date: June 21, 2023

I would like to recommend Bill Brother's Dairy for our milk – they are the lowest bidder.

I would like to recommend Hershey's Ice Cream – They are the only bidder

Copies of bids enclosed.

Thank you

Unatego Milk Analysis				Bill Bros			Instantwhip			
Quantlty	UOM	Description	BOCES #	Escalator Price with Coolers	Adjusted	Total Requested	Escalator Price without Coolers	Adjusted	Total Requested	Alt Brand/Alt UOM
Unflavored Milk										
730	Case	1% White Milk, 1/2 pints	27507	\$0.35	\$17.36	\$12,672.80	\$18.50	\$18.50	\$13,505.00	50/case
2	Case	Skim White Milk, 1/2 pints	27508	\$0.33	\$16.61	\$33.22	\$18.25	\$18.25	\$36.50	50/case
5	Case	1% White Milk, Lactaid, 1/2 pints	27518	\$0.83	\$41.25	\$206.25	No Bid	\$0.00	\$0.00	
Flavored Milk										
3200	Case	1% Chocolate Milk, 1/2 pints	27522	\$0.35	\$17.66	\$56,512.00	\$18.50	\$18.50	\$59,200.00	50/case
Dairy Free Milk										
5	CASE	Pearl Organic Soy milk (creamy vanilla) - 8.25 oz, 24/case	27564	\$0.00	\$0.00	\$0.00	No Bid	\$0.00	\$0.00	
Juice										
20	Case	Orange Juice, 4 oz. Cartons	27528	\$0.27	\$19.32	\$386.50	\$21.76	\$21.76	\$435.20	
20	Case	Apple Juice, 4 oz. Cartons	27533	\$0.26	\$18.58	\$371.66	\$22.09	\$22.09	\$441.80	
10	Case	Grape Juice, 4 oz. Cartons	27534	\$0.00	\$0.00	\$0.00	\$23.54	\$23.54	\$235.40	
Other Dairy Products										
10	CASE	Cream Cheese, 1 oz cups/100-cs	27552	\$23.20	\$23.20	\$232.00	\$27.29	\$27.29	\$272.90	
Yogurt										
120	EACH	Vanilla Yogurt Lowfat - 5#	27254	\$9.94	\$9.94	\$1,192.80	\$31.80	\$7.95	\$954.00	
10	Case	Assorted Flavored Yogurt - 4 oz. cups-12 per case	27544	\$0.45	\$5.37	\$53.66	\$19.67	\$4.91	\$49.10	48/case
						\$71,660.89				

Unatego Ice Cream Analysis				Hershey's	
Quantity	UOM	Description	BOCES #	Bid Price with Freezers	Total Request
Frozen Yogurt					
5	BOX	Sour Apple Twister Cup, No Fat, 3 oz, 24/box	27260	NO BID	
10	BOX	Sour Blue Raspberry Twister Cup, No Fat, 3 oz, 24/box	27261	NO BID	
Fruit Bars & Cups					
5	BOX	Fruit Punch Bar, 3 oz, 24/box	27265	NO BID	
Novelties-Bars					
15	CASE	Chocolate Scooter Bar, 3 oz, 36/Box	246832	\$15.12	\$226.80
15	CASE	Strawberry Scooter Bar, 3 oz, 36/Box	246833	\$15.12	\$226.80
15	BOX	Polar Blast Bar 2.25oz - 36/Box	27266	\$12.60	\$189.00
15	BOX	Fudge Bar, Low Fat, 3 oz, 24/box	27288	NO BID	
10	BOX	Ice Cream "Banjo" Bar, 3 oz, 24/box	27310	NO BID	
10	BOX	Salted Caramel Brownie Crunch Low Fat Bar	934620	NO BID	
Novelties-Cones					
10	BOX	Crazy Cone, 3 oz, 24/box	27252	\$15.36	\$153.60
10	BOX	Cookies & Cream Cone, 3 oz, 24/box	27348	\$15.36	\$153.60
10	BOX	Chocolate Vanilla Twist Cone, Low Fat, 4 oz, 24/box	935097	NO BID	
Novelties-Cups					
20	CASE	Chocolate Ice Cream Cups, 3 oz, 48/case	27333	NO BID	
20	CASE	Vanilla Ice Cream Cups, 3 oz, 48/case	27335	\$20.16	\$403.20
Novelties-Sandwiches					
10	BOX	Ice Cream Sandwich, Low Fat, 3 oz, 24/box	27240	\$13.92	\$139.20
10	BOX	Cookies and Cream Ice Cream Sandwich - 24/box	27241	\$13.92	\$139.20
10	BOX	Vanilla Mighty Mini Sandwich, Reduced Fat, 3 oz, 24/box	27267	\$17.28	\$172.80
10	BOX	Brownie Batter Ice Cream Sandwich, 4 oz, 24/box	27590	NO BID	
Sherbet					
5	BOX	Orange Sherbet, 4 oz, 96/box	27302	\$9.12	\$45.60
5	BOX	Raspberry Sherbet, 3 oz, 96/box	27303	\$9.12	\$45.60
					\$1,895.40

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

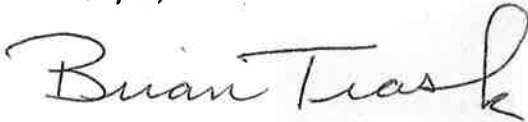
To: Dr. David Richards, Superintendent of Schools

From: Brian Trask, Buildings & Grounds Supervisor

Date: June 23, 2023

I am recommending Arlu Whitaker, permanent appointment as a cleaner, effective June 20, 2023.

Thank you,

A handwritten signature in cursive script that reads "Brian Trask". The signature is written in dark ink and is positioned above the printed name and title.

Brian Trask
Buildings & Grounds Supervisor

RECEIVED
JUN 12 2023

June 8, 2023

Dr. David Richards
Superintendent of Schools
Unatego Central School District
2641 NY-7
Otego, NY 13825

Dear Superintendent Richards:

I, Cheyanne Mullineaux, hereby resign from my position as bus driver with the Unatego Central School District effective retroactive to the close of business May 29, 2023.

Sincerely,


Cheyanne Mullineaux



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 and the Board of Education
FROM: Mike Snider
DATE: June 22, 2023
RE: Recommendation for a Permanent Appointment – Mackenzie Rutherford

I would like to recommend Mackenzie Rutherford for a permanent appointment as an elementary aide.

Mackenzie Rutherford's effective date for a permanent appointment would be June 13, 2023.

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

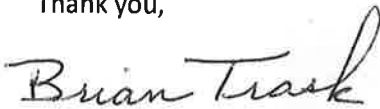
To: Dr. David Richards, Superintendent of Schools

From: Brian Trask, Transportation Supervisor

Date: June 23, 2023

I am recommending Heather Ryder keyboard specialist as the Transportation Secretary, effective July 1, 2023.

Thank you,



Brian Trask
Transportation Supervisor



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: June 22, 2023
RE: Elementary Summer Academic Program Recommendations - Aides

Here are the recommendations for the Elementary's Summer Academic Program Aides. The program runs from July 10 through July 27 (Monday – Thursday).

We will work with students in grades K, 1, and 2.

Gina Boliski

Lori Bomba

Kelly DeMorier

Savannah Jackson

Marah Seward



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 and the Board of Education
FROM: Mike Snider
DATE: June 22, 2023
RE: Recommendation for a Summer School / Summer Program Security Door Clerical

I would like to recommend Kaleigh Barber as the Summer School / Summer Program Security Door Clerical.

I would like to recommend Martha Vanderlip as the substitute for the security door when Kaleigh is absent.



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 and the Board of Education
FROM: Mike Snider
DATE: June 22, 2023
RE: Recommendation for a Summer School / Summer Program Nurse

I would like to recommend Shannon Leizear as the summer school / summer program nurse (July 10 – 27).

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

June 26, 2023

Approve the following returning non-teaching substitutes for the 2023-2024 school year:

Tamara Tatiana Auguste (Aide)
Justin Corna (LTA)
Mark Hopper (Cleaner)
Lasca Mazzone (Cleaner/Bus Aide/FSH)
Dennis Walrath (LTA)
Stephanie Welch (Aide/LTA)
Onanong Yoosuk Bloomfield (Aide)

Approve the following returning substitute teachers for the 2023-2024 school year:

Tamara Tatiana Auguste
Justin Corna
Denise Marshall
Dorothy Rudolph
Dennis Walrath
Stephanie Welch
Onanong Yoosuk Bloomfield



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: June 22, 2023
RE: Elementary Summer Academic Program Recommendations - Teachers

Here are the recommendations for the Elementary's Summer Academic Program Teachers. The program runs from July 10 through July 27 (Monday – Thursday).

We will work with students in grades K, 1, and 2.

Teachers

Caroline Christiansen – Summer Academic Program

Jill Patrick - Summer Academic Program

Hannah Pleban - Summer Academic Program

Kelly Post - Summer Academic Program

Jacki Smith - Summer Academic Program

Kate Webb - Summer Academic Program

Katie James - Summer Academic Program


Maureen Haehnel – Music Lessons

Kelli Hafele – PreK one week program

Anita Grays – PreK one week program

June 21, 2023

RECEIVED
JUN 22 2023



Julie Lambiaso
Principal
Unatego School District
2641 State Highway 7
Otego, NY 13825

To Whom it may Concern:

It is with regret that I am resigning my post as the Unatego School Districts middle school and high school Physical Education teacher. My last date of employment will be August 31, 2023.

This was not an easy decision to make on my part. I would like to thank you and the rest of the teachers and administration for the support that you have given me throughout my time here. Unfortunately, my life has taken a different direction and I will be relocating out of the area. I have enjoyed working as a part of this team and appreciate the opportunities that I have had for personal and professional development. I wish you and the school all the best.

Sincerely,



Michelle Castle
Physical Education

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Maureen Haehnel

POSITION: 1/2 time music position - elementary school

REPLACES: open position

EFFECTIVE DATE: September 1, 2023

EDUCATION LEVEL: Masters Plus

YEARS OF EXPERIENCE: retired

SALARY: STEP LEVEL \$41,666


CERTIFICATION: Music

COLLEGE: Masters Degree plus

REFERENCES CONTACTED:

1. Mike Snider
2.

COMMENTS: Maureen has been a music teacher in the Unatego district for
many years. She is able to come back part time to help us with
our elementary music program.

 6-22-23
ADMINISTRATOR SIGNATURE **DATE**

To: Dr. Richards, Superintendent

From: Julie Lambiaso, HS Principal

Date: June 22, 2023

Re: Summer School Teachers

I am recommending the following teachers for summer school:

Scott Hornung

Jennifer Mileski

Memo

To: Sheila Nolan
From: Tim Simonds
cc: Heather Ryder, Dr. David Richards
Date: 6/23/2023
Re: Summer School Teachers

I write to recommend the following middle school staff for Summer School 2023.

- Karen Alvin
- Jerome Degan
- Kathleen Bacon
- Sadaf Bhatti
- Sara Ingalls (sub)

Thank you.