

**UNATEGO CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION AGENDA
TENTATIVE
MONDAY, AUGUST 19, 2019
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 Pledge
- 1.4 Approve regular board meeting minutes of August 5, 2019
- 1.5 Adopt Agenda

2. PUBLIC COMMENT

3. PRESENTATIONS

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

4. ADMINISTRATIVE ACTION

- 4.1 Warrants (Information only)
- 4.2 Budget Status Reports (Information only)
- 4.3 Approve Treasurer's Reports (8.19.19 G1)
- 4.4 Approve 2019-2020 District Safety Plan (8.19.19 G2)
- 4.5 Approve After School Care Program workers for the 2019-2020 school year (8.8.19 UC1)
- 4.6 Approve JoAnn Dorch permanent appointment (8.19.19 UC2)
- 4.7 Approve Jeremy Terrell permanent appointment (8.19.19 UC3)
- 4.8 Approve Corbin Henry returning substitute teacher/LTA/aide for the 2019-2020 school year (8.19.19 UC4)
- 4.9 Approve Sherry Baumes for the Kindergarten Boot Camp (8.19.19 C1)
- 4.10 Accept Colleen Cioccari's resignation as Site Master (8.19.19 UC5)
- 4.11 Accept Giovanna Picciocca resignation as School Psychologist (8.19.19 C2)
- 4.12 Appoint Sheila Nolan Site Master (8.19.19 UC6)
- 4.13 Appoint Cheyanne Mullineaux bus driver pending certification (8.19.19 UC7)
- 4.14 Appoint Christina Butcher Physical Education Teacher (8.19.19 C3)
- 4.15 Appoint Kerri Frailey-Love aide (8.19.19 UC8)

5. PUBLIC COMMENT

6. ROUND TABLE DISCUSSION/QUESTIONS

7. EXECUTIVE SESSION (IF NECESSARY)

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

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

8. ADJOURN

Board Agenda 8.19.19

PG: 3

4.3

8.19.19 G1

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

4.4

8.19.19 G2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the 2019-2020 District Safety Plan as presented.

4.5

8.19.19 UC1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve After School Program Workers for the 2019-2020 school year as presented.

4.6

8.19.19 UC2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the permanent appointment of JoAnn Dorch, bus driver, effective August 28, 2019 presented.

4.7

8.19.19 UC3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the permanent appointment of Jeremy Terrell, bus driver, effective August 28, 2019 as presented.

4.8

8.19.19 UC4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Corbin Henry returning substitute teacher/LTA/aide for the 2019-2020 school year.

4.9

8.19.19 C1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Sherry Baumes for the 2019 Kindergarten Boot Camp, August 5, 2019 – August 16, 2019, per aides contract as presented.

4.10

8.19.19 UC5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Colleen Cioccari's resignation as Site Master effective August 30, 2019.

Board Agenda 8.19.19

PG: 4

4.11

8.19.19 C2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Giovanna Picciocca's resignation as School Psychologist effective August 20, 2019 as presented.

4.12

8.19.19 UC6

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Sheila Nolan, Site Master at a stipend of \$2,000 effective September 1, 2019.

4.13

8.19.19 UC7

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Cheyanne Mullineaux bus driver, pending certification, to a 52-week probationary appointment, at a rate of \$14.00 per/hr. and fingerprinting and criminal history review, effective September 3, 2019 as presented.

4.14

8.19.19 C3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Christina Butcher to a four-year probationary appointment as Physical Education Teacher in the tenure area of Physical Education, effective September 1, 2019 and ending August 31, 2023 at a Bachelors Step 1 and salary at \$46,335.

This expiration date is tentative and conditional only. Except to the extent required by the applicable provisions of Section 3012 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

4.15

8.19.19 UC8

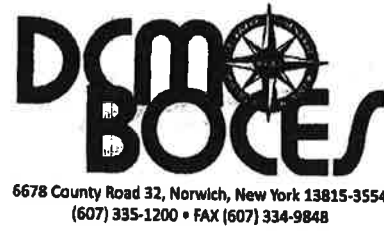
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Kerri Fraley-Love to a 52-week probationary appointment as aide at a rate of \$11.10/hr, effective September 3, 2019 as presented.

Internal Claims Auditor Report for Unatego Central School District

Warrant Report Dates: July 2019 # Checks Audited 92

Internal Claims Auditor: Jim Ino

Discovered Condition	Internal Auditor Requested Corrective Action	Corrective Action Taken
WRITE UPS:		
Incorrect Remit Address 2 Incidents	Correct Remit Address	Correction Done
Check Cut without being audited 2 Incidents		
Total Entries: 1792.23 % of Findings		
MISC ITEMS:		
Purchase orders should be created prior to purchases:		



To: Unatego Board Member

From: Patricia A. Loker *pal*
School Business Manager

Date: July 31, 2019

Re: Warrants for August 19, 2019 meeting

Enclosed, please find the following July warrants for the August 19th meeting:

<u>FUND</u>	<u>#'s</u>
General Fund	1, 2, 3, 5, 6, 7
Federal	1
School Lunch Fund	1, 2, 3
Capital	

pal/dk

cc Dr. David Richards



To: Unatego Board Member

From: Patricia A. Loker
School Business Manager

Date: July 31, 2019

Re: Warrants for August 19, 2019 meeting

Enclosed, please find the following July warrants for the August 19th meeting:

<u>FUND</u>	<u>#'s</u>
General Fund	1, 2, 3, 5, 6, 7
Federal	1
School Lunch Fund	1, 2, 3
Capital	

pal/dk

cc Dr. David Richards

UNATEGO CSD

Check Warrant Report For A - 1: GENERAL / HEALTH-DENTAL JULY (WIRES) For Dates 7/1/2019 - 7/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
30548	07/02/2019	1345	TRUST & AGENCY ACCOUNT			271,122.88
Number of Transactions: 1					Warrant Total:	271,122.88
					Vendor Portion:	271,122.88
					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 \$ 271,122.88. 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.

_____	_____	_____
Date	Signature	Title

UNATEGO CSD

Check Warrant Report For A - 2: GENERAL PAYABLES/JUL 5 For Dates 7/5/2019 - 7/5/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
30551	07/05/2019	4482	ACCESS THERAPY GROUP, PLLC			760.00
30552	07/05/2019	74	KATHLEEN BACON			205.09
30553	07/05/2019	4524	SCOTT BACON			279.96
30554	07/05/2019	2829	COLLEEN CIOCCARI			73.08
30555	07/05/2019	5757	ANTHONY CORREALE			168.78
30556	07/05/2019	73	DCMO BOCES TREASURER			1,845.92
30557	07/05/2019	4397	EMERSON TESTING, LLC			55.00
30558	07/05/2019	478	FOLLETT SCHOOL SOLUTIONS, INC.			1,895.89
30559	07/05/2019	506	KIMBERLY GASCON			50.00
30560	07/05/2019	4304	GLOBAL MONTELLO GROUP			11,430.35
30561	07/05/2019	4212	J & M TROPHIES			939.00
30562	07/05/2019	1297	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS LLC			6,614.33
30563	07/05/2019	4639	GIOVANNA PICCIOCCA			45.24
30564	07/05/2019	5826	SHERWOOD & SHERWOOD, P.C. LAW OFFICES			67.54
30565	07/05/2019	1386	SPRINGBROOK NY, INC.			23,827.40
30566	07/05/2019	2252	MICHELE WILSON			39.44
Warrant Total:						48,297.02
Vendor Portion:						48,297.02
Payroll Portion:						0.00

Number of Transactions: 16

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 16 in number, in the total amount of \$ 48,297.02. 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.

Date Signature Title

UNATEGO CSD

Check Warrant Report For A - 3: GENERAL 7/5/19 For Dates 7/5/2019 - 7/5/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
30549	07/05/2019	4701	KEY GOVERNMENT FINANCE, INC.		190000	60,933.03
30549	07/05/2019	4701	**VOID** KEY GOVERNMENT FINANCE, INC.	**VOID**	190000	-60,933.03
30550	07/05/2019	1464	WORKERS COMP SELF-INS ALLIANCE		190001	97,917.00
30567	07/05/2019	4701	KEY GOVERNMENT FINANCE, INC.		190000	60,933.03
Number of Transactions: 4					Warrant Total:	158,850.03
					Vendor Portion:	158,850.03
					Payroll Portion:	0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 4 in number, in the total amount of \$ 158,850.03. 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.

_____	_____	_____
Date	Signature	Title

UNATEGO CSD

Check Warrant Report For A - 5: GENERAL PAYABLES/JULY For Dates 7/1/2019 - 7/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
30568	07/12/2019	469	FIRST BANKCARD			1,295.12
30569	07/12/2019	936	NYSEG			4,996.69
30570	07/12/2019	4512	247 SECURITY INC			3,000.00
30571	07/12/2019	3150	THE ARC OTSEGO			7,143.00
30572	07/12/2019	4500	D'ARCANGELO & CO., LLP			12,275.00
30573	07/12/2019	326	THE DAILY STAR			25.52
30574	07/12/2019	2033	DAY AUTOMATION SYSTEMS INC			6,644.06
30575	07/12/2019	3759	DIRECT ENERGY BUSINESS			6,596.78
30576	07/12/2019	582	HILL & MARKES INC			3,469.96
30577	07/12/2019	589	HOGAN, SARZYNSKI, LYNCH, DEWIND & GREGORY, LLP			1,096.20
30578	07/12/2019	5790	INGERSOLL-RAND COMPANY			10,025.00
30579	07/12/2019	4323	LIFT SAFE - FUEL SAFE INC.			4,019.60
30580	07/12/2019	2564	MARY IMOGENE BASSETT HOSPITAL			1,669.78
30581	07/12/2019	4193	KATHERINE MAZOUREK			195.00
30582	07/12/2019	5811	MOHAWK LTD.			390.00
30583	07/12/2019	971	OTSEGO CO DEPT SOCIAL SERVICES			2,319.29
30584	07/12/2019	1131	SARGENT WELCH			74.45
30585	07/12/2019	5785	SNAP-ON			989.00
30586	07/12/2019	4751	TOBII DYNAVOX LLC			99.00
30587	07/12/2019	1412	VILLAGE VARIETY, LTD.			30.43
30588	07/12/2019	5841	WELL NOW UC - ONEONTA			480.00
30600	07/19/2019	16	ADAMS BOOK COMPANY INC			1,004.00
30601	07/19/2019	73	DCMO BOCES TREASURER			119.80
30602	07/19/2019	4609	PATRICIA LOKER			261.00
30603	07/19/2019	842	N.Y.S. UNEMPLOYMENT INSURANCE			1,898.58
30604	07/19/2019	2117	NBI, INC			688.00
30605	07/19/2019	1218	STADIUM SYSTEM, INC.			3,540.75
30606	07/19/2019	3886	UNADILLA VALLEY CENTRAL SCHOOL			97,500.00
30607	07/19/2019	4179	US GAMES			63.84
30609	07/26/2019	4621	ROLLING V BUS CORPORATION			3,555.00

UNATEGO CSD

Check Warrant Report For A - 5: GENERAL PAYABLES/JULY For Dates 7/1/2019 - 7/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
Number of Transactions: 30					Warrant Total:	175,464.85
					Vendor Portion:	175,464.85
					Payroll Portion:	0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 30 in number, in the total amount of \$ 175,464.85. 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.

Date

Signature

Title

UNATEGO CSD

Check Warrant Report For A - 6: GENERAL/JUL 8-12 For Dates 7/8/2019 - 7/12/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
30589	07/12/2019	3633	CNYSBA			650.00
30590	07/12/2019	2051	MAKE MUSIC INC		190077	140.00
30591	07/12/2019	859	NASSP		190078	960.00
30592	07/12/2019	4046	NORTHERN INSURING AGENCY INC		190017	3,244.00
30593	07/12/2019	1985	NYAPT, INC.		190010	40.00
30594	07/12/2019	4010	NYSIR		190018	68,392.00
30595	07/12/2019	955	OMNI GROUP THE		190016	2,695.00
30596	07/12/2019	3211	PTSI		190012	895.00
30597	07/12/2019	1119	RURAL SCHOOLS ASSOCIATION		190053	750.00
30598	07/12/2019	2171	THYSSENKRUPP ELEVATOR CORP.		190011	1,198.80
30599	07/12/2019	1504	UNATEGO TEACHERS ASSOCIATION		190177	24,471.00

Number of Transactions: 11

Warrant Total:	103,435.80
Vendor Portion:	103,435.80
Payroll Portion:	0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 11 in number, in the total amount of \$ 103,435.80. 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.

_____	_____	_____
Date	Signature	Title

UNATEGO CSD

Check Warrant Report For A - 7: GENERAL/JUL 15-26 For Dates 7/15/2019 - 7/26/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
30567	07/19/2019	4701	**VOID** KEY GOVERNMENT FINANCE, INC.	**VOID**	190000	-60,933.03
30608	07/19/2019	4701	KEY GOVERNMENT FINANCE, INC.		190000	60,933.03
30610	07/26/2019	4057	BIG APPLE MUSIC, LLC		190491	2,200.00
30611	07/26/2019	234	THE CITY OF ONEONTA		190126	50.00
30612	07/26/2019	478	FOLLETT SCHOOL SOLUTIONS, INC.		180775	1,057.23
30613	07/26/2019	1119	RURAL SCHOOLS ASSOCIATION		180778	1,075.00
Warrant Total:						4,382.23
Vendor Portion:						4,382.23
Payroll Portion:						0.00

Number of Transactions: 6

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 6 in number, in the total amount of \$ 4,382.23. 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.

_____	_____	_____
Date	Signature	Title

UNATEGO CSD

Check Warrant Report For F - 1: FEDERAL PAYABLES/JULY For Dates 7/1/2019 - 7/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
3426	07/12/2019	3150	THE ARC OTSEGO			1,642.00
Number of Transactions: 1					Warrant Total:	1,642.00
					Vendor Portion:	1,642.00
					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 \$ 1,642.00. 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.

_____	_____	_____
Date	Signature	Title

UNATEGO CSD

Check Warrant Report For C - 1: SCHOOL LUNCH / HEALTH-DENTAL (WIRE) JULY 2019 For Dates
7/1/2019 - 7/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
6720	07/02/2019	1345	TRUST & AGENCY ACCOUNT			6,525.75

Number of Transactions: 1

Warrant Total:	6,525.75
Vendor Portion:	6,525.75
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 \$ 6,525.75. 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.

_____	_____	_____
Date	Signature	Title

UNATEGO CSD

Check Warrant Report For C - 2: SCHOOL LUNCH For Dates 7/5/2019 - 7/5/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
6721	07/05/2019	1464	WORKERS COMP SELF-INS ALLIANCE		190001	5,900.00
Number of Transactions: 1					Warrant Total:	5,900.00
					Vendor Portion:	5,900.00
					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 \$ 5,900.00. 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.

_____	_____	_____
Date	Signature	Title

UNATEGO CSD

Check Warrant Report For C - 3: SCHOOL LUNCH PAYABLES/JUL 19 For Dates 7/1/2019 - 7/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
6722	07/19/2019	73	DCMO BOCES TREASURER			6,393.96

Number of Transactions: 1

Warrant Total:	6,393.96
Vendor Portion:	6,393.96
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 \$ 6,393.96. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

Signature

Title

Unatego Central School		GENERAL # 1		Entries: 1	
GENERAL FUND	CHECK DATE: 07/02/19	CHECK NUMBERS 30548		Check Count 1	
		WIRE NUMBERS		Wire Count	
Items that need to be corrected before checks are printed					
Vendor	Invoice	\$ Amount	Problem	Action to be Taken	Response
"PERFECT WARRANT NO CORRECTIONS NECESSARY"					
Purchase Order Should Be Created Prior To Purchases:					
Other Misc. Items to be Noted					

<u>Unatego Central School</u>		<u>GENERAL # 2</u>		<u>Entries: 22</u>	
<u>GENERAL FUND</u>	<u>CHECK DATE:</u> 07/05/19	<u>CHECK NUMBERS</u> 30551-30566		<u>Check Count</u> 16	
		<u>WIRE NUMBERS</u>		<u>Wire Count</u>	
<u>Items that need to be corrected before checks are printed</u>					
<u>Vendor</u>	<u>Invoice</u>	<u>\$ Amount</u>	<u>Problem</u>	<u>Action to be Taken</u>	<u>Response</u>
<u>"PERFECT WARRANT NO CORRECTIONS NECESSARY"</u>					
<u>Purchase Order Should Be Created Prior To Purchases:</u>					
<u>Other Misc. Items to be Noted</u>					

<u>Unatego Central School</u>			<u>GENERAL # 3</u>	<u>Entries: 3</u>	
<u>GENERAL FUND</u>	<u>CHECK DATE:</u>		<u>CHECK NUMBERS</u>	<u>Check Count</u>	
	07/05/19		30549 (30549 Voided) 30550, 30567	4	
			<u>WIRE NUMBERS</u>	<u>Wire Count</u>	
	<u>Items that need to be corrected before checks are printed</u>				
<u>Vendor</u>	<u>Invoice</u>	<u>\$ Amount</u>	<u>Problem</u>	<u>Action to be Taken</u>	<u>Response</u>
<u>"PERFECT WARRANT NO CORRECTIONS NECESSARY"</u>					
<u>Purchase Order Should Be Created Prior To Purchases:</u>					
<u>Other Misc. Items to be Noted</u>					

Unatego Central School		GENERAL # 5		Entries: 67	
GENERAL FUND	CHECK DATE:	CHECK NUMBERS		Check Count	
	07/12/19, 07/19/19	30568-30588, 30600-30607, 30609		30	
		WIRE NUMBERS		Wire Count	
Items that need to be corrected before checks are printed					
Vendor	Invoice	\$ Amount	Problem	Action to be Taken	Response
"PERFECT WARRANT NO CORRECTIONS NECESSARY"					
Purchase Order Should Be Created Prior To Purchases:					
Other Misc. Items to be Noted					

Unatego Central School		GENERAL # 6		Entries: 16	
GENERAL FUND	CHECK DATE: 07/12/19	CHECK NUMBERS 30589-30599		Check Count 11	
		WIRE NUMBERS		Wire Count	
Items that need to be corrected before checks are printed					
Vendor	Invoice	\$ Amount	Problem	Action to be Taken	Response
"PERFECT WARRANT NO CORRECTIONS NECESSARY"					
Purchase Order Should Be Created Prior To Purchases:					
Other Misc. Items to be Noted					

<u>Unatego Central School</u>		<u>GENERAL # 7</u>		<u>Entries: 7</u>	
<u>GENERAL FUND</u>	<u>CHECK DATE:</u>	<u>CHECK NUMBERS</u>		<u>Check Count</u>	
	07/19/19, 07/26/19	30567 (Voided), 30608, 30610-30613		6	
		<u>WIRE NUMBERS</u>		<u>Wire Count</u>	
<u>Items that need to be corrected before checks are printed</u>					
<u>Vendor</u>	<u>Invoice</u>	<u>\$ Amount</u>	<u>Problem</u>	<u>Action to be Taken</u>	<u>Response</u>
<u>"PERFECT WARRANT NO CORRECTIONS NECESSARY"</u>					
<u>Purchase Order Should Be Created Prior To Purchases:</u>					
<u>Other Misc. Items to be Noted</u>					

Unatego Central School		FEDERAL FUND # 1		1	
TRUST & AGENCY FUND	CHECK DATE: 07/12/19	CHECK NUMBERS 3426		Check Count 1	
		WIRE NUMBERS		WIRE COUNT	
Items that need to be corrected before checks are printed					
Vendor	Invoice	\$ Amount	Problem	Action to be Taken	Response
"PERFECT WARRANT NO CORRECTIONS NECESSARY"					
Other Misc. Items to be Noted					

Unatego Central School		SCHOOL LUNCH # 1		Entries: 1
SCHOOL LUNCH FUND	CHECK DATE: 07/02/19	CHECK NUMBERS 6720		Check Count 1
		WIRE NUMBERS		Wire Count
Vendor	Invoice	\$ Amount	Problem	Action to be Taken
"PERFECT WARRANT NO CORRECTIONS NECESSARY"				
Other Misc. Items to be Noted				

<u>Unatego Central School</u>		<u>SCHOOL LUNCH # 2</u>		<u>Entries: 1</u>
<u>SCHOOL LUNCH FUND</u>	<u>CHECK DATE:</u> 07/05/19	<u>CHECK NUMBERS</u> 6721		<u>Check Count</u> 1
		<u>WIRE NUMBERS</u>		<u>Wire Count</u>
<u>Vendor</u>	<u>Invoice</u>	<u>\$ Amount</u>	<u>Problem</u>	<u>Action to be Taken</u>
<u>"PERFECT WARRANT NO CORRECTIONS NECESSARY"</u>				
<u>Other Misc. Items to be Noted</u>				

<u>Unatego Central School</u>		<u>SCHOOL LUNCH # 3</u>		<u>Entries: 2</u>
<u>SCHOOL LUNCH FUND</u>	<u>CHECK DATE:</u> 07/19/19	<u>CHECK NUMBERS</u> 6722		<u>Check Count</u> 1
		<u>WIRE NUMBERS</u>		<u>Wire Count</u>
<u>Vendor</u>	<u>Invoice</u>	<u>\$ Amount</u>	<u>Problem</u>	<u>Action to be Taken</u>
<u>"PERFECT WARRANT NO CORRECTIONS NECESSARY"</u>				
<u>Other Misc. Items to be Noted</u>				

TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL

Trust & Agency Fund Checking

BALANCE ON HAND: July 1, 2019 \$ 168,609.89

VOIDED CHECKS \$ -

RECEIPTS:

INTEREST	1.76
RETIREE'S HEALTH INSURANCE	4,813.80
HEALTH INSURANCE JULY19	277,648.63
RETIREE HEALTH INSURANCE	5,438.63
RETIREE HEALTH INSURANCE	4,026.55
PAYROLL TRANSFERS	124,377.82
RETIREE HEALTH INSURANCE	396.94
RETIREE HEALTH INSURANCE	1,309.13
PAYROLLTRANSFERS	87,282.06
RETIREE HEALTH INSURANCE	587.00

TOTAL RECEIPTS \$ 505,862.32

RECEIPTS & BALANCE \$ 672,472.21

DISBURSEMENTS:

CHECKS	8824-8836	540,184.88
WIRES	1949-1957, 1959-1962	-

TOTAL DISBURESMENTS \$ 540,184.88

BALANCE ON HAND: July 1, 2019 \$ 132,287.33

BANK BALANCE \$140,296.64

PLUS: BANK ERROR -

PLUS: IN TRANSIT DEPOSITS -

LESS: OUTSTANDING CHECKS 8,009.31

LESS: OUTSTANDING WIRES -

LESS: OUTSTANDING ERS -

NET BALANCE IN BANK \$ 132,287.33

July 1, 2019


DISTRICT TREASURER

TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL

Benefit Reimbursement Account

BALANCE ON HAND: July 31, 2019	\$	4,425.81
VOIDED CHECKS:	\$	-
RECEIPTS:	\$	-
INTEREST		
07/11/19 PAYROLL		
07/25/19 PAYROLL		

			TOTAL RECEIPTS \$	-
			RECEIPTS & BALANCE \$	4,425.81
DISBURSEMENTS:	CHECKS	1958	0.00	
	WIRES		2,655.33	
			TOTAL DISBURSEMENTS \$	2,655.33
BALANCE ON HAND: July 1, 2019			\$	1,770.48
BANK BALANCE				\$1,770.48
PLUS: BANK ERROR				-
PLUS: IN TRANSIT DEPOSITS				-
LESS: OUTSTANDING CHECKS				-
LESS: OUTSTANDING WIRES				-
NET BALANCE IN BANK				\$1,770.48

July 1, 2019
DATE SUBMITTED


DISTRICT TREASURER

UNATEGO CSD

Trial Balance Report From 6/30/2019 - 7/31/2019



Tentative

Account	Description	Debits	Credits	Balance
TA 200	CASH - CHECKING - TA	505,865.98	540,184.88	34,318.90 CR
TA 200BRA	CASH - CHECKING - BENEFIT REIMBURSEMENT - TA	0.00	4,125.31	4,125.31 CR
TA 203	CASH CHECKING - PAYROLL	1.50	0.00	1.50
TA 204	CASH IN EXTRA CLASSROOM ACCOUNTS	5,691.06	0.00	5,691.06
TA 218.1	EMPLOYEES RETIREMENT	3,261.71	3,361.57	99.86 CR
TA 220.1	HEALTH INSURANCE	582,276.36	294,200.68	288,075.68
TA 220.2	DENTAL INSURANCE	0.00	263,651.50	263,651.50 CR
TA 228	EXTRA CLASSROOM	0.00	5,691.06	5,691.06 CR
TA 391EXPTRUST	DUE FROM EXPENDABLE TRUST FUND	24,000.00	0.00	24,000.00
TA 391GEN	DUE FROM GENERAL FUND	306.90	4,057.57	3,750.67 CR
TA 630GEN	DUE TO GENERAL FUND	4,057.57	6.92	4,050.65
TA 850.10	FLEXIBLE SPENDING/MEDICAL	712.40	0.00	712.40
TA 850.20	FLEXIBLE SPENDING/DEPENDANT CARE	1,000.00	0.00	1,000.00
TA 850.51	GIBSON ESTATE - LEPINE SCHOLARSHIP	8,000.00	24,000.00	16,000.00 CR
TA 850BRA	BENEFIT REIMBURSEMENT ACCOUNT	2,106.01	0.00	2,106.01
TA 850SFSC	SCIENCE FUND SCHOLARSHIP	2,000.00	0.00	2,000.00
TA Fund Totals:		1,139,279.49	1,139,279.49	0.00
Grand Totals:		1,139,279.49	1,139,279.49	0.00

UNATEGO CSD

Trial Balance Report From 6/30/2019 - 7/31/2019



Tentative

Account	Description	Debits	Credits	Balance
TE 200	CASH	24,000.00	0.00	24,000.00
TE 201.01	CASH/LAWRENCE BACON	0.12	0.00	0.12
TE 201.02	CASH/GERALDINE BERKELY	0.12	0.00	0.12
TE 201.03	CASH/NELL BROOKS	0.27	0.00	0.27
TE 201.04	CASH/CHRISTI CALLAHAN	0.24	0.00	0.24
TE 201.05	CASH/DOROTHY CARRINGTON	0.29	0.00	0.29
TE 201.06	CASH/CLASS OF 99	0.03	0.00	0.03
TE 201.07	CASH/LOREN P. COLE	1.66	0.00	1.66
TE 201.08	CASH/ELLA CAMERON DAVIS	0.22	0.00	0.22
TE 201.09	CASH/BENJAMIN EDSON	0.02	0.00	0.02
TE 201.10	CASH/TINA HEAVNER	0.05	0.00	0.05
TE 201.11	CASH/WILHELMINA HOYT	0.76	0.00	0.76
TE 201.12	CASH/MICHAEL HURLBURT	1.35	0.00	1.35
TE 201.13	CASH/MARVIN JACKSON	0.32	0.00	0.32
TE 201.14	CASH/KELLOGG PRIZE FUND	0.25	0.00	0.25
TE 201.15	CASH/ETHEL KEHR	1.59	0.00	1.59
TE 201.16	CASH/LOIS KISHBAUGH	0.37	0.00	0.37
TE 201.17	CASH/RICHARD LICHT	0.77	0.00	0.77
TE 201.18	CASH/PAUL MONROE	16,114.99	0.00	16,114.99
TE 201.19	CASH/OTEGO UNION LODGE	2.49	0.00	2.49
TE 201.20	CASH/LINDA RUSS	0.18	0.00	0.18
TE 201.22	CASH/DR. SUTTON (SAVINGS)	1.43	0.00	1.43
TE 201.24	CASH/JOHN TAMA	0.87	0.00	0.87
TE 201.25	CASH/MICHAEL VANGORDER	0.12	0.00	0.12
TE 201.26	CASH/MARK WISLEY	0.24	0.00	0.24
TE 201.28	CASH/DOUGLAS TUTTLE	0.51	0.00	0.51
TE 201.29	CASH/ALICE LEONARD	0.14	0.00	0.14
TE 201.30	CASH/SHERI MOWERS	0.03	0.00	0.03
TE 201.34	CASH/F JAY TOMPKINS	0.04	0.00	0.04
TE 201.36	CASH/S. L. BOSSLER	1.34	0.00	1.34
TE 201.38	CASH/SANDRA MC COY	0.96	0.00	0.96
TE 201.39	CASH/EDWARD MCKINLEY III	7,563.70	0.00	7,563.70
TE 201.40	CASH/MARLA CALABRO SCHOLARSHIP	0.52	0.00	0.52
TE 201.41	CASH/OTEGO OLD BOYS CLUB	0.76	0.00	0.76
TE 201.43	NEGRI	1,725.00	0.00	1,725.00
TE 630TA	DUE TO TA	0.00	29,500.00	29,500.00 CR
TE 92.12	M. HURLBURT/EXPENDABLE TRUST	300.00	0.00	300.00
TE 92.16	L. KISHBAUGH/EXPENDABLE TRUST	100.00	0.00	100.00
TE 92.28	D TUTTLE/EXPENDABLE TRUST	300.00	0.00	300.00
TE 92.29	A LEONARD/EXPENDABLE TRUST	100.00	0.00	100.00
TE 92.30	S MOWERS/EXPENDABLE TRUST	100.00	0.00	100.00
TE 92.36	S. L. BOSSLER/EXPENDABLE TRUST	1,000.00	0.00	1,000.00
TE 92.39	EDWARD MCKINLEY III/EXPENDABLE TRUST	2,000.00	0.00	2,000.00
TE 92.40	MARLA CALABRO/EXPENDABLE TRUST	200.00	0.00	200.00
TE 92.41	OTEGO OLD BOYS CLUB/EXPENDABLE TRUST	400.00	0.00	400.00
TE 92.43	NEGRI	1,000.00	0.00	1,000.00

UNATEGO CSD

Trial Balance Report From 6/30/2019 - 7/31/2019



Account	Description	Debits	Credits	Balance
TE 980	REVENUES	0.00	25,421.75	25,421.75 CR
TE Fund Totals:		54,921.75	54,921.75	0.00
Grand Totals:		54,921.75	54,921.75	0.00

UNATEGO CSD

Trial Balance Report From 6/30/2019 - 7/31/2019



Tentative

Account	Description	Debits	Credits	Balance
V 391CAP	DUE FROM CAPITAL FUND	0.19	0.00	0.19
V 510	Estimated Revenue	0.00	0.00	0.00
V 521	Encumbrances	0.00	0.00	0.00
V 522	APPROPRIATION EXPENSE	0.00	0.00	0.00
V 599	Appropriated Fund Balance	0.00	0.00	0.00
V 884	RESERVE FOR DEBT	0.00	16,241.61	16,241.61 CR
V 960	Appropriations	0.00	0.00	0.00
V 980	REVENUES	16,241.61	0.19	16,241.42
V Fund Totals:		16,241.80	16,241.80	0.00
Grand Totals:		16,241.80	16,241.80	0.00

UNATEGO CSD

Trial Balance Report From 6/30/2019 - 7/31/2019



Tentative

Account	Description	Debits	Credits	Balance
W 125	PROV MADE IN FUR BUDG FOR CAP INDEB	23,907.06	1,775,000.00	1,751,092.94 CR
W 628.2	2010 SERIAL BOND ISSUE	995,000.00	0.00	995,000.00
W 628.5	2012 REFUNDING 2002 & 2005	735,000.00	0.00	735,000.00
W 628.6	2017F REFUNDING 2010A	5,000.00	0.00	5,000.00
W 628BUS	BUS SERIAL BONDS	40,000.00	0.00	40,000.00
W 687	COMPENSATED ABSENCES	0.00	23,907.06	23,907.06 CR
W Fund Totals:		1,798,907.06	1,798,907.06	0.00
Grand Totals:		1,798,907.06	1,798,907.06	0.00

UNATEGO CENTRAL SCHOOL																	
GENERAL FUND EXPENDITURE REPORT (TENTATIVE)																	
								2019-2020								Total 19-20	Final
	Acct.	Final	2019-2020													Expenditures	2018-2019
Description	Code	2018-19 Budget	Budget	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	To Date	Expense
Board of Education	A1010	4,809	5,375	1,075	0	0	0	0	0	0	0	0	0	0	0	1,075	6,302
District Clerk	A1040	5,600	3,500	0	0	0	0	0	0	0	0	0	0	0	0	0	5,266
District Meeting	A1060	2,300	2,000	0	0	0	0	0	0	0	0	0	0	0	0	0	1,943
Board of Education	A10	12,709	10,875	1,075	0	0	0	0	0	0	0	0	0	0	0	1,075	13,512
Central Admin	A1240	184,060	194,742	14,269	0	0	0	0	0	0	0	0	0	0	0	14,269	183,279
Central Admin	A12	184,060	194,742	14,269	0	0	0	0	0	0	0	0	0	0	0	14,269	183,279
Business Admin	A1310	291,694	286,070	7,797	0	0	0	0	0	0	0	0	0	0	0	7,797	294,493
Auditing	A1320	25,000	25,000	0	0	0	0	0	0	0	0	0	0	0	0	0	24,375
Treasurer	A1325	41,108	49,020	3,394	0	0	0	0	0	0	0	0	0	0	0	3,394	37,132
Tax Collector	A1330	2,700	7,000	0	0	0	0	0	0	0	0	0	0	0	0	0	1,760
Purchasing	A1345	5,985	6,266	0	0	0	0	0	0	0	0	0	0	0	0	0	5,985
Fiscal Agent Fees	A1380	5,541	6,000	0	0	0	0	0	0	0	0	0	0	0	0	0	1,925
Finance	A13	372,026	379,356	11,190	0	0	0	0	0	0	0	0	0	0	0	11,190	365,679
Legal	A1420	16,326	13,000	0	0	0	0	0	0	0	0	0	0	0	0	0	11,913
Personnel	A1430	44,653	44,729	0	0	0	0	0	0	0	0	0	0	0	0	0	48,343
Records Retention	A1460	7,184	7,327	0	0	0	0	0	0	0	0	0	0	0	0	0	7,003
Public Info. & Serv.	A1480	25,770	25,875	0	0	0	0	0	0	0	0	0	0	0	0	0	22,685
Staff	A14	93,933	90,931	0	0	0	0	0	0	0	0	0	0	0	0	0	90,144
Operation of Plant	A1620	985,970	921,721	27,573	0	0	0	0	0	0	0	0	0	0	0	27,573	844,265
Maintenance of Plant	A1621	92,339	94,474	6,245	0	0	0	0	0	0	0	0	0	0	0	6,245	84,188
Disaster Salaries	A1622	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Central Printing & Mailing	A1670	155,433	167,500	0	0	0	0	0	0	0	0	0	0	0	0	0	120,354
Central Data Processing	A1680	875,067	606,587	0	0	0	0	0	0	0	0	0	0	0	0	0	675,067
Central Services	A16	1,908,809	1,790,281	33,818	0	0	0	0	0	0	0	0	0	0	0	33,818	1,723,875
Insurance	A1910	76,048	71,000	55,451	0	0	0	0	0	0	0	0	0	0	0	55,451	73,057
Dues	A1920	12,000	11,000	750	0	0	0	0	0	0	0	0	0	0	0	750	9,644
Refunds	A1964	6,145	8,000	0	0	0	0	0	0	0	0	0	0	0	0	0	47
BOCES Admin. Charges	A1981	170,762	168,154	0	0	0	0	0	0	0	0	0	0	0	0	0	170,762
BOCES Capital Expense	A1983	335,298	322,186	0	0	0	0	0	0	0	0	0	0	0	0	0	333,836
General Support	A19	600,253	580,340	56,201	0	0	0	0	0	0	0	0	0	0	0	56,201	587,347

	UNATEGO CENTRAL SCHOOL GENERAL FUND EXPENDITURE REPORT																	
		Final						2019-2020								Total 19-20	Final	
Description	Acct. Code	2018-2019 Budget	2019-2020 Budget	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	Expenditures To Date	2018-2019 Expense	
Curriculum Dev. & Supervis	A2010	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Supervision Regular Day	A2020	469,283	472,268	30,513	0	0	0	0	0	0	0	0	0	0	0	30,513	478,640	
Research, Planning & Eval	A2060	1,826	1,832	0	0	0	0	0	0	0	0	0	0	0	0	0	1,791	
Inservice Training-Inst	A2070	8,000	8,000	0	0	0	0	0	0	0	0	0	0	0	0	0	3,242	
Admin & Improvement	A20	479,109	482,100	30,513	0	0	0	0	0	0	0	0	0	0	0	30,513	483,673	
Teaching Regular School	A2110	4,643,298	4,760,370	11,739	0	0	0	0	0	0	0	0	0	0	0	11,739	4,513,281	
Teaching Regular School	A21	4,643,298	4,760,370	11,739	0	0	0	0	0	0	0	0	0	0	0	11,739	4,513,281	
Progs. Handicapped Condit	A2250	3,434,000	3,688,870	16,400	0	0	0	0	0	0	0	0	0	0	0	16,400	3,278,365	
Occupational Education	A2280	693,178	641,706	0	0	0	0	0	0	0	0	0	0	0	0	0	693,178	
Sp Ed & Oc Ed	A22	4,127,178	4,330,576	16,400	0	0	0	0	0	0	0	0	0	0	0	16,400	3,969,543	
Teaching-Special Schools	A2330	29,149	23,210	0	0	0	0	0	0	0	0	0	0	0	0	0	22,195	
Teaching-Special Schools	A23	29,149	23,210	0	0	0	0	0	0	0	0	0	0	0	0	0	22,195	
School Library & Audiovisus	A2610	169,845	183,515	1,057	0	0	0	0	0	0	0	0	0	0	0	1,057	178,396	
Educational TV	A2620	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Computer Assisted Instruct	A2630	315,710	266,561	0	0	0	0	0	0	0	0	0	0	0	0	0	262,679	
Library, AV & Computers	A26	505,555	450,076	1,057	0	0	0	0	0	0	0	0	0	0	0	1,057	441,065	
Attendance-Regular School	A2805	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Guidance Regular Day	A2810	247,659	301,755	5,943	0	0	0	0	0	0	0	0	0	0	0	5,943	240,603	
Health Services	A2815	77,842	80,550	1,693	0	0	0	0	0	0	0	0	0	0	0	1,693	73,281	
Psychological Services	A2820	55,029	54,905	0	0	0	0	0	0	0	0	0	0	0	0	0	60,585	
Social Work Services	A2825	10,000	10,000	0	0	0	0	0	0	0	0	0	0	0	0	0	9,876	
Pupil Services-Special Sch.	A2830	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Cocurricular Activities	A2850	62,000	60,800	1,360	0	0	0	0	0	0	0	0	0	0	0	1,360	50,396	
Interscholastic Athletics	A2855	240,822	245,117	1,408	0	0	0	0	0	0	0	0	0	0	0	1,408	220,180	
Pupil Services	A28	693,452	763,127	10,404	0	0	0	0	0	0	0	0	0	0	0	10,404	654,921	
State Emergency Mgmt	A3960	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	A39	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
District-Trans. Ser.	A5510	1,302,523	1,215,540	97,103	0	0	0	0	0	0	0	0	0	0	0	97,103	1,199,174	
Garage Building	A5530	51,437	43,975	0	0	0	0	0	0	0	0	0	0	0	0	0	45,283	
Pupil Transportation	A5540	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Transportation	A55	1,353,960	1,259,515	97,103	0	0	0	0	0	0	0	0	0	0	0	97,103	1,244,457	
Unadilla Community Founde	A690UC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	A690	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Community Recreation	A7140	66,000	70,000	2,742	0	0	0	0	0	0	0	0	0	0	0	2,742	45,438	
Community Recreation	A71	66,000	70,000	2,742	0	0	0	0	0	0	0	0	0	0	0	2,742	45,438	

UNATEGO CENTRAL SCHOOL																	
GENERAL FUND EXPENDITURE REPORT																	
								2019-2020								Total 19-20 Expenditures To Date	Final 2018-2019 Expense
	Acct. Code	Final 2018-2019 Budget	2019-2020 Budget	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE		
Description																	
Census	A8070	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Census	A80	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NYS Employee Retirement	A9010	250,000	250,000	0	0	0	0	0	0	0	0	0	0	0	0	0	230,355
Teachers' Retirement	A9020	698,691	610,000	0	0	0	0	0	0	0	0	0	0	0	0	0	660,061
Social Security	A9030	594,862	625,000	14,552	0	0	0	0	0	0	0	0	0	0	0	14,552	583,530
Compensation Ins.	A9040	101,445	104,000	97,917	0	0	0	0	0	0	0	0	0	0	0	97,917	87,562
Life Ins.	A9045	6,000	3,000	0	0	0	0	0	0	0	0	0	0	0	0	0	992
Unemployment Insurance	A9050	25,000	13,000	0	0	0	0	0	0	0	0	0	0	0	0	0	6,778
Hospital Medical Dental	A9060	3,209,287	3,697,227	295,901	0	0	0	0	0	0	0	0	0	0	0	295,901	2,801,073
Other Benefits	A9089	3,000	3,000	2,695	0	0	0	0	0	0	0	0	0	0	0	2,695	2,695
Fringe Benefits	A90	4,888,285	5,305,227	411,064	0	0	0	0	0	0	0	0	0	0	0	411,064	4,375,046
Term Bond/Technology	A9700	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Term Bond/Buses	A9702	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Serial Bonds	A9711	2,265,900	2,264,000	0	0	0	0	0	0	0	0	0	0	0	0	0	2,265,900
Statutory Bonds	A9721	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Bonds - Bus	A9722	41,800	47,200	0	0	0	0	0	0	0	0	0	0	0	0	0	41,800
BAN /School	A9731	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BAN/Buses	A9732	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tax Anticipation Note	A9760	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Revenue Anticipation	A9770	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Installment Purchase	A9785	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt Service	A97	2,307,700	2,311,200	0	0	0	0	0	0	0	0	0	0	0	0	0	2,307,700
Transfer to Sch Lun	A9901	0	50,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfer to Federal	A9901	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfer to Capital	A9950	100,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100,000
	A99	100,000	50,000	0	0	0	0	0	0	0	0	0	0	0	0	0	100,000
GRAND TOTAL		22,365,476	22,841,926	697,576	0	0	0	0	0	0	0	0	0	0	0	697,576	21,121,155
															X Check	697,576	21,121,155

UNATEGO CENTRAL SCHOOL TREASURER'S REPORT

JULY 2019

	GENERAL FUND	CAFETERIA FUND	TRUST & AGENCY FUND	FEDERAL FUND	CAPITAL FUND	PAYROLL FUND	SEMI-ANNUAL REIMB	DEBT SERVICE RESERVE
BEGINNING BALANCE	\$ 3,890,830.84	\$ 25,713.08	\$ 165,889.88	\$ 953.87	\$ 1,886.10	\$ 814.32	\$ 4,438.81	18238.88
RECEIPTS	\$ 185,091.13	\$ 23,285.23	\$ 885,882.32	\$ 889.53	\$ 6.04	\$ 151,180.63	\$ -	0
DISBURSEMENTS	\$ 995,591.88	\$ 28,738.58	\$ 940,184.55	\$ 1,711.53	\$ -	\$ 151,180.21	\$ 2,888.33	0
ENDING BALANCE	\$ 2,890,430.07	\$ 20,259.73	\$ 152,387.33	\$ 141.87	\$ 1,892.14	\$ 814.74	\$ 1,770.48	18238.88

Community General Reserve	
NY Class General	\$ 100.46
NY Class Reserves	
NY Class Capital	
NY Class Debt Service	

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

Patricia A. Loker, Business Mgr

PATRICIA A. LOKER, SCHOOL BUSINESS MANAGER

TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL

General Fund Checking

BALANCE ON HAND: July 1, 2019	\$	3,690,920.84
VOIDED CHECKS:	\$	-
RECEIPTS:		
INTEREST		27.60
FINGERPRINTING		\$40.50
NYS/STATE-FED BKFAST-LUN-SNK/JUN19		\$28,489.00
FARMERS MUSEUM/OVERPMT		\$72.00
DELAWARE COUNTY STUMPAGE TAX		\$2,410.01
NYSIR/PREM RETURN/ENDORSEMENT		\$72.00
AFTER SCHOOL PROGRAM FEES		\$3,583.00
MIRABITO REFUND		\$3,003.84
NYS/HCCLAIM PMT DOH CCD/MEDICAID		\$1,660.18
NYS /FEDERAL GRANTS FINAL		\$145,823.00

			TOTAL RECEIPTS \$	185,091.13
			RECEIPTS & BALANCE \$	3,876,011.97
DISBURSEMENTS:	CHECKS	30548-30609	761,552.81	
	WIRES		234,039.09	
			TOTAL DISBURSEMENTS \$	995,591.90
BALANCE ON HAND: July 1, 2019			\$	2,880,420.07
BANK BALANCE				\$2,913,962.34
PLUS: BANK ERROR				-
PLUS: IN TRANSIT DEPOSITS				-
LESS: OUTSTANDING CHECKS				33,532.27
LESS: OUTSTANDING WIRES				-
NET BALANCE IN BANK				\$2,880,420.07

July 1, 2019
DATE SUBMITTED


DISTRICT TREASURER

UNATEGO CSD

Trial Balance Report From 6/30/2019 - 7/31/2019



Tentative

Account	Description	Debits	Credits	Balance
A 200	CASH - CHECKING	185,133.81	995,591.90	810,458.09 CR
A 2002NYG	NY CLASS GENERAL	0.46	0.00	0.46
A 380	ACCOUNTS RECEIVABLE	10,144.13	7,146.13	2,998.00
A 391FED	DUE FROM FEDERAL FUND	5,212.63	0.00	5,212.63
A 391SL	DUE FROM SCHOOL LUNCH FUND	0.00	59,735.35	59,735.35 CR
A 391TA	DUE FROM TRUST & AGENCY	6.92	4,057.57	4,050.65 CR
A 510	ESTIMATED REVENUES	22,660,171.47	0.00	22,660,171.47
A 521	ENCUMBRANCES	4,857,864.56	1,763,310.42	3,094,554.14
A 522	EXPENDITURES	1,743,447.03	53,576.02	1,689,871.01
A 599	APPROPRIATED FUND BALANCE	181,754.81	0.00	181,754.81
A 600	ACCOUNTS PAYABLE	223,761.87	808,413.89	584,652.02 CR
A 601	ACCRUED LIABILITIES	45,217.61	55,454.82	10,237.21 CR
A 630FED	DUE TO FEDERAL FUND	0.00	146,435.00	146,435.00 CR
A 630SL	DUE TO SCHOOL LUNCH FUND	88,234.35	76,499.00	11,735.35
A 630TA	DUE TO TRUST & AGENCY	4,057.57	306.90	3,750.67
A 632	DUE TO TEACHER RETIREMENT	0.00	27.39	27.39 CR
A 821	RESERVE FOR ENCUMBRANCES	1,763,310.42	4,831,833.75	3,068,523.33 CR
A 917	UNASSIGNED FUND BALANCE	0.00	26,030.81	26,030.81 CR
A 960	APPROPRIATIONS	0.00	22,841,926.28	22,841,926.28 CR
A 980	REVENUES	0.00	97,972.41	97,972.41 CR
A Fund Totals:		31,768,317.64	31,768,317.64	0.00
Grand Totals:		31,768,317.64	31,768,317.64	0.00

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 7/31/2019



Tentative						
Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered Available
			1,075.00	4,875.00	1,075.00	400.00 3,400.00
A 1010.400	BOE CONTRACTUAL	3,800.00				
A 1010.450	BOE GENERAL SUPPLIES	500.00	0.00	500.00	0.00	0.00 500.00
1010	BOARD OF EDUCATION *	4,300.00	1,075.00	5,375.00	1,075.00	400.00 3,900.00
A 1040.160	CLASSIFIED SALARIES-DISTRICT CLERK	3,500.00	0.00	3,500.00	0.00	0.00 3,500.00
1040	DISTRICT CLERK *	3,500.00	0.00	3,500.00	0.00	0.00 3,500.00
A 1060.400	DISTRICT MEETING CONTRACTUAL	2,000.00	0.00	2,000.00	0.00	1,175.00 825.00
1060	DISTRICT MEETING *	2,000.00	0.00	2,000.00	0.00	1,175.00 825.00
10	**	9,800.00	1,075.00	10,875.00	1,075.00	1,575.00 8,225.00
A 1240.150	CERTIFIED SALARIES	142,978.00	0.00	142,978.00	10,863.54	0.00 132,114.46
A 1240.160	CLASSIFIED SALARIES	48,464.00	0.00	48,464.00	3,405.00	0.00 45,059.00
A 1240.400	MISCELLANEOUS CONTRACTUAL	3,000.00	0.00	3,000.00	0.00	833.00 2,167.00
A 1240.450	GENERAL SUPPLIES	300.00	0.00	300.00	0.00	87.00 213.00
1240	CHIEF SCHOOL ADMINISTRATOR *	194,742.00	0.00	194,742.00	14,268.54	920.00 179,553.46
12	**	194,742.00	0.00	194,742.00	14,268.54	920.00 179,553.46
A 1310.160	CLASSIFIED SALARIES	95,190.00	0.00	95,190.00	7,146.54	0.00 88,043.46
A 1310.400	MISCELLANEOUS CONTRACTUAL	5,000.00	0.00	5,000.00	650.00	2,196.62 2,153.38
A 1310.450	GENERAL SUPPLIES	500.00	0.00	500.00	0.00	1,200.00 -700.00
A 1310.490	BOCES SERVICES-FINANCIAL	185,379.84	0.00	185,379.84	0.00	0.00 185,379.84
1310	BUSINESS ADMINISTRATION *	286,069.84	0.00	286,069.84	7,796.54	3,396.62 274,876.68
A 1320.400	MISCELLANEOUS CONTRACTUAL	25,000.00	0.00	25,000.00	0.00	24,550.00 450.00
1320	AUDITING *	25,000.00	0.00	25,000.00	0.00	24,550.00 450.00
A 1325.160	CLASSIFIED SALARIES	49,020.00	0.00	49,020.00	3,393.68	0.00 45,626.32
1325	TREASURER *	49,020.00	0.00	49,020.00	3,393.68	0.00 45,626.32
A 1330.160	CLASSIFIED SALARIES	4,000.00	0.00	4,000.00	0.00	0.00 4,000.00
A 1330.400	MISCELLANEOUS CONTRACTUAL	1,000.00	0.00	1,000.00	0.00	500.00 500.00
A 1330.450	GENERAL SUPPLIES	2,000.00	0.00	2,000.00	0.00	1,400.00 600.00
1330	TAX COLLECTOR *	7,000.00	0.00	7,000.00	0.00	1,900.00 5,100.00
A 1345.490	BOCES - DCMO	6,266.00	0.00	6,266.00	0.00	0.00 6,266.00
1345	PURCHASING *	6,266.00	0.00	6,266.00	0.00	0.00 6,266.00
A 1380.400	MISCELLANEOUS CONTRACTUAL	6,000.00	0.00	6,000.00	0.00	7,500.00 -1,500.00
1380	FISCAL AGENT FEE *	6,000.00	0.00	6,000.00	0.00	7,500.00 -1,500.00
13	**	379,355.84	0.00	379,355.84	11,190.22	37,346.62 330,819.00
A 1420.400	MISCELLANEOUS CONTRACTUAL	13,000.00	0.00	13,000.00	0.00	15,000.00 -2,000.00

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 7/31/2019



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1420	LEGAL *	13,000.00	0.00	13,000.00	0.00	15,000.00	-2,000.00
A 1430.400	MISCELLANEOUS CONTRACTUAL	3,000.00	0.00	3,000.00	0.00	4,500.00	-1,500.00
A 1430.490	BOCES SERVICES - DCMO	41,729.45	0.00	41,729.45	0.00	0.00	41,729.45
1430	PERSONNEL *	44,729.45	0.00	44,729.45	0.00	4,500.00	40,229.45
A 1460.490	BOCES SERVICES-RECORD RETENTION	7,327.00	0.00	7,327.00	0.00	0.00	7,327.00
1460	RECORDS MANAGEMENT OFFICER *	7,327.00	0.00	7,327.00	0.00	0.00	7,327.00
A 1480.475	MAILING-DISTRICT	500.00	0.00	500.00	0.00	0.00	500.00
A 1480.490	BOCES SERVICES	25,375.00	0.00	25,375.00	0.00	0.00	25,375.00
1480	PUBLIC INFORMATION & SERVICES *	25,875.00	0.00	25,875.00	0.00	0.00	25,875.00
14	**	90,931.45	0.00	90,931.45	0.00	19,500.00	71,431.45
A 1620.160	CLASSIFIED SALARIES	253,650.00	0.00	253,650.00	22,019.36	0.00	231,630.64
A 1620.162	CLASSIFIED SALARIES: OVERTIME	28,000.00	0.00	28,000.00	553.20	0.00	27,446.80
A 1620.163	CLASSIFIED SALARIES: SUBSTITUTES	24,000.00	0.00	24,000.00	3,751.81	0.00	20,248.19
A 1620.200	EQUIPMENT	35,000.00	0.00	35,000.00	0.00	398.00	34,602.00
A 1620.400	MISCELLANEOUS CONTRACTUAL	146,154.00	15,250.00	161,404.00	1,248.80	106,205.42	53,949.78
A 1620.401	HEALTH AND SAFETY	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
A 1620.450	GENERAL SUPPLIES	96,381.58	0.00	96,381.58	0.00	57,400.00	38,981.58
A 1620.463	REFUSE REMOVAL	11,000.00	0.00	11,000.00	0.00	8,800.00	2,200.00
A 1620.473-1	WATER-OTEGO	0.00	0.00	0.00	0.00	1,200.00	-1,200.00
A 1620.473-2	WATER-UNADILLA	3,000.00	0.00	3,000.00	0.00	2,720.00	280.00
A 1620.477-1	ELECTRIC-OTEGO	0.00	0.00	0.00	0.00	2,000.00	-2,000.00
A 1620.477-2	ELECTRIC-UNADILLA	52,000.00	0.00	52,000.00	0.00	46,300.00	5,700.00
A 1620.477-3	ELECTRIC-HIGH SCHOOL	100,000.00	0.00	100,000.00	0.00	105,000.00	-5,000.00
A 1620.554-2	HEATING FUEL-UNADILLA	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 1620.554-3	HEATING FUEL-HIGH SCHOOL	107,000.00	0.00	107,000.00	0.00	103,000.00	4,000.00
A 1620.555-2	BOTTLED GAS-UNADILLA	38,920.00	0.00	38,920.00	0.00	40,000.00	-1,080.00
A 1620.555-3	BOTTLED GAS-HIGH SCHOOL	4,865.00	0.00	4,865.00	0.00	0.00	4,865.00
A 1620.571	GAS AND FUEL	2,000.00	0.00	2,000.00	0.00	3,000.00	-1,000.00
1620	OPERATION OF PLANT *	908,470.58	15,250.00	921,720.58	27,573.17	476,023.42	418,123.99
A 1621.160	CLASSIFIED SALARIES	77,700.00	0.00	77,700.00	6,244.52	0.00	71,455.48
A 1621.400	MISCELLANEOUS CONTRACTUAL	7,000.00	5,773.58	12,773.58	0.00	5,773.58	7,000.00
A 1621.450	GENERAL SUPPLIES	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
1621	MAINTENANCE OF PLANT *	88,700.00	5,773.58	94,473.58	6,244.52	5,773.58	82,455.48

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 7/31/2019



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
		12,500.00	0.00	12,500.00	0.00	11,500.00	1,000.00
<u>A 1670.400</u>	CONTRACTUAL	12,500.00	0.00	12,500.00	0.00	0.00	30,000.00
<u>A 1670.450</u>	MATERIALS & SUPPLIES	30,000.00	0.00	30,000.00	0.00	0.00	125,000.00
<u>A 1670.490</u>	BOCES	125,000.00	0.00	125,000.00	0.00	11,500.00	156,000.00
1670	CENTRAL PRINTING & MAILING *	167,500.00	0.00	167,500.00	0.00	0.00	606,587.00
<u>A 1680.490</u>	BOCES SERVICES - BROOME-TIOGA	606,587.00	0.00	606,587.00	0.00	0.00	606,587.00
1680	CENTRAL DATA PROCESSING *	606,587.00	0.00	606,587.00	0.00	0.00	1,263,166.47
16	**	1,769,257.58	21,023.58	1,790,281.16	33,817.69	493,297.00	-3,641.00
<u>A 1910.454</u>	LIABILITY AND BOND INSURANCE	61,000.00	0.00	61,000.00	55,451.00	9,190.00	500.00
<u>A 1910.455</u>	STUDENT ACCIDENT	10,000.00	0.00	10,000.00	0.00	9,500.00	-3,141.00
1910	UNALLOCATED INSURANCE *	71,000.00	0.00	71,000.00	55,451.00	18,690.00	3,050.00
<u>A 1920.400</u>	SCHOOL ASSOCIATION DUES	11,000.00	0.00	11,000.00	750.00	7,200.00	8,000.00
1920	SCHOOL ASSOCIATION DUES *	11,000.00	0.00	11,000.00	750.00	7,200.00	8,000.00
<u>A 1964.400</u>	REFUND ON REAL PROPERTY TAXES	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
1964	REFUND ON REAL PROPERTY TAXES *	8,000.00	0.00	8,000.00	0.00	0.00	168,154.00
<u>A 1981.490</u>	BOCES SERVICES - DCMO	168,154.00	0.00	168,154.00	0.00	0.00	322,186.00
1981	BOCES ADMINISTRATIVE COSTS *	168,154.00	0.00	168,154.00	0.00	0.00	322,186.00
<u>A 1983.490</u>	BOCES CAPITAL EXPENSES	322,186.00	0.00	322,186.00	0.00	0.00	498,249.00
1983	BOCES CAPITAL EXPENSES *	322,186.00	0.00	322,186.00	56,201.00	25,890.00	2,351,444.38
19	**	580,340.00	0.00	580,340.00	116,552.45	578,528.62	302,628.54
1	***	3,024,426.87	22,098.58	3,046,525.45	24,206.46	0.00	80,593.82
<u>A 2020.150</u>	CERTIFIED SALARIES	326,835.00	0.00	326,835.00	6,306.18	0.00	5,800.00
<u>A 2020.160</u>	CLASSIFIED SALARIES	86,900.00	0.00	86,900.00	0.00	0.00	1,000.00
<u>A 2020.160-SC</u>	CLASSIFIED SALARIES: SUB-REG	5,800.00	0.00	5,800.00	0.00	0.00	1,300.00
<u>A 2020.400</u>	MISC CONTRACTUAL	1,000.00	0.00	1,000.00	0.00	0.00	1,010.48
<u>A 2020.400-2</u>	MISC CONTRACTUAL-UNADILLA	1,300.00	0.00	1,300.00	0.00	1,789.52	1,300.00
<u>A 2020.400-3</u>	MISC CONTRACTUAL-HIGH SCHOOL	2,800.00	0.00	2,800.00	0.00	0.00	1,761.00
<u>A 2020.400-4</u>	MISC CONTRACTUAL - JUNIOR HIGH	1,300.00	0.00	1,300.00	0.00	239.00	2,000.00
<u>A 2020.450-2</u>	GENERAL SUPPLIES-UNADILLA	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 2020.450-3</u>	GENERAL SUPPLIES-HIGH SCHOOL	2,000.00	0.00	2,000.00	0.00	0.00	40,333.00
<u>A 2020.450-4</u>	GENERAL SUPPLIES-JR HIGH	2,000.00	0.00	2,000.00	0.00	0.00	439,726.84
<u>A 2020.490</u>	BOCES SERVICES - DCMO	40,333.00	0.00	40,333.00	30,512.64	2,028.52	1,832.00
2020	SUPERVISION-REGULAR SCHOOL *	472,268.00	0.00	472,268.00	0.00	0.00	
<u>A 2060.490</u>	RESEARCH, PLANNING, EVALUATION	1,832.00	0.00	1,832.00	0.00	0.00	

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 7/31/2019



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2060	RESEARCH, PLANNING & EVALUAT *	1,832.00	0.00	1,832.00	0.00	0.00	1,832.00
A 2070.400	MISCELLANEOUS CONTRACTUAL	5,000.00	0.00	5,000.00	0.00	4,000.00	1,000.00
A 2070.400-2	CONFERENCES-UNADILLA	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 2070.400-3	CONFERENCES-SR HIGH	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 2070.400-4	CONFERENCES - JUNIOR HIGH	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
2070	INSERVICE TRAINING-INSTRUCTION *	8,000.00	0.00	8,000.00	0.00	4,000.00	4,000.00
20	**	482,100.00	0.00	482,100.00	30,512.64	6,028.52	445,558.84
A 2110.120	CERTIFIED SALARIES: K-6	1,653,855.00	0.00	1,653,855.00	4,195.62	0.00	1,649,659.38
A 2110.121	CERTIFIED SALARIES: LTA'S - K-6	97,191.00	0.00	97,191.00	0.00	0.00	97,191.00
A 2110.130	CERTIFIED SALARIES: 7-12	2,148,646.00	0.00	2,148,646.00	0.00	0.00	2,148,646.00
A 2110.132	CERTIFIED SALARIES: AIS/AE	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
A 2110.132-CS	CERTIFIED SALARIES: COMMUNITY SCHOOLS/AFTERSCHOOL	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
A 2110.140	SUBSTITUTES-TEACHERS	130,000.00	0.00	130,000.00	0.00	0.00	130,000.00
A 2110.160-CS	CLASSIFIED SALARIES: COMMUNITY SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00
A 2110.161	CLASSIFIED SALARIES: AIDES	187,729.00	0.00	187,729.00	4,243.82	0.00	183,485.38
A 2110.163	SUBSTITUTES-AIDES	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00
A 2110.400	CONTRACTUAL EXPENSE	0.00	0.00	0.00	0.00	1,300.00	-1,300.00
A 2110.400-2	CONTRACTUAL EXPENSE-UNADILLA	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
A 2110.400-3	CONTRACTUAL EXPENSE-HIGH SCHOOL	8,000.00	0.00	8,000.00	2,820.00	1,000.00	4,180.00
A 2110.400-4	CONTRACTUAL EXPENSE-JUNIOR HIGH	5,000.00	0.00	5,000.00	480.00	0.00	4,520.00
A 2110.400-CS	COMMUNITY SCHOOLS/CONTRACTUAL EXPENSE	0.00	0.00	0.00	0.00	250.00	-250.00
A 2110.450-1	MATERIALS/SUPPLIES-OTEGO	0.00	0.00	0.00	0.00	1,185.55	-1,185.55
A 2110.450-2	MATERIALS/SUPPLIES-UNADILLA	30,000.00	0.00	30,000.00	0.00	4,477.32	25,522.68
A 2110.450-3	MATERIALS/SUPPLIES-HIGH SCHOOL	32,000.00	0.00	32,000.00	0.00	12,445.04	19,554.96
A 2110.450-4	MATERIALS/SUPPLIES/JR HIGH	20,000.00	0.00	20,000.00	0.00	7,645.25	12,354.75
A 2110.471	TUITION PAYMENTS	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
A 2110.472	TUITION PAYMENTS	3,000.00	0.00	3,000.00	0.00	2,000.00	1,000.00
A 2110.480-0	HDCVR-TXTBKS PBKS	68,000.00	0.00	68,000.00	0.00	0.00	68,000.00
A 2110.480-4	HDCVR-TXTBKS PBKS/JUNIOR HIGH	0.00	1,820.00	1,820.00	0.00	1,820.00	0.00
A 2110.490	BOCES - DCMO	269,128.50	0.00	269,128.50	0.00	0.00	269,128.50
2110	TEACHING-REGULAR SCHOOL *	4,758,549.50	1,820.00	4,760,369.50	11,739.24	32,123.16	4,716,507.10

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 7/31/2019



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
21		**	4,758,549.50	1,820.00	4,760,369.50	11,739.24	32,123.16	4,716,507.10
<u>A 2250.150</u>	CERTIFIED SALARIES		695,595.00	0.00	695,595.00	8,467.91	0.00	687,127.09
<u>A 2250.151</u>	CERTIFIED SALARIES - LTA's		117,202.00	0.00	117,202.00	0.00	0.00	117,202.00
<u>A 2250.160</u>	CLASSIFIED SALARIES		300,319.00	0.00	300,319.00	7,932.52	0.00	292,386.48
<u>A 2250.400</u>	CONTRACTUAL EXPENSES		130,000.00	0.00	130,000.00	0.00	8,400.00	121,600.00
<u>A 2250.450</u>	GENERAL SUPPLIES		8,500.00	0.00	8,500.00	0.00	2,558.08	5,941.92
<u>A 2250.471</u>	TUITION PAYMENTS		280,000.00	0.00	280,000.00	0.00	187,634.00	92,366.00
<u>A 2250.472</u>	TUITION PAYMENTS		230,000.00	0.00	230,000.00	0.00	211,000.00	19,000.00
<u>A 2250.490</u>	BOCES - DCMO		1,927,254.10	0.00	1,927,254.10	0.00	0.00	1,927,254.10
2250	PROGRAMS-STUDENTS W/ DISABIL	*	3,688,870.10	0.00	3,688,870.10	16,400.43	409,592.08	3,262,877.59
<u>A 2280.490</u>	BOCES SERVICES - DCMO		641,706.00	0.00	641,706.00	0.00	0.00	641,706.00
2280	OCCUPATIONAL EDUCATION	*	641,706.00	0.00	641,706.00	0.00	0.00	641,706.00
22		**	4,330,576.10	0.00	4,330,576.10	16,400.43	409,592.08	3,904,583.59
<u>A 2330.490</u>	BOCES SERVICES		23,210.00	0.00	23,210.00	0.00	0.00	23,210.00
2330	TEACHING-SPECIAL SCHOOLS	*	23,210.00	0.00	23,210.00	0.00	0.00	23,210.00
23		**	70,574.00	0.00	70,574.00	0.00	0.00	70,574.00
<u>A 2610.150</u>	CERTIFIED SALARIES		5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 2610.450-1</u>	MATERIALS & SUPPLIES-ELEMENTARY		5,000.00	1,057.23	6,057.23	1,057.23	152.48	4,847.52
<u>A 2610.450-2</u>	MATERIALS & SUPPLIES-SECONDARY		3,100.00	0.00	3,100.00	0.00	0.00	3,100.00
<u>A 2610.460-1</u>	LIBRARY AV LOAN-ELEMENTARY		3,100.00	0.00	3,100.00	0.00	0.00	3,100.00
<u>A 2610.460-2</u>	LIBRARY AV LOAN-SECONDARY		95,684.00	0.00	95,684.00	0.00	0.00	95,684.00
<u>A 2610.490</u>	BOCES SERVICES - DCMO		182,458.00	1,057.23	183,515.23	1,057.23	152.48	182,305.52
2610	SCHOOL LIBRARY & AUDIOVISUAL	*	55,413.00	0.00	55,413.00	0.00	0.00	55,413.00
<u>A 2630.151</u>	CERTIFIED SALARIES - LTA's		19,000.00	0.00	19,000.00	0.00	2,622.89	16,377.11
<u>A 2630.220</u>	STATE AIDED HARDWARE		5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 2630.400</u>	MISCELLANEOUS CONTRACTUAL		10,000.00	0.00	10,000.00	0.00	7,319.64	2,680.36
<u>A 2630.450</u>	COMPUTER MATERIALS & SUPPLIES		16,000.00	0.00	16,000.00	0.00	3,669.00	12,331.00
<u>A 2630.460</u>	STATE AIDED SOFTWARE		161,148.00	0.00	161,148.00	0.00	0.00	161,148.00
<u>A 2630.490</u>	BOCES-COMPUTER ASSISTED INSTRUCTION		266,561.00	0.00	266,561.00	0.00	13,611.53	252,949.47
2630	COMPUTER ASSISTED INSTRUCTION	*	449,019.00	1,057.23	450,076.23	1,057.23	13,764.01	435,254.99
26		**	268,675.00	0.00	268,675.00	3,439.51	0.00	265,235.49
<u>A 2810.150</u>	CERTIFIED SALARIES		32,180.00	0.00	32,180.00	2,503.38	0.00	29,676.62
<u>A 2810.160</u>	CLASSIFIED SALARES							



UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 7/31/2019

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
						82.84	117.16
A 2810.450	MATERIAL/SUPPLIES	200.00	0.00	200.00	0.00	0.00	300.00
A 2810.450-2	MATERIALS & SUPPLIES-UNADILLA	300.00	0.00	300.00	0.00	286.56	113.44
A 2810.450-3	MATERIALS & SUPPLIES-HIGH SCHOOL	400.00	0.00	400.00	0.00		
2810	GUIDANCE-REGULAR SCHOOL *	301,755.00	0.00	301,755.00	5,942.89	369.40	295,442.71
A 2815.160	CLASSIFIED SALARIES	73,450.00	0.00	73,450.00	1,693.49	0.00	71,756.51
A 2815.163	CLASSIFIED SALARIES: SUBSTITUTES	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
A 2815.163		600.00	0.00	600.00	0.00	400.00	200.00
A 2815.400	MISC CONTRACTUAL	1,500.00	0.00	1,500.00	0.00	728.20	771.80
A 2815.450-2	MATERIALS & SUPPLIES-UNADILLA	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 2815.450-3	MATERIALS & SUPPLIES-HIGH SCHOOL	1,000.00	0.00	1,000.00	0.00		
2815	HEALTH SERVICES-REGULAR SCHOOL *	80,550.00	0.00	80,550.00	1,693.49	1,128.20	77,728.31
A 2820.150	CERTIFIED SALARIES	54,705.00	0.00	54,705.00	0.00	0.00	54,705.00
A 2820.450	GENERAL SUPPLIES	200.00	0.00	200.00	0.00	191.15	8.85
2820	PSYCHOLOGICAL SRVC-REG SCHOOL *	54,905.00	0.00	54,905.00	0.00	191.15	54,713.85
A 2825.400	MISCELLANEOUS CONTRACTUAL	10,000.00	0.00	10,000.00	0.00	10,000.00	0.00
2825	SOCIAL WORK SRVC-REG SCHOOL *	10,000.00	0.00	10,000.00	0.00	10,000.00	0.00
A 2850.150	CERTIFIED SALARIES	53,000.00	0.00	53,000.00	1,360.00	0.00	51,640.00
A 2850.160	CLASSIFIED SALARIES	6,800.00	0.00	6,800.00	0.00	0.00	6,800.00
A 2850.400	MISCELLANEOUS CONTRACTUAL	500.00	0.00	500.00	0.00	0.00	500.00
A 2850.450	GENERAL SUPPLIES	500.00	0.00	500.00	0.00	0.00	500.00
2850	CO-CURRICULAR ACTIV-REG SCHL *	60,800.00	0.00	60,800.00	1,360.00	0.00	59,440.00
A 2855.150	CERTIFIED SALARIES	138,000.00	0.00	138,000.00	0.00	0.00	138,000.00
A 2855.160	CLASSIFIED SALARIES	22,000.00	0.00	22,000.00	1,407.92	0.00	20,592.08
A 2855.200	EQUIPMENT	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 2855.400	MISCELLANEOUS CONTRACTUAL	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
A 2855.425	RECONDITIONING UNIFORMS	5,800.00	0.00	5,800.00	0.00	0.00	5,800.00
A 2855.447	ORGANIZATIONAL MEMBERSHIPS	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
A 2855.448	PHYSICALS	7,500.00	0.00	7,500.00	0.00	7,450.00	50.00
A 2855.449	OFFICIALS	34,000.00	0.00	34,000.00	0.00	30,000.00	4,000.00
A 2855.450	GENERAL SUPPLIES	20,000.00	0.00	20,000.00	0.00	5,213.95	14,786.05
A 2855.476	TRAVEL/CONFERENCE	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
A 2855.479	PARTICIPATION FEES	3,800.00	0.00	3,800.00	0.00	0.00	3,800.00
A 2855.490	BOCES	4,017.00	0.00	4,017.00	0.00	0.00	4,017.00
2855	INTERSCHOL ATHLETICS-REG SCHL *	245,117.00	0.00	245,117.00	1,407.92	42,663.95	201,045.13

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 7/31/2019



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
28		**	753,127.00	0.00	753,127.00	10,404.30	54,352.70	688,370.00
2		***	10,796,581.60	2,877.23	10,799,458.83	70,113.84	515,860.47	10,213,484.52
A 5510.160	NONINSTRUCTIONAL SALARIES		151,720.00	0.00	151,720.00	12,568.20	0.00	139,151.80
A 5510.161	WAGES		369,800.00	0.00	369,800.00	6,553.43	0.00	363,246.57
A 5510.162	OVERTIME		13,000.00	0.00	13,000.00	0.00	0.00	13,000.00
A 5510.163	SUBSTITUTES		4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
A 5510.166	ATHLETIC TRIPS		16,000.00	0.00	16,000.00	0.00	0.00	16,000.00
A 5510.167	FIELD TRIPS		6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
A 5510.168	LATE RUN		600.00	0.00	600.00	0.00	0.00	600.00
A 5510.200	EQUIPMENT		35,500.00	650.00	36,150.00	0.00	650.00	35,500.00
A 5510.400	MISCELLANEOUS CONTRACTUAL		63,835.00	405.00	64,240.00	935.00	25,825.00	37,480.00
A 5510.410	CONTRACTUAL/LEASED BUS EXPENSE		340,932.00	0.00	340,932.00	60,933.03	265,000.00	14,998.97
A 5510.448	PHYSICALS		3,500.00	0.00	3,500.00	0.00	3,500.00	0.00
A 5510.450	GENERAL SUPPLIES		14,850.00	0.00	14,850.00	0.00	11,500.00	3,350.00
A 5510.454	INSURANCE		17,500.00	0.00	17,500.00	16,113.00	0.00	1,387.00
A 5510.490	BOCES SERVICES - DCMO		3,498.00	0.00	3,498.00	0.00	0.00	3,498.00
A 5510.540	CLEANING SUPPLIES		3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
A 5510.560	UNIFORMS		1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 5510.570	PARTS		34,000.00	0.00	34,000.00	0.00	30,000.00	4,000.00
A 5510.571	GAS AND FUEL		119,250.00	0.00	119,250.00	0.00	113,000.00	6,250.00
A 5510.572	OIL AND LUBRICANTS		4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
A 5510.573	TIRES		12,000.00	0.00	12,000.00	0.00	0.00	12,000.00
5510	DISTRICT TRANSPORT-MEDICAID	*	1,214,485.00	1,055.00	1,215,540.00	97,102.66	449,475.00	668,962.34
A 5530.400	MISCELLANEOUS CONTRACTUAL		15,000.00	0.00	15,000.00	0.00	1,570.30	13,429.70
A 5530.450	GENERAL SUPPLIES-OTHER		0.00	0.00	0.00	0.00	1,000.00	-1,000.00
A 5530.454	HEATING FUEL		21,800.00	0.00	21,800.00	0.00	20,000.00	1,800.00
A 5530.463	REFUSE REMOVAL		2,075.00	0.00	2,075.00	0.00	3,100.00	-1,025.00
A 5530.473	WATER/GARAGE		300.00	0.00	300.00	0.00	600.00	-300.00
A 5530.477	ELECTRICITY		3,800.00	0.00	3,800.00	0.00	3,800.00	0.00
A 5530.478	TELEPHONE		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
5530	GARAGE BUILDING	*	43,975.00	0.00	43,975.00	0.00	30,070.30	13,904.70
55		**	1,258,460.00	1,055.00	1,259,515.00	97,102.66	479,545.30	682,867.04
5		***	1,258,460.00	1,055.00	1,259,515.00	97,102.66	479,545.30	682,867.04

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 7/31/2019



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 7140.161</u>	NONINSTR SALARIES/AFTERSCHOOL PROG	62,000.00	0.00	62,000.00	2,742.40	0.00	59,257.60
<u>A 7140.400</u>	CONTRACTUAL/AFTERSCHOOL PROG	7,000.00	0.00	7,000.00	0.00	0.00	7,000.00
<u>A 7140.450</u>	GENERAL SUPPLIES/AFTERSCHOOL PROG	1,000.00	0.00	1,000.00	0.00	447.87	552.13
7140	RECREATION	70,000.00	0.00	70,000.00	2,742.40	447.87	66,809.73
71		70,000.00	0.00	70,000.00	2,742.40	447.87	66,809.73
7		70,000.00	0.00	70,000.00	2,742.40	447.87	66,809.73
<u>A 9010.800</u>	STATE RETIREMENT	250,000.00	0.00	250,000.00	0.00	0.00	250,000.00
9010	STATE RETIREMENT	250,000.00	0.00	250,000.00	0.00	0.00	250,000.00
<u>A 9020.800</u>	TEACHERS' RETIREMENT	610,000.00	0.00	610,000.00	0.00	0.00	610,000.00
9020	TEACHERS' RETIREMENT	610,000.00	0.00	610,000.00	0.00	0.00	610,000.00
<u>A 9030.800</u>	SOCIAL SECURITY	625,000.00	0.00	625,000.00	14,551.58	0.00	610,448.42
9030	SOCIAL SECURITY	625,000.00	0.00	625,000.00	14,551.58	0.00	610,448.42
<u>A 9040.800</u>	WORKERS' COMPENSATION	104,000.00	0.00	104,000.00	97,917.00	0.00	6,083.00
9040	WORKERS' COMPENSATION	104,000.00	0.00	104,000.00	97,917.00	0.00	6,083.00
<u>A 9045.800</u>	LIFE INSURANCE	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
9045	LIFE INSURANCE	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
<u>A 9050.80</u>	UNEMPLOYMENT INSURANCE	13,000.00	0.00	13,000.00	0.00	4,000.00	9,000.00
9050	UNEMPLOYMENT INSURANCE	13,000.00	0.00	13,000.00	0.00	4,000.00	9,000.00
<u>A 9060.158-01</u>	HEALTH INS/STIPEND	55,000.00	0.00	55,000.00	0.00	0.00	55,000.00
<u>A 9060.801</u>	HEALTH INSURANCE	3,555,227.00	0.00	3,555,227.00	271,122.88	2,970,142.00	313,962.12
<u>A 9060.801-BR-A</u>	HEALTH INSURANCE HRA/FSA	20,000.00	0.00	20,000.00	306.90	4,193.10	15,500.00
<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	62,000.00	0.00	62,000.00	24,471.00	33,421.00	4,108.00
9060	HOSPITAL, MEDICAL & DENTAL INS	3,697,227.00	0.00	3,697,227.00	295,900.78	3,007,756.10	393,570.12
<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
90		5,305,227.00	0.00	5,305,227.00	411,064.36	3,011,756.10	1,882,406.54
<u>A 9711.600</u>	SERIAL BONDS/SCHOOL CONST/PRINCIPAL	1,805,000.00	0.00	1,805,000.00	0.00	0.00	1,805,000.00
<u>A 9711.700</u>	SERIAL BONDS/SCHOOL CONST/INTEREST	459,000.00	0.00	459,000.00	0.00	0.00	459,000.00
9711	SERIAL BOND	2,264,000.00	0.00	2,264,000.00	0.00	0.00	2,264,000.00
<u>A 9722.600</u>	STATUTORY BONDS - BUS PURCHASES/PRIN	45,000.00	0.00	45,000.00	0.00	0.00	45,000.00
<u>A 9722.700</u>	STATUTORY BOND - BUS PURCHASE/INT	2,200.00	0.00	2,200.00	0.00	0.00	2,200.00

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 7/31/2019



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9722	STATUTORY BOND	*	47,200.00	0.00	47,200.00	0.00	0.00	47,200.00
97		**	2,311,200.00	0.00	2,311,200.00	0.00	0.00	2,311,200.00
A 9901.930	TRANSFER TO SCHOOL LUNCH FUND		50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
9901	TRANSFERS - INTERFUND	*	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
99		**	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
9		***	7,666,427.00	0.00	7,666,427.00	411,064.36	3,011,756.10	4,243,606.54
Fund ATotals:			22,815,895.47	26,030.81	22,841,926.28	697,575.71	4,586,138.36	17,558,212.21
Grand Totals:			22,815,895.47	26,030.81	22,841,926.28	697,575.71	4,586,138.36	17,558,212.21

UNATEGO CSD

Revenue Status Report From 7/1/2019 To 7/31/2019



Tentative						
Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	REAL PROPERTY TAXES	7,338,909.00	0.00	7,338,909.00	0.00	7,338,909.00
A 1081	PAYMENT IN LIEU OF TAXES (PILOT)	2,800.00	0.00	2,800.00	0.00	2,800.00
A 1090	INTEREST ON PROPERTY TAXES	28,000.00	0.00	28,000.00	0.00	28,000.00
A 1120	NON-PROPERTY TAX DISTRIBUTION BY COUNTIES	2,000.00	0.00	2,000.00	0.00	2,000.00
A 1310	DAY SCHOOL TUITION FOR INDIVIDUAL	3,000.00	0.00	3,000.00	0.00	3,000.00
A 1335	OTHER STUDENT FEES & CHARGES	1,000.00	0.00	1,000.00	0.00	1,000.00
A 1336	AFTER SCHOOL FEES	70,000.00	0.00	70,000.00	3,683.00	66,317.00
A 1410	ADMISSIONS	8,000.00	0.00	8,000.00	0.00	8,000.00
A 1410.DW	ADMISSIONS-DAN WICKHAM	5,000.00	0.00	5,000.00	0.00	5,000.00
A 2401	INTEREST AND EARNINGS	250.00	0.00	250.00	29.52	220.48
A 2401..1	INTEREST EARNED:ITA & PAYROLL ACC'T	0.00	0.00	0.00	0.42	-0.42
A 2701	REFUND OF BOCES AIDED SERVICES	210,000.00	0.00	210,000.00	0.00	210,000.00
A 2770	OTHER UNCLASSIFIED REVENUES	7,000.00	0.00	7,000.00	40.50	6,959.50
A 3101	BASIC FORMULA AID	12,806,676.27	0.00	12,806,676.27	0.00	12,806,676.27
A 3101..1	EXCESS COST AID	435,685.00	0.00	435,685.00	0.00	435,685.00
A 3103	BOCES AID	1,622,473.20	0.00	1,622,473.20	0.00	1,622,473.20
A 3260	TEXTBOOK AID	64,658.00	0.00	64,658.00	0.00	64,658.00
A 3262	COMPUTER SOFTWARE AID	14,220.00	0.00	14,220.00	0.00	14,220.00
A 4601	MEDICAID	40,500.00	0.00	40,500.00	0.00	40,500.00
A Totals:		22,660,171.47	0.00	22,660,171.47	3,753.44	22,656,418.03
Grand Totals:		22,660,171.47	0.00	22,660,171.47	3,753.44	22,656,418.03

TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL

School Lunch Fund Checking

BALANCE ON HAND: July 1, 2019	\$	28,713.48
VOIDED CHECKS	\$	-
RECEIPTS:		
INTEREST		0.23
GENERAL NYS FED-STATE BKFAST-LUN-SNK/JUN 18		\$28,498.00
OTHER SALES JULY 2019		\$786.00

TOTAL RECEIPTS	\$	29,286.23
RECEIPTS & BALANCE	\$	55,998.69

DISBURSEMENTS:

CHECKS	6720-6722	18,819.71
WIRES		6,919.79

TOTAL DISBURSEMENTS	\$	25,739.50
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BALANCE ON HAND: July 1, 2019	\$	30,259.19
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BANK BALANCE	\$30,259.19
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PLUS: BANK ERROR	-
PLUS: IN TRANSIT DEPOSITS	-
LESS: OUTSTANDING CHECKS	-
LESS: OUTSTANDING WIRES	-

NET BALANCE IN BANK	\$30,259.19
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July 1, 2019
DATE SUBMITTED


DISTRICT TREASURER

UNATEGO CSD

Trial Balance Report From 6/30/2019 - 7/31/2019



Tentative

Account	Description	Debits	Credits	Balance
C 200	CASH	31,627.70	25,739.50	5,888.20
C 391GEN	DUE FROM THE GENERAL FUND	76,499.00	88,234.35	11,735.35 CR
C 4101	STATE AID RECEIVABLE	0.00	811.00	811.00 CR
C 4102	FEDERAL AID RECEIVABLE	0.00	27,688.00	27,688.00 CR
C 445	INVENTORY-SUPPLIES	1,981.84	955.82	1,026.02
C 446	INVENTORY-FOOD	7,316.82	7,724.30	407.48 CR
C 446.1	INVENTORY-USDA	9,026.70	16,041.31	7,014.61 CR
C 510	ESTIMATED REVENUES	549,700.00	523,500.00	26,200.00
C 521	ENCUMBRANCES	371,988.36	41,290.17	330,698.19
C 522	EXPENDITURES	30,114.13	519,342.18	489,228.05 CR
C 599	FUND BALANCE	0.00	0.00	0.00
C 600	ACCOUNTS PAYABLE	12,787.92	0.00	12,787.92
C 601	ACCRUED LIABILITIES	6,123.33	4,372.52	1,750.81
C 630GEN	DUE TO GENERAL FUND	59,735.35	0.00	59,735.35
C 631	DUE TO OTHER GOVERNMENTS	0.00	78.33	78.33 CR
C 806	NOT IN SPENDABLE FORM	6,396.07	0.00	6,396.07
C 821	RESERVE FOR ENCUMBRANCES	41,290.17	371,988.36	330,698.19 CR
C 915	ASSIGNED UNAPPROPRIATED FUND BAL	0.00	20,299.54	20,299.54 CR
C 960	APPROPRIATIONS	523,500.00	549,700.00	26,200.00 CR
C 980	REVENUES	520,728.36	51,050.37	469,677.99
C Fund Totals:		2,248,815.75	2,248,815.75	0.00
Grand Totals:		2,248,815.75	2,248,815.75	0.00

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 7/31/2019



Tentative

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>C 2860.161</u>	NONINSTRUCTIONAL WAGES	128,000.00	0.00	128,000.00	1,500.00	0.00	126,500.00
<u>C 2860.161-SP</u>	NONINSTRUCTIONAL WAGES/SUM PGM	5,600.00	0.00	5,600.00	866.25	0.00	4,733.75
<u>C 2860.163</u>	SUBSTITUTES	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>C 2860.400</u>	CONTRACTUAL EXPENSE	2,400.00	0.00	2,400.00	0.00	3,100.00	-700.00
<u>C 2860.410</u>	FOOD PURCHASES	190,000.00	0.00	190,000.00	0.00	190,000.00	0.00
<u>C 2860.410-SP</u>	FOOD PURCHASES/SUM PGM	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
<u>C 2860.411</u>	FOOD - COMMODITIES	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
<u>C 2860.450</u>	MATERIALS AND SUPPLIES	17,500.00	0.00	17,500.00	0.00	17,500.00	0.00
<u>C 2860.450-SP</u>	MATERIALS AND SUPPLIES/SUM PGM	300.00	0.00	300.00	0.00	0.00	300.00
<u>C 2860.490</u>	BOCES SERVICES	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
<u>C 2860.490-1</u>	BOCES SERVICES/MGMT	62,500.00	0.00	62,500.00	0.00	60,000.00	2,500.00
2860		440,300.00	0.00	440,300.00	2,366.25	270,600.00	167,333.75
28		440,300.00	0.00	440,300.00	2,366.25	270,600.00	167,333.75
2		440,300.00	0.00	440,300.00	2,366.25	270,600.00	167,333.75
<u>C 9030.800</u>	SOCIAL SECURITY	10,000.00	0.00	10,000.00	491.75	0.00	9,508.25
9030	SOCIAL SECURITY	10,000.00	0.00	10,000.00	491.75	0.00	9,508.25
<u>C 9040.800</u>	WORKERS' COMPENSATION	6,000.00	0.00	6,000.00	5,900.00	0.00	100.00
9040	WORKERS' COMPENSATION	6,000.00	0.00	6,000.00	5,900.00	0.00	100.00
<u>C 9060.801</u>	HEALTH INSURANCE	93,000.00	0.00	93,000.00	6,525.75	88,309.00	-1,834.75
<u>C 9060.802</u>	DENTAL INSURANCE	400.00	0.00	400.00	0.00	785.40	-385.40
9060	HOSPITAL, MEDICAL & DENTAL INS	93,400.00	0.00	93,400.00	6,525.75	89,094.40	-2,220.15
90		109,400.00	0.00	109,400.00	12,917.50	89,094.40	7,388.10
9		109,400.00	0.00	109,400.00	12,917.50	89,094.40	7,388.10
Fund CTotals:		549,700.00	0.00	549,700.00	15,283.75	359,694.40	174,721.85
Grand Totals:		549,700.00	0.00	549,700.00	15,283.75	359,694.40	174,721.85

UNATEGO CSD

Revenue Status Report From 7/1/2019 To 7/31/2019



Tentative

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
C 1445	OTHER FOOD SALES	40,200.00	0.00	40,200.00	786.00	39,414.00
C 2401	INTEREST AND EARNINGS	0.00	0.00	0.00	0.23	-0.23
C 2701	REFUND OF BOCES AIDED SERVICES	2,000.00	0.00	2,000.00	0.00	2,000.00
C 3190.1	STATE BREAKFAST	4,000.00	0.00	4,000.00	0.00	4,000.00
C 3190.11	BOCES AID	43,000.00	0.00	43,000.00	0.00	43,000.00
C 3190.2	STATE LUNCH	7,000.00	0.00	7,000.00	0.00	7,000.00
C 3190.SUM	STATE BKFST/LUNCH SUMMER	300.00	0.00	300.00	0.00	300.00
C 4190.1	FEDERAL BREAKFAST	84,200.00	0.00	84,200.00	0.00	84,200.00
C 4190.2	FEDERAL LUNCH	268,000.00	0.00	268,000.00	0.00	268,000.00
C 4190.2S.N	FEDERAL SNACK	7,000.00	0.00	7,000.00	0.00	7,000.00
C 4190.3	SURPLUS FOOD - FEDERAL	25,000.00	0.00	25,000.00	0.00	25,000.00
C 4190.SUM	FEDERAL BRKFST/LUNCH SUMMER	9,000.00	0.00	9,000.00	0.00	9,000.00
C 5031	INTERFUND TRANSFER FROM GEN FUND	60,000.00	0.00	60,000.00	0.00	60,000.00
C Totals:		549,700.00	0.00	549,700.00	786.23	548,913.77
Grand Totals:		549,700.00	0.00	549,700.00	786.23	548,913.77

Unatego Central School						
School Food Service Statement of Income & Expenditures						
2019-2020						
	July/August	September	October	November	December	Totals
Income						
<i>Revenues</i>						
Sale of Type A Lunches						\$ -
Other Food Sales	786					786
Interest & Earnings	0					0
State Reimbursement-Breakfast						-
State Reimbursement-Lunch						-
BOCES Aid						-
Federal Reimbursements-Breakfast						-
Federal Reimbursements-Lunch						-
Federal Surplus Food						-
Federal Snack Program						-
Summer Food Service Program						-
Refund of Prior Year Expense						-
Miscellaneous Revenue						-
Interfund Transfers						-
Total Revenues	786	-	-	-	-	786
<i>Cost of Food Sold</i>						
Beginning Inventory	7,317					7,317
Food Purchased	3,872					3,872
Federal Surplus Food Received		-	-	-	-	-
Subtotal	11,189	-	-	-	-	11,189
<i>Less:</i>						
Ending Inventory	7,317					7,317
Cost of Food Sold	3,872	-	-	-	-	3,872
Gross Income	(3,086)	-	-	-	-	(3,086)
Expenditures						
<i>Personnel</i>						
Salaries	2,366					2,366
Employees Retirement						-
Social Security	492					492
Workers' Compensation	5,900					5,900
Unemployment Insurance						-
Health & Dental Insurance	6,526					6,526
Total Personnel	15,284	-	-	-	-	15,284
<i>Operations</i>						
Equipment	-	-	-			-
Contractual Expenses						-
Materials & Supplies						-
BOCES Services						-
Total Operations	-	-	-	-	-	-
Total Expenditures	15,284	-	-	-	-	15,284
Net Income	\$ (18,370)	\$ -	\$ -	\$ -	\$ -	\$ (18,370)

School Food Service Statement of Income & Expenditures					
2018-2019					
Year to Date Comparison					
	2018-2019	2019-2020	\$ Change	% Change	
Income					
<i>Revenues</i>					
Sale of Type A Lunches		\$ -	\$ -		
Other Food Sales	217	486	269	\$ 1	
Interest & Earnings	-	-	-		
State Reimbursement-Breakfast	-	-	-		
State Reimbursement-Lunch	-	-	-		
BOCES Aid	-	-	-		
Federal Reimbursements-Breakfast	-	-	-		
Federal Reimbursements-Lunch	-	-	-		
Federal Surplus Food	-	-	-		
Federal Snack Program	-	-	-		
Summer Food Service Program	12,596		(12,596)	\$ (1)	
Refund of Prior Year Expense	-	-	-		
Miscellaneous Revenue	-	-	-		
Interfund Transfers	-	-	-		
Total Revenues	12,813	486	(12,327)	\$ (1)	
<i>Cost of Food Sold</i>					
Beginning Inventory	24,721	7,317	(17,404)	\$ (1)	
Food Purchased	5,071	3,872	(1,199)	\$ (0)	
Federal Surplus Food Received	-	-	-		
Subtotal	29,792	11,189	(18,603)	\$ (1)	
<i>Less:</i>					
Ending Inventory	24,721	7,317	(17,404)	\$ (1)	
Cost of Food Sold	5,071	3,872	(1,199)	\$ (0)	
Gross Income	7,742	(3,386)	(11,128)	\$ (1)	
Expenditures					
<i>Personnel</i>					
Salaries	7,610	2,366	(5,244)	\$ (1)	
Employees Retirement			-		
Social Security	654	492	(162)	\$ (0)	
Workers' Compensation	983	5,900	4,917	\$ 5	
Unemployment Insurance			-		
Health & Dental Insurance	13,182	6,526	(6,656)	\$ (1)	
Total Personnel	22,429	15,284	(7,145)	\$ (0)	
<i>Operations</i>					
Equipment		-	-		
Contractual Expenses	-	-	-		
Materials & Supplies	298		(298)	\$ (1)	
BOCES Services	-	-	-		
Total Operations	298	-	(298)	\$ (1)	
Total Expenditures	22,727	15,284	(7,443)	\$ (0)	
Net Income	\$ (14,985)	\$ (18,670)	\$ (3,685)	\$ 0	

TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL

Special Aid Fund Checking

BALANCE ON HAND: July 1, 2019 \$ 983.57

VOIDED CHECKS \$ -

RECEIPTS:
INTEREST -
GENERAL TO FEDEAL TRANSFER 800.00
TO RECORD PAYROLL TRANSFERS 69.53

TOTAL RECEIPTS \$ 869.53

RECEIPTS & BALANCE \$ 1,853.10

DISBURSEMENTS:

CHECKS 3426 1,842.00
WIRES 69.53

TOTAL DISBURSEMENTS \$ 1,711.53

BALANCE ON HAND: July 1, 2019 \$ 141.57

BANK BALANCE \$141.57

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

NET BALANCE IN BANK \$141.57

July 1, 2019
DATE SUBMITTED


DISTRICT TREASURER

UNATEGO CSD

Trial Balance Report From 6/30/2019 - 7/31/2019

Tentative



Account	Description	Debits	Credits	Balance
F 200	CASH - CHECKING	869.69	1,711.53	841.84 CR
F 391GEN	DUE FROM GENERAL FUND	146,435.00	0.00	146,435.00
F 4102	FEDERAL AID RECEIVABLE	0.00	145,623.00	145,623.00 CR
F 521	ENCUMBRANCES	67,536.00	4,719.59	62,816.41
F 522	EXPENDITURES	56,507.35	881.53	55,625.82
F 630GEN	DUE TO GENERAL FUND	0.00	5,212.63	5,212.63 CR
F 821	RESERVE FOR ENCUMBRANCES	4,719.59	67,536.00	62,816.41 CR
F 980	REVENUES	0.00	50,383.35	50,383.35 CR
F Fund Totals:		276,067.63	276,067.63	0.00
Grand Totals:		276,067.63	276,067.63	0.00

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 7/31/2019

Tentative



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>F 2250.490-57-1920</u>	BOCES SUMMER SCHOOL 19-20		0.00	0.00	0.00	0.00	30,536.00	-30,536.00
2250	PROGRAMS-STUDENTS W/ DISABIL	*	0.00	0.00	0.00	0.00	30,536.00	-30,536.00
<u>F 2253.472-57-1920</u>	SUMMER/TUITION/RESIDENTIAL 19-20		0.00	0.00	0.00	0.00	37,000.00	-37,000.00
2253	TUITION/MAINTENANCE	*	0.00	0.00	0.00	0.00	37,000.00	-37,000.00
22		**	0.00	0.00	0.00	0.00	67,536.00	-67,536.00
2		***	0.00	0.00	0.00	0.00	67,536.00	-67,536.00
<u>F 3319.160-57</u>	IDEA-PT B/SEC 619/SUPPORT STAFF 18-19		0.00	0.00	0.00	0.00	0.00	0.00
3319	IDEA-PART B, SECTION 619 2018-2019	*	0.00	0.00	0.00	0.00	0.00	0.00
33		**	0.00	0.00	0.00	0.00	0.00	0.00
3		***	0.00	0.00	0.00	0.00	0.00	0.00
Fund FTotals:			0.00	0.00	0.00	0.00	67,536.00	-67,536.00
Grand Totals:			0.00	0.00	0.00	0.00	67,536.00	-67,536.00

TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL

Capital Fund Checking

BALANCE ON HAND: July 1, 2019	\$	1,805.10
VOIDED CHECKS	\$	-
RECEIPTS:		
INTEREST		0.04

TOTAL RECEIPTS	\$	0.04
RECEIPTS & BALANCE	\$	1,805.14

DISBURSEMENTS:	EFT/Wire Trans.		\$	-
	Checks	1947-1949	\$	-

TOTAL DISBURSEMENTS	\$	-
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BALANCE ON HAND: July 1, 2019	\$	1,805.14
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BANK BALANCE	\$1,805.14
PLUS: BANK ERROR	-
PLUS: IN TRANSIT DEPOSITS	-
LESS: OUTSTANDING CHECKS	-
LESS: OUTSTANDING WIRES	-
NET BALANCE IN BANK	\$1,805.14

July 1, 2019
DATE SUBMITTED


DISTRICT TREASURER

UNATEGO CSD

Trial Balance Report From 6/30/2019 - 7/31/2019

Tentative



Account	Description	Debits	Credits	Balance
H 200	CASH	0.19	0.00	0.19
H 510	ESTIMATED REVENUES	0.00	0.00	0.00
H 521	ENCUMBRANCES	0.00	828.75	828.75 CR
H 522	EXPENDITURES	0.00	304,652.43	304,652.43 CR
H 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
H 630DEBT	DUE TO DEBT SERVICE	0.00	0.19	0.19 CR
H 821	RESERVE FOR ENCUMBRANCES	828.75	0.00	828.75
H 915	ASSIGNED UNAPPROPRIATED FUND BAL	204,652.43	0.00	204,652.43
H 960	APPROPRIATIONS	0.00	0.00	0.00
H 980	REVENUES	100,000.00	0.00	100,000.00
H Fund Totals:		305,481.37	305,481.37	0.00
Grand Totals:		305,481.37	305,481.37	0.00

Unatego Central School

District-Wide School

Safety Plan

2019-2020



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	8
SECTION IV: COMMUNICATION WITH OTHERS	9
Obtaining assistance during emergencies from emergency services organizations and local government agencies.....	9
Procedures for Obtaining Advice and Assistance from Local Government Officials.....	9
A system for informing all educational agencies within a school district of a disaster.....	9
Unatego will maintain certain information about each educational agency located in the school district	10
SECTION V: PREVENTION AND INTERVENTION STRATEGIES	10
Policies and procedures for the dissemination of informative materials.....	10
Prevention and intervention strategies	10
Strategies for improving communication among students, between students and staff and reporting of potentially violent incidents.....	10
Section VI- Recovery.....	11
District Support for Buildings	11
Disaster Mental Health Services.....	11
Appendix 1: Buildings and Population Data	
Appendix 2: Policies dealing with violence on school property	15
CODE OF CONDUCT ON SCHOOL PROPERTY.....	16
UNLAWFUL POSSESSION OF A WEAPON UPON SCHOOL GROUNDS	21
THREATS OF VIOLENCE IN SCHOOL	22
EMERGENCY CLOSINGS	23
SAFETY AND SECURITY	24
SCHOOL SAFETY PLANS.....	25
VISITORS TO THE SCHOOL	27
Appendix 3: UPDATE -Training modules at Unatego- 2018-2019.....	
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	6
Appendix 8: Names and contacts of educational agencies	10
Appendix 9: Threat Assessment	11
Appendix 10: Adoption of Plan.....	12

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	Ken Olsen
Student Member	High School Student Council President
Teachers	Ruth Modinger
Administrator	Katherine Mazourek
Parent	Kathy Stockert
Community Member	Rene' Treffeisen
Public Safety Personnel	Trooper Shannon Hartz
School Safety Personnel	Brian Trask
Other School Personnel	Julie Lambiaso, Patti Hoyt, Patti Loker
Other Personnel	Tim Parsons, Mang Insurance

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 (Otego 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

Unatego does not currently employ or utilize school security officers, so there are no policies or procedures to describe here. If and when Unatego does choose to employ school security officers, appropriate hiring and screening procedures will be added to this Plan.

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 insuring 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	Lyle “Butch” Jones (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
Otego Elementary School	Main St. Otego, NY 13825	Closed—no longer used for school purposes	NA
Unatego Elementary School	Main St. Unadilla, NY 13849	Mike Snider, Principal	(607) 369-6200
Junior/Senior High School	2641 State Highway 7 Otego, NY 13825	Julie Lambiaso, Principal (Grades 9-12)	(607) 988-5098
		Patti Hoyt, Middle School Principal (Grades 6-8)	(607) 988-5029
		Nichole Davis Middle-High School Secretary	(607) 988-5036
Bus Garage	Main St. Otego, NY 13825	Brian Trask, Transportation Director	(607) 988-1006

Population Statistics

Campus	Number of Staff	Number of Students
Otego Elementary	0	0
Unadilla Elementary	72	332
Junior/Senior High School	87	398
Bus Garage	22	0

Transportation needs:

The district maintains a fleet of 26 vehicles approved for student transportation, broken down as follows:

- Full sized passenger buses (14)*
- Mini passenger buses (6)*
- Small Bus accessible with wheelchair lifts (3)*
- Suburban(2)*
- 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 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
Policy 3210	Visitors to the School

Community Relations
/EB

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.

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Community Relations
/EB

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;

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Community Relations
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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

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Community Relations
/EB

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.

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Community Relations
/EB

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-wide and building-level school safety plans have been adopted by the School Board only after at least one (1) public hearing that provided for the participation of school personnel, parents, students, and any other interested parties. Each plan shall be reviewed by the appropriate school safety team on at least an annual basis, updated as needed by September 1 and recommended to the Board of Education for approval. These plans will be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of schools and the School District with local and county resources in the event of such incidents or emergencies.

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 School District that addresses prevention and intervention strategies, 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 shall be developed by the District-wide school safety team appointed by the Board of Education. The District-wide team shall include, but not be limited to, representatives of the School Board, student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Building-Level School Safety Plans

Building-level school safety plan means a building-specific school emergency response plan that addresses prevention and intervention strategies, 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).

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

If the District receives federal preparedness funds, the District requires appropriate personnel to complete the IS-700 NIMS (National Incident Management System) introductory course.

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Non-Instructional/Business
Operations

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

Filing/Disclosure Requirements

The District shall file a copy of its comprehensive District-wide school safety plan and any amendments thereto with the Commissioner of Education no later than thirty (30) days after their adoption. A copy of each building-level school safety plan and any amendments thereto shall be filed with the appropriate local law enforcement agency and with the state police within thirty (30) days of its adoption. Building-level emergency response plans shall be confidential and shall **not** be subject to disclosure under the Freedom of Information Law or any other provision of law.

Homeland Security Presidential Directives - HSPD-5, HSPD-8
Homeland Security Act of 2002, 6 USC Section 101
Education Law Section 2801-a
Public Officers Law Article 6
8 NYCRR Section 155.17

Adopted: 1/25/16

Community Relations
U/EB

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
U/EB

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

Appendix 3: UPDATE -Training modules at Unatego- 2018-2019

Faculty Meetings in all four buildings to refresh on procedures for drills and emergencies.
September 2015

All Staff training by NYSP on how to respond in case of an emergency involving an
active shooter. May 2015

Active Shooter Training for all MS/HS Staff January 2016.

Annual training for all staff on Safety Plan and Building Emergency Plans in September
2016 and September 2017

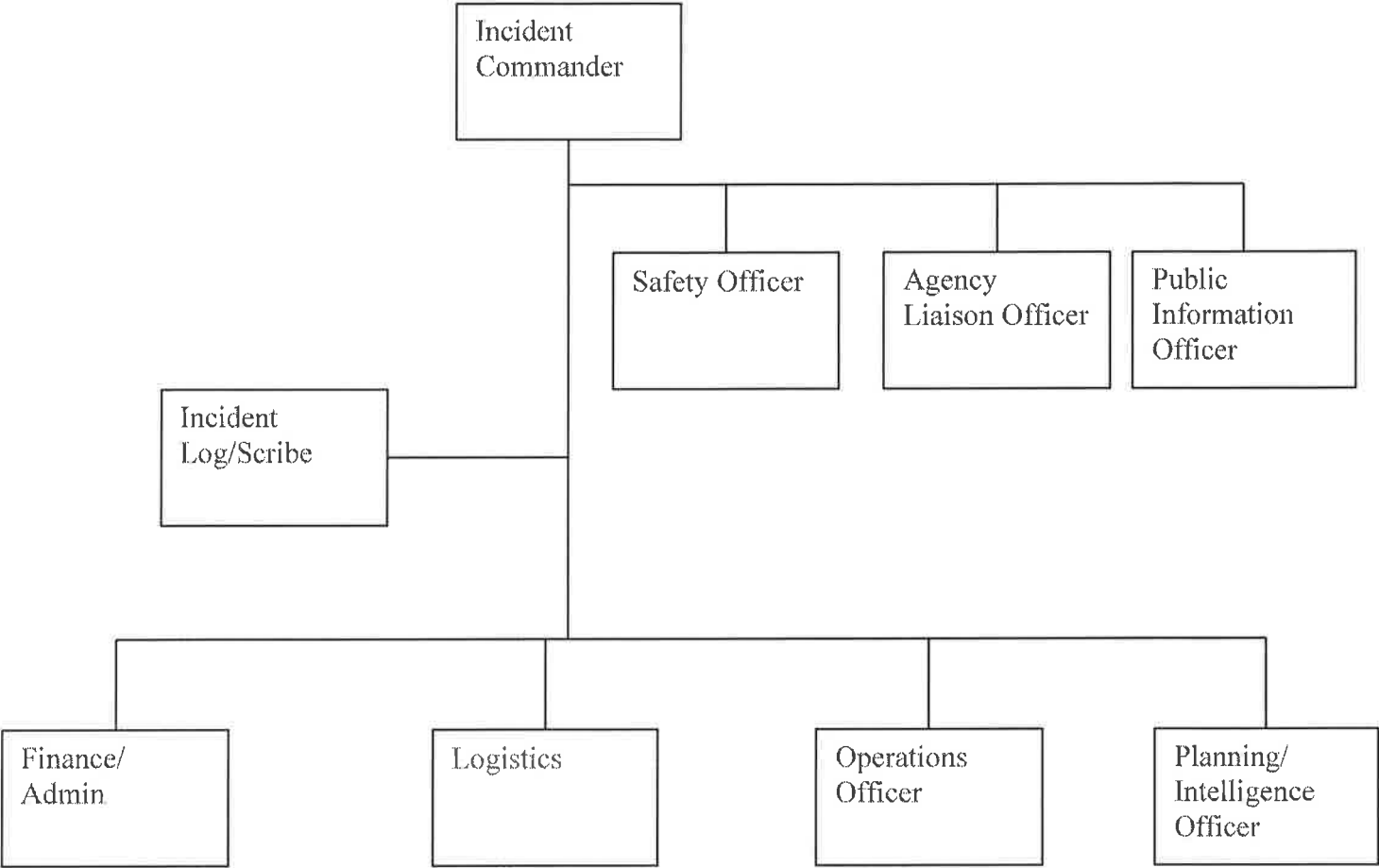
Right to Know Training and Blood-Borne Pathogen training annually on Opening Day
Superintendent's Staff Development Day.

Annual training of all staff at Building level faculty meetings.

Off Campus Evacuation Drill in September 2017.

Off Campus Evacuation Drill October 2018.

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 Officer-Amber Birdsall**
- Public Information Officer-Dave Richards**
- Incident Log/Scribe-Colleen Cioccari**

Appendix 5: Sites and potential emergencies

Site	Hazards
Otego Elementary School And Bus Garage Main Street, Otego, NY 13825	Elementary 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(8), Jr/Sr HS (10), District Office (5)

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 (2 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 (1).

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 insure 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 insure 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 advise 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 inquires.
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	Mike MacDonald	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.

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

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

August 7, 2019

To: Board of Education

RE: Recommendations for 2019-20

I would like to recommend the following people for full-time employment during the 2019-20 school year: Deborah Ritchey and Mari Ruff

I would like to recommend the following people for part-time employment during the 2019-20 school year: Kristen Sousa and Angela Flavell

I would like to recommend the following people as a substitute for the After School Care Program for the 2019-20 school year: Irene Murphy, Rena Barkman, Tamara Brooks, Terry LaPointe, Nancy Dalton, Kelly DeMorier, Carolvivan Smith, Barb Clark, Sherri Lapp, and Danielle Whitaker.

Thank you for your time and consideration on this matter.

Sincerely,

Carrie Hewlett
Director, ASCP

To: Dr. David Richards, Superintendent of Schools

From: Brian Trask, Transportation Director

Date: August 12, 2019

I am recommending JoAnn Dorch and Jeremy Terrell, permanent appointment as bus drivers, effective August 28, 2019.

Brian Trask
Transportation Director



Unatego Elementary School

265 Main Street
Unadilla, NY 13849

Mike Snider
Principal

Brenda Birdsall
Administrative Assistant

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

Kelley Biro
School Counselor

Jessica Mott
School Nurse

MEMO

TO: David Richards, Ph.D., Superintendent of Schools

FROM: Mike Snider

DATE: August 15, 2019

RE: Recommendation for Pre-First Boot Camp – Sub Aide – Sheri Baumes

I would like to recommend Sheri Baumes as a substitute aide in the Pre-First Boot Camp classroom. The program runs from August 5 through August 16 (10 days). If subbing, she will work from 8:00 – 1:00 pm.

Please let me know if you need any additional information.

August 14, 2019
Katherine Mazourek
Dr. Richards
Unatego Central School District
2641 State Highway 7
Otego, NY 13825

Dear Katherine and Dr. Richards,

Please accept this letter as notice of my resignation from my position as School Psychologist.

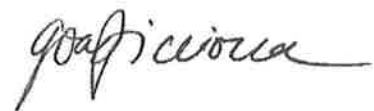
I received an offer to serve as a School Psychologist within another school district, and after careful consideration, I have chosen to accept this new opportunity.

It has been more than a pleasure to work within the Unatego community for these past two years. I have fully enjoyed getting to know, work with, and collaborate with the wonderful staff and students here. Unatego has guided my professional growth, and I am truly grateful for the experiences I have had supporting students reach their full potential. I wish for continued success for these amazing students, and will dearly miss the wonderful teachers, related service providers, and administrators.

I would like to help with the transition of my responsibilities so that systems continue to function smoothly after my departure. I am available to help recruit my replacement, and I will make certain that all records and materials are up to date prior to my departure.

Thank you again for the opportunity to work for the Unatego Central School District. I wish you and your staff all the best, and I look forward to staying in touch. You can email me anytime at

Sincerely,



Giovanna (Gia) Picciocca

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: Cheyenne Mullineaux

POSITION: Bus Driver

REPLACES: Roy VanDermark

EFFECTIVE DATE: _____

EDUCATION LEVEL: College

YEARS OF EXPERIENCE: -

SALARY: STEP ____ LEVEL ____ \$ _____

CERTIFICATION: _____

COLLEGE: BBA Sunny Canton

REFERENCES CONTACTED:

1. Marilyn Bush
2. Abby More

COMMENTS: _____

Brian Trask
ADMINISTRATOR SIGNATURE

8/13/2019
DATE

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Christina Butcher

POSITION: Elementary Physical Education Teacher

REPLACES: Open position

EFFECTIVE DATE: September 3rd, 2019

EDUCATION LEVEL: Bachelor of Science Degree, Physical Education

YEARS OF EXPERIENCE: 1

SALARY: STEP ² LEVEL BS \$ per contract

CERTIFICATION: Physical Education Initial Certificate - 7/19/2018 issued

COLLEGE: SUNY Cortland

REFERENCES CONTACTED:

1. Katherine Mazourek, Jennifer Barnes
2. Julie Lambiaso

COMMENTS: She worked as the long-term substitute at the elementary school for the entire 2018-2019 school year. She was recommended without reservation.



ADMINISTRATOR SIGNATURE

08-15-2019

DATE

Kerri Frailey-Love

Kerri Frailey-Love

Special Needs Aide - Unatego Elementary School

open position

September 3rd, 2019

BA Degree - Human Services - 2012

0

\$

Level 3 Licensed Teacher Assistant certification

University of Phoenix and SUNY Cobleskill

Liz Wilson, Teacher - Springbrook

1.

Bryar Ciampo, Case Manager, Springbrook

2.

references pending

Nick Smith

08-15-2019

DATE _____