

UNATEGO CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION AGENDA
MONDAY, AUGUST 1, 2022
EXEMPT SESSION
TO DISCUSS CSE RECOMMENDATIONS
6:30 P.M.
BOARD OF EDUCATION MEETING
CALLED TO ORDER
7:00 P.M.
UNATEGO MS/SR HIGH SCHOOL
ROOM #93

1. ROUTINE MATTERS

- 1.1 Call to order
- 1.2 Roll Call
- 1.3 Exempt Session
- 1.4 Return to Open Session
- 1.5 Roll Call
- 1.6 Pledge
- 1.7 Approve regular board meeting minutes of July 12, 2022
- 1.8 Adopt Agenda

2. PUBLIC COMMENT

3. PRESENTATIONS

- 3.1 Administrator's Report
- 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 (8.1.22 G1)
- 4.4 Approve Budget Transfers (8.1.22 G2)
- 4.5 Approve CSE Recommendations (8.1.22 G3)
- 4.6 Approve 2022-2023 District Safety Plan (8.1.22 G4)
- 4.7 Policy #1210 Board of Education Members: Nomination and Election (second reading, adopt) (8.1.22 G5)
- 4.8 Policy #3430 Diversity, Equity, and Inclusion in the District (second reading, adopt) (8.1.22 G6)
- 4.9 Approve the 2022-2023 LINKS Team (8.1.22 G7)
- 4.10 Approve surplus of miscellaneous equipment (8.1.22 G8)
- 4.11 Change Board meeting dates in August and April (8.1.22 G9)
- 4.12 Approve the MOA between the District and the UAA to appoint Mike Snider and Patricia Loker as Co-Title I Coordinators (8.1.22 G10)
- 4.13 Appoint Michelle Holcomb part-time food service helper/dishwasher (8.1.22 UC1)
- 4.14 Appoint Claudia Fallot as a bus aide for 2022 summer school (8.1.22 UC2)
- 4.15 Approve event workers for the 2022-2023 fall sports season (8.1.22 UC3)
- 4.16 Accept Tisha Degner's resignation as part-time food service helper/dishwasher (8.1.22 UC4)

Board Agenda 8.1.22

PG: 2

- 4.17 Accept Kaleigh Barber's resignation as a part-time aide (8.1.22 UC5)**
- 4.18 Appoint Kaleigh Barber provisional keyboard specialist (8.1.22 UC6)**
- 4.19 Approve Kaleigh Barber summer training (8.1.22 UC7)**
- 4.20 Appoint Kaleigh Barber attendance officer (8.1.22 UC8)**
- 4.21 Appoint Laura Wade as School Champion Coordinator (8.1.22 C1)**
- 4.22 Approve unpaid leave of absence for Dusti Novellano (8.1.22 C2)**
- 4.23 Approve CSE and CPSE committees for the 2022-2023 school year (8.1.22 C3)**
- 4.24 Approve coaching positions for the 2022-2023 school year (8.1.22 C4)**
- 4.25 Approve unpaid leave of absence for Alysha Hoffman (8.1.22 C5)**
- 4.26 Rescind the appointment of Elizabeth Knudson English teacher (8.1.22 C6)**
- 4.27 Approve Dorothy Rudolph returning substitute teacher for the 2022-2023 school year (8.1.22 C7)**

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 8.1.22

PG: 3

4.3

8.1.22 G1

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

4.4

8.1.22 G2

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

4.5

8.1.22 G3

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

4.6

8.1.22 G4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the 2022-2023 District Safety Plan as presented.

4.7

8.1.22 G5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby adopt Policy #1210 Board of Education Members: Nominations and Election as presented.

4.8

8.1.22 G6

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby adopt Policy #3430 Diversity, Equity, and Inclusion in the District as presented.

4.9

8.1.22 G7

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the 2022-2023 LINKS Team as presented.

4.10

8.1.22 G8

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the following surplus of miscellaneous equipment as presented.

4.11

8.1.22 G9

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the changes of the Board Meeting dates of August 15, 2022, to August 22, 2022, and April 10, 2023, to April 17, 2023.

Board Agenda 8.1.22
PG: 4

4.12

8.1.22 G10

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the MOA between the District and the UAA to appoint Mike Snider and Patricia Loker as Co-Title I Coordinators with a stipend of \$1,750 each as presented.

4.13

8.1.22 UC1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Michelle Holcomb to a 52-week probationary appointment as a part-time food service helper/dishwasher, at a rate of \$13.20 per/hr., effective September 1, 2022, to August 31, 2023, as presented. (Replaces Tisha Degner)

4.14

8.1.22 UC2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Claudia Fallot as a bus aide for 2022 summer school as presented.

4.15

8.1.22 UC3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve event workers for the 2022-2023 fall sports season as presented.

4.16

8.1.22 UC4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Tisha Degner's resignation as a part-time food service helper/dishwasher effective June 30, 2022, as presented.

4.17

8.1.22 UC5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Kaleigh Barber's resignation as a part-time aide to accept the keyboard specialist position as presented.

4.18

8.1.22 UC6

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Kaleigh Barber to a provisional appointment as keyboard specialist, pending civil service exam, at a rate of \$14.00 per/hr. effective September 1, 2022, as presented. (Replaces Martha Vanderlip)

4.19

8.1.22 UC7

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Kaleigh Barber for five (5) hours of summer training at her appointed hourly rate of \$14.00/hr. as presented.

Board Agenda 8.1.22

PG: 5

4.20

8.1.22 UC8

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Kaleigh Barber as attendance officer. (Replaces Martha Vanderlip)

4.21

8.1.22 C1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Laura Wade as School Champion Coordinator for the 2021-2022 school year, stipend amount \$5,000.

4.22

8.1.22 C2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the 1-year unpaid leave of absence for Dusti Novellano for the 2022-2023 school year as presented.

4.23

8.1.22 C3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve CSE and CPSE committees for the 2022-2023 school year as presented.

4.24

8.1.22 C4

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

4.25

8.1.22 C5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the unpaid leave of absence for Alysha Hoffman, effective on or about November 25, 2022, to January 2, 2023, as presented.

4.26

8.1.22 C6

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby rescind the appointment of Elizabeth Knudson as English teacher, effective July 22, 2022, as presented.

4.27

8.1.22 C7

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Dorothy Rudolph returning substitute teacher for the 2022-2023 school year as presented.

Internal Claims Auditor Report for Unatego Central School District

Warrant Report Month: JUNE 22

Checks Audited: 243

Internal Claims Auditor:

Candice Wheeler *Surva Badger*

Discovered Condition	Internal Auditor Requested Corrective Action	Corrective Action Taken
FINDINGS:		
Forgot to add vendor Incident: 1	Add vendor	Correction done
Incorrect remit address Incident: 4	Correct remit address	Correction done
Missing okay to pay Incident: 1	Removed from warrant	Removed
Total Incident: 6		
PO's should be completed prior to purchase or service:		

of Entries: 419

1.43 % of Findings to Entries

Recommendations & Reminders:

✓ 7/12/22 DJ

UNATEGO CENTRAL SCHOOL TREASURER'S REPORT

June 2022

	GENERAL FUND	CAFETERIA FUND	TRUST & AGENCY FUND	FEDERAL FUND	CAPITAL FUND	PAYROLL FUND	RENTAL FEES	DEBT SERVICE RESERVE
BEGINNING BALANCE	\$ 2,484,161.38	\$ 185,911.86	\$ 143,401.88	\$ 398,188.48	\$ 586,787.51	\$ 325.73	\$ 2,618.14	\$ 3,413.83
RECEIPTS	\$ 3,131,985.98	\$ 15,388.47	\$ 1,888,555.32	\$ 138,641.42	\$ 4.28	\$ 1,342,678.82	\$ 888.88	\$ 0.00
DISBURSEMENTS	\$ 4,380,668.53	\$ 45,164.64	\$ 1,838,513.73	\$ 221,188.86	\$ 95,288.88	\$ 1,342,675.21	\$ 1,813.34	\$ 0.00
ENDING BALANCE	\$ 1,325,891.76	\$ 136,145.68	\$ 211,442.67	\$ 317,721.06	\$ 471,481.71	\$ 827.44	\$ 2,488.88	\$ 3,413.83

Community General Reserve		
NY Class General	\$	6,245,788.51
NY Class Reserves		
NY Class Capital		
NY Class Debt Service	\$	23,288.85

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: May 31, 2022 \$ 2,494,151.30

VOIDED CHECKS: \$ -

RECEIPTS:	INTEREST	12.70
	BOCES AID	\$437,433.00
	TO RECORD SEC 611/SEC 619/TITLE IIA/TITLE IV/SEC 611ARP/UPK/ESSER 3/ESSER 23C	\$95,255.00
	TO RECORD ARP HOMELESS FUNDS	\$1,144.00
	TRANSFER FROM NYCLASS TO GENERAL	\$1,000,000.00
	BUSING FOR SENIOR TRIP	\$916.50
	GREAT ESCAPE TICKET REIMBURSEMENT	\$1,050.67
	FINGERPRINTING-PALMER	\$40.50
	SUMMER REC PROGRAM	\$6,000.00
	TO RECORD ARP-FULL DAY UPK FUNDS	\$43,239.00
	WORKERS COMP	\$20,467.89
	OTSEGO AUTO CRUSHERS	\$76.70
	TO RECORD TITL I/611/619/TITLE IIA/TITLE IV/611 ARP/ESSER 3/ESSER 2 FUNDS	\$204,804.00
	EXCESS COST	\$248,860.00
	TUITION-HUNT	\$7,625.00
	TRANSFER FROM NYCLASS TO GENERAL	\$800,000.00
	TUITION OCA STUDENT AP EXAMS	\$3,579.00
	GENERAL AID	\$255,847.65
	HCCLAIMPMT NYS DOH	\$5,644.38

TOTAL RECEIPTS \$ 3,131,995.99

RECEIPTS & BALANCE \$ 5,626,147.29

DISBURSEMENTS:	Enter new dat 33728-33853	2,543,987.43
	WIRES 2945-2946,2952,2963	1,756,568.10

TOTAL DISBURSEMENTS \$ 4,300,555.53

BALANCE ON HAND: June 30, 2022 \$ 1,325,591.76

BANK BALANCE \$1,359,825.58

PLUS: BANK ERROR

PLUS: IN TRANSIT DEPOSITS

Enter new date

34,233.82

LESS: OUTSTANDING WIRES

NET BALANCE IN BANK

\$1,325,591.76

June 30, 2022


DISTRICT TREASURER

UNATEGO CSD

Appropriation Status Summary Report By Function From 7/1/2021 To 6/30/2022



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1010	BOARD OF EDUCATION	*	4,400.00	3,062.10	7,462.10	255,994.23	707.71	-249,239.84
1040	DISTRICT CLERK	*	3,695.00	1,291.97	4,986.97	4,986.97	0.00	0.00
1060	DISTRICT MEETING	*	2,200.00	0.00	2,200.00	1,030.64	158.00	1,011.36
10		**	10,295.00	4,354.07	14,649.07	262,011.84	865.71	-248,228.48
1240	CHIEF SCHOOL ADMINISTRATOR	*	192,109.00	1,652.50	193,761.50	263,872.87	115.50	-70,226.87
12		**	192,109.00	1,652.50	193,761.50	263,872.87	115.50	-70,226.87
1310	BUSINESS ADMINISTRATION	*	324,029.00	0.00	324,029.00	327,403.25	22,038.08	-25,412.33
1320	AUDITING	*	27,000.00	0.00	27,000.00	12,625.00	13,375.00	1,000.00
1325	TREASURER	*	47,258.00	0.00	47,258.00	47,602.49	0.00	-344.49
1330	TAX COLLECTOR	*	7,200.00	-0.04	7,199.96	5,268.96	0.00	1,931.00
1345	PURCHASING	*	5,888.00	0.04	5,888.04	5,299.24	588.80	0.00
1380	FISCAL AGENT FEE	*	5,000.00	0.00	5,000.00	1,480.50	3,519.50	0.00
13		**	416,375.00	0.00	416,375.00	399,679.44	39,521.38	-22,825.82
1420	LEGAL	*	17,000.00	1,136.00	18,136.00	21,403.77	0.00	-3,267.77
1430	PERSONNEL	*	50,511.00	7,079.20	57,590.20	53,910.71	4,793.84	-1,114.35
1460	RECORDS MANAGEMENT OFFICER	*	7,401.95	2,295.05	9,697.00	8,727.30	969.70	0.00
1480	PUBLIC INFORMATION & SERVICES	*	27,345.00	0.00	27,345.00	24,610.50	2,734.50	0.00
14		**	102,257.95	10,510.25	112,768.20	108,652.28	8,498.04	-4,382.12
1620	OPERATION OF PLANT	*	983,141.00	119,297.63	1,102,438.63	776,259.45	160,820.47	165,358.71
1621	MAINTENANCE OF PLANT	*	188,570.00	0.00	188,570.00	170,290.03	238.00	18,041.97
1670	CENTRAL PRINTING & MAILING	*	143,000.00	1,126.88	144,126.88	136,888.35	60,721.71	-53,483.18
1680	CENTRAL DATA PROCESSING	*	608,582.00	3,151.93	611,733.93	570,800.55	65,501.83	-24,568.45
16		**	1,923,293.00	123,576.44	2,046,869.44	1,654,238.38	287,282.01	105,349.05
1910	UNALLOCATED INSURANCE	*	77,000.00	-2,939.00	74,061.00	73,710.00	0.00	351.00
1920	SCHOOL ASSOCIATION DUES	*	10,000.00	0.00	10,000.00	8,101.00	0.00	1,899.00
1964	REFUND ON REAL PROPERTY TAXES	*	0.00	3,780.19	3,780.19	3,780.19	0.00	0.00
1981	BOCES ADMINISTRATIVE COSTS	*	175,377.00	-0.20	175,376.80	157,839.09	17,537.67	0.04
1983	BOCES CAPITAL EXPENSES	*	305,619.00	0.20	305,619.20	275,057.28	30,561.92	0.00
19		**	567,996.00	841.19	568,837.19	518,487.56	48,099.59	2,250.04
1		***	3,212,325.95	140,934.45	3,353,260.40	3,206,942.37	384,382.23	-238,064.20
2020	SUPERVISION-REGULAR SCHOOL	*	502,806.00	-2,044.47	500,761.53	484,575.21	594.90	15,591.42
2060	RESEARCH, PLANNING & EVALUAT	*	1,888.00	0.00	1,888.00	1,698.59	188.73	0.68
2070	INSERVICE TRAINING-INSTRUCTION	*	35,234.00	-6,758.50	28,475.50	18,644.35	3,491.19	6,339.96

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
20		**	539,928.00	-8,802.97	531,125.03	504,918.15	4,274.82	21,932.06
2110	TEACHING-REGULAR SCHOOL	*	4,903,505.00	-24,423.22	4,879,081.78	4,492,875.58	28,860.19	357,346.01
21		**	4,903,505.00	-24,423.22	4,879,081.78	4,492,875.58	28,860.19	357,346.01
2250	PROGRAMS-STUDENTS W/ DISABIL	*	3,321,958.00	-15,225.99	3,306,732.01	2,661,461.14	199,042.58	446,228.29
2280	OCCUPATIONAL EDUCATION	*	616,772.00	12,654.18	629,426.18	566,483.57	62,942.61	0.00
22		**	3,938,730.00	-2,571.81	3,936,158.19	3,227,944.71	261,985.19	446,228.29
2330	TEACHING-SPECIAL SCHOOLS	*	27,393.35	-15,879.08	11,514.27	4,093.63	221.37	7,199.27
23		**	27,393.35	-15,879.08	11,514.27	4,093.63	221.37	7,199.27
2610	SCHOOL LIBRARY & AUDIOVISUAL	*	153,025.00	2,068.37	155,093.37	142,892.00	7,824.80	4,376.57
2630	COMPUTER ASSISTED INSTRUCTION	*	267,448.50	54,021.53	321,470.03	264,847.68	19,935.80	36,686.55
26		**	420,473.50	56,089.90	476,563.40	407,739.68	27,760.60	41,063.12
2810	GUIDANCE-REGULAR SCHOOL	*	320,804.00	2,545.59	323,349.59	324,254.73	0.00	-905.14
2815	HEALTH SERVICES-REGULAR SCHOOL	*	97,129.00	20,000.00	117,129.00	107,525.67	0.00	9,603.33
2820	PSYCHOLOGICAL SRVC-REG SCHOOL	*	80,898.00	454.41	81,352.41	85,885.57	0.00	-4,533.16
2850	CO-CURRICULAR ACTIV-REG SCHL	*	63,620.00	0.00	63,620.00	64,638.36	0.00	-1,018.36
2855	INTERSCHOL ATHLETICS-REG SCHL	*	271,525.75	25,761.52	297,287.27	283,068.61	16,643.65	-2,424.99
28		**	833,976.75	48,761.52	882,738.27	865,372.94	16,643.65	721.68
2		***	10,664,006.60	53,174.34	10,717,180.94	9,502,944.69	339,745.82	874,490.43
5510	DISTRICT TRANSPORT-MEDICAID	*	1,351,551.35	-24,133.96	1,327,417.39	1,167,434.66	17,667.66	142,315.07
5530	GARAGE BUILDING	*	38,987.00	6,386.66	45,373.66	34,157.63	5,127.40	6,088.63
55		**	1,390,538.35	-17,747.30	1,372,791.05	1,201,592.29	22,795.06	148,403.70
5		***	1,390,538.35	-17,747.30	1,372,791.05	1,201,592.29	22,795.06	148,403.70
7140	RECREATION	*	70,000.00	-9,817.77	60,182.23	40,464.55	0.00	19,717.68
71		**	70,000.00	-9,817.77	60,182.23	40,464.55	0.00	19,717.68
7		***	70,000.00	-9,817.77	60,182.23	40,464.55	0.00	19,717.68
9010	STATE RETIREMENT	*	285,000.00	-900.00	284,100.00	251,712.85	0.00	32,387.15
9020	TEACHERS' RETIREMENT	*	714,761.00	0.00	714,761.00	614,146.69	0.00	100,614.31
9030	SOCIAL SECURITY	*	662,000.00	0.00	662,000.00	622,547.12	0.00	39,452.88
9040	WORKERS' COMPENSATION	*	130,416.00	0.00	130,416.00	124,042.17	0.00	6,373.83
9045	LIFE INSURANCE	*	1,500.00	0.00	1,500.00	55.70	0.00	1,444.30
9050	UNEMPLOYMENT INSURANCE	*	13,000.00	-6,652.25	6,347.75	0.00	0.00	6,347.75
9060	HOSPITAL, MEDICAL & DENTAL INS	*	3,859,990.10	-20,000.00	3,839,990.10	3,047,147.68	-376.20	793,218.62
9089	OTHER	*	3,000.00	0.00	3,000.00	2,695.00	0.00	305.00

UNATEGO CSD

Appropriation Status Summary Report By Function From 7/1/2021 To 6/30/2022



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
90		**	5,669,667.10	-27,552.25	5,642,114.85	4,662,347.21	-376.20	980,143.84
9711	SERIAL BOND	*	2,236,750.00	0.00	2,236,750.00	2,236,750.00	0.00	0.00
97		**	2,236,750.00	0.00	2,236,750.00	2,236,750.00	0.00	0.00
9901	TRANSFERS - INTERFUND	*	50,000.00	0.00	50,000.00	50,000.00	0.00	0.00
99		**	50,000.00	0.00	50,000.00	50,000.00	0.00	0.00
9		***	7,956,417.10	-27,552.25	7,928,864.85	6,949,097.21	-376.20	980,143.84
Fund ATotals:			23,293,288.00	138,991.47	23,432,279.47	20,901,041.11	746,546.91	1,784,691.45
Grand Totals:			23,293,288.00	138,991.47	23,432,279.47	20,901,041.11	746,546.91	1,784,691.45

UNATEGO CSD

Trial Balance Report From 7/1/2021 - 6/30/2022

Tentative



Account	Description	Debits	Credits	Balance
A 200	CASH - CHECKING	30,266,295.51	28,940,703.75	1,325,591.76
A 2002NYG	NY CLASS GENERAL	10,245,789.51	4,000,000.00	6,245,789.51
A 210	PETTY CASH	667.67	0.00	667.67
A 380	ACCOUNTS RECEIVABLE	0.00	0.00	0.00
A 391CAP	DUE FROM CAPITAL FUND	1,203,067.45	252,261.61	950,805.84
A 391DEBT	DUE FROM DEBT SERVICE	263.25	0.00	263.25
A 391FED	DUE FROM FEDERAL FUND	2,335,588.91	1,618,707.91	716,881.00
A 391SL	DUE FROM SCHOOL LUNCH FUND	59,636.20	12,574.75	47,061.45
A 391TA	DUE FROM TRUST & AGENCY	3,172.23	3,168.47	3.76
A 4101	STATE AID RECEIVABLE	1,821,500.84	930,612.73	890,888.11
A 510	ESTIMATED REVENUES	22,431,467.00	0.00	22,431,467.00
A 521	ENCUMBRANCES	17,955,792.75	17,209,245.84	746,546.91
A 522	EXPENDITURES	21,209,678.75	308,637.64	20,901,041.11
A 599	APPROPRIATED FUND BALANCE	1,000,812.47	0.00	1,000,812.47
A 600	ACCOUNTS PAYABLE	953,780.44	992,957.20	39,176.76 CR
A 630CAP	DUE TO CAPITAL FUND	0.00	1,300,000.00	1,300,000.00 CR
A 630FED	DUE TO FEDERAL FUND	1,362,279.38	1,675,149.73	312,870.35 CR
A 630TA	DUE TO TRUST & AGENCY	3,173.17	27,451.24	24,278.07 CR
A 632	DUE TO TEACHER RETIREMENT	661,696.60	1,337,460.10	675,763.50 CR
A 637	DUE TO EMPLOYEES' RETIREMENT SYSTEM	78,173.75	127,771.00	49,597.25 CR
A 691	DEFERRED REVENUE	0.00	6,000.00	6,000.00 CR
A 814	WORKERS COMP. RESERVE	0.00	107,267.00	107,267.00 CR
A 815	UNEMPLOYMENT INSURANCE RESERVE	0.00	107,000.00	107,000.00 CR
A 821	RESERVE FOR ENCUMBRANCES	17,209,245.84	17,955,792.75	746,546.91 CR
A 827	RETIREMENT CONTRIBUTION RESERVE	0.00	560,470.00	560,470.00 CR
A 828	TRS RETIREMENT RESERVE	0.00	250,633.00	250,633.00 CR
A 862	LIABILITY RESERVE	0.00	100,000.00	100,000.00 CR
A 867	EMPLOYEE LIABILITY RESERVE	0.00	316,139.70	316,139.70 CR
A 878	CAPITAL RESERVE	0.00	800,000.00	800,000.00 CR
A 882	RESERVE FOR REPAIRS	0.00	299,299.00	299,299.00 CR
A 914	ASSIGNED APPROPRIATED FUND BAL	100,000.00	625,000.00	525,000.00 CR
A 915	ASSIGNED UNAPPROPRIATED FUND BAL	0.00	135,812.47	135,812.47 CR
A 917	UNASSIGNED FUND BALANCE	135,812.47	2,903,938.38	2,768,125.91 CR
A 960	APPROPRIATIONS	0.00	23,432,279.47	23,432,279.47 CR
A 980	REVENUES	213,707.36	22,915,267.81	22,701,560.45 CR
A Fund Totals:		129,251,601.55	129,251,601.55	0.00
Grand Totals:		129,251,601.55	129,251,601.55	0.00

UNATEGO CSD

Revenue Status Report From 7/1/2021 To 6/30/2022



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	REAL PROPERTY TAXES	7,420,915.00	0.00	7,420,915.00	6,293,047.33	1,127,867.67
A 1081	PAYMENT IN LIEU OF TAXES (PILOT)	2,400.00	0.00	2,400.00	2,868.00	-468.00
A 1085	SCHOOL TAX RELIEF REIMBURSEMENT	0.00	0.00	0.00	1,126,372.19	-1,126,372.19
A 1090	INTEREST ON PROPERTY TAXES	24,000.00	0.00	24,000.00	24,465.15	-465.15
A 1120	NON-PROPERTY TAX DISTRIBUTION BY COUNTIES	1,500.00	0.00	1,500.00	1,432.85	67.15
A 1310	DAY SCHOOL TUITION FOR INDIVIDUAL	7,600.00	0.00	7,600.00	17,125.00	-9,525.00
A 1335	OTHER STUDENT FEES & CHARGES	5,000.00	0.00	5,000.00	20,262.13	-15,262.13
A 1336	AFTER SCHOOL FEES	43,000.00	0.00	43,000.00	11,192.51	31,807.49
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	3,575.00	1,425.00
A 2401	INTEREST AND EARNINGS	4,000.00	0.00	4,000.00	11,010.40	-7,010.40
A 2650	SALE OF SCRAP & EXCESS MATERIALS	0.00	0.00	0.00	2,274.77	-2,274.77
A 2666	SALE OF TRANSPORTATION EQUIPMENT	0.00	0.00	0.00	23,800.00	-23,800.00
A 2701	REFUND OF BOCES AIDED SERVICES	250,000.00	0.00	250,000.00	297,296.11	-47,296.11
A 2703	REFUND OF PRIOR YEAR EXPENSE	0.00	0.00	0.00	75,571.30	-75,571.30
A 2770	OTHER UNCLASSIFIED REVENUES	7,000.00	0.00	7,000.00	27,338.29	-20,338.29
A 3101	BASIC FORMULA AID	12,897,726.00	0.00	12,897,726.00	9,905,275.03	2,992,450.97
A 3101..1	EXCESS COST AID	174,194.00	0.00	174,194.00	1,672,815.00	-1,498,621.00
A 3102	LOTTERY AID	0.00	0.00	0.00	1,050,160.62	-1,050,160.62
A 3102..B	VLT LOTTERY GRANT(VIDEO LOT TERMINAL)	0.00	0.00	0.00	381,458.99	-381,458.99
A 3102..C	COMMERCIAL GAMING GRANT (COG)	0.00	0.00	0.00	67,096.36	-67,096.36
A 3103	BOCES AID	1,476,995.00	0.00	1,476,995.00	1,416,058.03	60,936.97
A 3104	TUITION/TRANS-H.C.-47/66/721	0.00	0.00	0.00	71,693.78	-71,693.78
A 3260	TEXTBOOK AID	64,886.00	0.00	64,886.00	45,946.00	18,940.00
A 3262	COMPUTER SOFTWARE AID	0.00	0.00	0.00	13,213.00	-13,213.00
A 3262.B	COMPUTER HARDWARE AID	16,072.00	0.00	16,072.00	16,201.00	-129.00
A 3263	LIBRARY LOAN AID	0.00	0.00	0.00	5,512.00	-5,512.00
A 3289	OTHER STATE AID	0.00	0.00	0.00	40,557.26	-40,557.26
A 4286	CARES ACT GRANTS	0.00	3,179.00	3,179.00	28,553.00	-25,374.00
A 4601	MEDICAID	20,000.00	0.00	20,000.00	49,389.35	-29,389.35
A Totals:		22,428,288.00	3,179.00	22,431,467.00	22,701,560.45	-270,093.45

UNATEGO CSD

Revenue Status Report From 7/1/2021 To 6/30/2022



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
Grand Totals:		22,428,288.00	3,179.00	22,431,467.00	22,701,560.45	-270,093.45

TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL

School Lunch Fund Checking

BALANCE ON HAND: May 31, 2022 \$ 165,911.05

VOIDED CHECKS \$ -

RECEIPTS:

INTEREST	1.26
BOCES AID	\$12,615.59
OTHER SALES TAX/JUNE 2022	\$1,376.31
OTHER SALES TAX	\$1,396.31

TOTAL RECEIPTS \$ 15,389.47

RECEIPTS & BALANCE \$ 181,300.52

DISBURSEMENTS:

CHECKS	27,955.22
WIRES	17,199.32

TOTAL DISBURSEMENTS \$ 45,154.54

BALANCE ON HAND: June 30, 2022 \$ 136,145.98

BANK BALANCE \$136,314.29

PLUS: BANK ERROR -

PLUS: IN TRANSIT DEPOSITS -

LESS: OUTSTANDING CHECKS 168.31

LESS: OUTSTANDING WIRES -

NET BALANCE IN BANK \$136,145.98

June 30, 2022
DATE SUBMITTED


DISTRICT TREASURER

School Food Service Statement of Income & Expenditures

2021-2022

	July/August	September	October	November	December	Totals
Income						
<i>Revenues</i>						
Sale of Type A Lunches	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Food Sales	463	4,521	2,356	1,879	1,567	10,786
Interest & Earnings	1	1	0	0	1	3
State Reimbursement-Breakfast	-	309	410	397	334	1,450
State Reimbursement-Lunch	-	437	543	509	417	1,906
State/Bkfst/Lunch Covid 19	-	-	4,674	-	-	4,674
BOCES Aid	-	-	-	-	-	-
Federal Reimbursements-Breakfast	-	7,523	9,963	9,646	8,111	35,243
Federal Reimbursements-Lunch	-	31,522	39,155	36,694	30,063	137,434
Federal Surplus Food	-	7,246	3,736	3,767	-	14,749
Federal Snack Program	-	668	947	834	684	3,133
Summer Food Service Program	18,872	-	-	-	-	18,872
Refund of Prior Year Expense	-	-	-	2,722	-	2,722
Miscellaneous Revenue	-	1	-	-	4	6
Federal Supply Chain Assistance	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-
Total Revenues	19,337	52,228	61,785	56,448	41,181	230,978
<i>Cost of Food Sold</i>						
Beginning Inventory	23,032	23,032	23,032	23,032	23,032	23,032
Food Purchased	14,077	19,056	26,357	21,614	14,936	96,039
Federal Surplus Food Received	-	7,246	3,736	3,767	-	14,749
Subtotal	37,109	49,333	53,125	48,413	37,968	133,820
<i>Less:</i>						
Ending Inventory	23,032	23,032	23,032	23,032	23,032	23,032
Cost of Food Sold	14,077	26,301	30,093	25,381	14,936	110,788
Gross Income	5,260	25,927	31,692	31,067	26,245	120,190
Expenditures						
<i>Personnel</i>						
Salaries	7,948	8,823	12,979	14,318	13,527	57,595
Employees Retirement	-	-	-	-	-	-
Social Security	663	620	900	963	903	4,049
Workers' Compensation	1,000	500	500	500	500	3,000
Unemployment Insurance	-	-	-	-	-	-
Health & Dental Insurance	3,787	1,262	1,262	1,262	1,262	8,837
Total Personnel	13,398	11,205	15,641	17,044	16,193	73,481
<i>Operations</i>						
Equipment	-	-	-	-	-	-
Contractual Expenses	-	-	595	136	662	1,393
Materials & Supplies	527	-	756	5,356	1,456	8,094
BOCES Services	-	7,200	7,200	7,200	-	21,599
Total Operations	527	7,200	8,551	12,691	2,118	31,087
Total Expenditures	13,924	18,405	24,192	29,735	18,311	104,568
Net Income	\$ (8,665)	\$ 7,521	\$ 7,500	\$ 1,332	\$ 7,934	\$ 15,623

Unatego Central School

School Food Service Statement of Income & Expenditures

2021-2022

	July/Dec.	January	February	March	April	Totals
<u>Income</u>						
<i>Revenues</i>						
Sale of Type A Lunches	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Food Sales	\$ 10,786	2,199	1,978	3,275	1,758	19,997
Interest & Earnings	\$ 3	1	1	1	1	6
State Reimbursement-Breakfast	\$ 1,450	396	394	494	328	3,062
State Reimbursement-Lunch	\$ 1,906	550	488	643	376	3,963
State/Bkfst/Lunch Covid 19	\$ 4,674	-	-	-	-	4,674
BOCES Aid	\$ -	-	10,513	-	-	10,513
Federal Reimbursements-Breakfast	\$ 35,243	10,196	10,131	12,702	8,440	76,712
Federal Reimbursements-Lunch	\$ 137,434	41,916	37,135	48,956	28,611	294,052
Federal Surplus Food	\$ 14,749	5,620	4,199	6,577	6,780	37,926
Federal Snack Program	\$ 3,133	1,019	796	1,256	866	7,070
Summer Food Service Program	\$ 18,872	-	-	-	-	18,872
Refund of Prior Year Expense	\$ 2,722	-	-	-	-	2,722
Miscellaneous Revenue	\$ 6	0	1,202	4	-	1,212
Federal Supply Chain Assistance	\$ -	-	-	-	-	-
Interfund Transfers	\$ -	-	-	-	-	-
Total Revenues	230,978	61,897	66,837	73,908	47,159	480,780
<i>Cost of Food Sold</i>						
Beginning Inventory	23,032	23,032	23,032	23,032	23,032	23,032
Food Purchased	96,039	20,815	17,646	25,715	10,827	171,043
Federal Surplus Food Received	14,749	5,620	4,199	6,577	6,780	37,926
Subtotal	133,820	49,468	44,877	55,324	40,638	232,000
<i>Less:</i>						
Ending Inventory	23,032	23,032	23,032	23,032	23,032	23,032
Cost of Food Sold	110,788	26,436	21,845	32,292	17,606	208,968
Gross Income	120,190	35,461	44,992	41,616	29,553	271,812
<u>Expenditures</u>						
<i>Personnel</i>						
Salaries	57,595	12,614	13,888	19,705	10,722	114,524
Employees Retirement	-	-	-	-	-	-
Social Security	4,049	1,310	453	1,307	754	7,874
Workers' Compensation	3,000	500	500	500	500	5,000
Unemployment Insurance	-	-	-	-	-	-
Health & Dental Insurance	8,837	44,360	9,955	9,955	9,955	83,060
Total Personnel	73,481	58,784	24,796	31,466	21,931	210,457
<i>Operations</i>						
Equipment	-	-	-	-	-	-
Contractual Expenses	1,393	-	189	278	200	2,060
Materials & Supplies	8,094	1,530	3,585	2,331	2,743	18,284
BOCES Services	21,599	14,399	-	14,399	7,200	57,598
Total Operations	31,087	15,930	3,774	17,008	10,143	77,941
Total Expenditures	104,568	74,713	28,570	48,474	32,074	288,399
Net Income	\$ 15,623	\$ (39,252)	\$ 16,422	\$ (6,858)	\$ (2,521)	\$ (16,587)

Unatego Central School

School Food Service Statement of Income & Expenditures

2021-2022

	July/Apr	May	June	Closing Journal Entry Adj.	Totals
Income					
<i>Revenues</i>					
Sale of Type A Lunches	\$ -	\$ -	\$ -		\$ -
Other Food Sales	19,997	3,235	2,726		25,957
Interest & Earnings	6	1	1		9
State Reimbursement-Breakfast	3,062	546	418		4,026
State Reimbursement-Lunch	3,963	640	423		5,026
State/Bkfst/Lunch Covid 19	4,674	-			4,674
BOCES Aid	10,513	-	31,539		42,052
Federal Reimbursements-Breakfast	76,712	14,033	10,743		101,488
Federal Reimbursements-Lunch	294,052	48,755	32,188		374,995
Federal Surplus Food	37,926	2,154			40,079
Federal Snack Program	7,070	1,241	961		9,272
Summer Food Service Program	18,872	-			18,872
Refund of Prior Year Expense	2,722	-	-		2,722
Miscellaneous Revenue	1,212	18,703	(18,725)		1,190
Federal Supply Chain Assistance	-		18,703		18,703
Interfund Transfers	-	50,000	-		50,000
Total Revenues	480,780	139,308	78,977		699,065
<i>Cost of Food Sold</i>					
Beginning Inventory	23,032	23,032	23,032		23,032
Food Purchased	171,043	24,646	18,559		214,248
Federal Surplus Food Received	37,926	2,154	-		40,079
Subtotal	232,000	49,832	41,591	-	
<i>Less:</i>					
Ending Inventory	23,032	23,032	23,032		23,032
Cost of Food Sold	208,968	26,800	18,559	-	254,327
Gross Income	271,812	112,508	60,418		444,738
Expenditures					
<i>Personnel</i>					
Salaries	114,524	12,788	14,699		142,010
Employees Retirement	-				-
Social Security	7,874	840	1,124		9,838
Workers' Compensation	5,000	500	500		6,000
Unemployment Insurance	-	-	-		-
Health & Dental Insurance	83,060	9,955	-		93,015
Total Personnel	210,457	24,082	16,323		250,863
<i>Operations</i>					
Equipment	-	3,600			3,600
Contractual Expenses	2,060	589	294		2,942
Materials & Supplies	18,284	818	3,751		22,853
BOCES Services	57,598	7,200			64,798
Total Operations	77,941	12,207	4,045		94,193
Total Expenditures	288,399	36,289	20,368		345,056
Net Income	\$ (16,587)	\$ 76,219	\$ 40,050	\$ -	\$ 99,682

School Food Service Statement of Income & Expenditures

2021-2022

Year to Date Comparision

	2020-2021	2021-2022	\$ Change	% Change	
Income					
<i>Revenues</i>					
Sale of Type A Lunches	\$ -	\$ -	\$ -		
Other Food Sales	8,490	25,957	17,467	\$ 2	
Interest & Earnings	8	9	1	\$ 0	
State Reimbursement-Breakfast	-	4,026	4,026		
State Reimbursement-Lunch	-	5,026	5,026		
State/Bkfst/Lunch Covid 19	-	4,674	-		
BOCES Aid	41,954	42,052	98	\$ 0	
Federal Reimbursements-Breakfast	-	101,488	101,488		
Federal Reimbursements-Lunch	-	374,995	374,995		
Federal Surplus Food	44,129	40,079	(4,050)	\$ (0)	
Federal Snack Program	1,510	9,272	7,762	\$ 5	
Summer Food Service Program	454,849	18,872	(435,977)	\$ (1)	
Refund of Prior Year Expense	1,515	2,722	1,207	\$ 1	
Miscellaneous Revenue	10	1,190	1,180	\$ 118	
Federal Supply Chain Assistance	-	18,703	18,703		
Interfund Transfers	50,000	50,000	-	\$ -	
Total Revenues	602,465	699,065	91,926	\$ 0	
<i>Cost of Food Sold</i>					
Beginning Inventory	7,555	23,032	15,477	\$ 2	
Food Purchased	181,269	214,248	32,979	\$ 0	
Federal Surplus Food Received	44,129	40,079	(4,050)	\$ (0)	
Subtotal	232,953	277,359	44,406	\$ 0	
<i>Less:</i>					
Ending Inventory	23,032	23,032	-	\$ -	
Cost of Food Sold	225,399	254,327	44,406	\$ 0	
Gross Income	377,066	444,738	47,520	\$ 0	
Expenditures					
<i>Personnel</i>					
Salaries	128,723	142,010	13,287	\$ 0	
Employees Retirement	-	-	-		
Social Security	9,384	9,838	454	\$ 0	
Workers' Compensation	6,000	6,000	-	\$ -	
Unemployment Insurance	-	-	-		
Health & Dental Insurance	79,094	93,015	13,921	\$ 0	
Total Personnel	223,201	250,863	27,662	\$ 0	
<i>Operations</i>					
Equipment	525	3,600	3,075	\$ 6	
Contractual Expenses	7,653	2,942	(4,711)	\$ (1)	
Materials & Supplies	8,265	22,853	14,588	\$ 2	
BOCES Services	68,821	64,798	(4,023)	\$ (0)	
Total Operations	85,264	94,193	8,929	\$ 0	
Total Expenditures	308,465	345,056	36,591	\$ 0	
Net Income	\$ 68,601	\$ 99,682	\$ 10,929	\$ 0	

UNATEGO CSD

Trial Balance Report From 7/1/2021 - 6/30/2022

Tentative



Account	Description	Debits	Credits	Balance
C 200	CASH	673,430.76	537,284.78	136,145.98
C 4101	STATE AID RECEIVABLE	53,133.46	31,479.07	21,654.39
C 4102	FEDERAL AID RECEIVABLE	570,864.00	462,943.00	107,921.00
C 445	INVENTORY-SUPPLIES	4,218.29	0.00	4,218.29
C 446	INVENTORY-FOOD	4,502.38	0.00	4,502.38
C 446.1	INVENTORY-USDA	14,311.14	0.00	14,311.14
C 510	ESTIMATED REVENUES	593,000.00	0.00	593,000.00
C 521	ENCUMBRANCES	593,148.21	584,373.69	8,774.52
C 522	EXPENDITURES	600,006.88	9,902.41	590,104.47
C 600	ACCOUNTS PAYABLE	24,208.23	34,348.69	10,140.46 CR
C 630GEN	DUE TO GENERAL FUND	12,574.75	59,636.20	47,061.45 CR
C 631	DUE TO OTHER GOVERNMENTS	345.34	368.86	23.52 CR
C 806	NOT IN SPENDABLE FORM	0.00	23,031.81	23,031.81 CR
C 821	RESERVE FOR ENCUMBRANCES	584,373.69	593,148.21	8,774.52 CR
C 915	ASSIGNED UNAPPROPRIATED FUND BAL	0.00	100,888.62	100,888.62 CR
C 960	APPROPRIATIONS	0.00	593,000.00	593,000.00 CR
C 980	REVENUES	3,613.10	701,324.89	697,711.79 CR
C Fund Totals:		3,731,730.23	3,731,730.23	0.00
Grand Totals:		3,731,730.23	3,731,730.23	0.00

UNATEGO CSD

Appropriation Status Summary Report By Function From 7/1/2021 To 6/30/2022



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2860	SUPPLIES/EQUIPMENT/CONTRACTUAL	*	482,000.00	0.00	482,000.00	481,251.82	8,774.52	-8,026.34
28		**	482,000.00	0.00	482,000.00	481,251.82	8,774.52	-8,026.34
2		***	482,000.00	0.00	482,000.00	481,251.82	8,774.52	-8,026.34
9030	SOCIAL SECURITY	*	11,000.00	0.00	11,000.00	9,838.05	0.00	1,161.95
9040	WORKERS' COMPENSATION	*	6,000.00	0.00	6,000.00	6,000.00	0.00	0.00
9060	HOSPITAL, MEDICAL & DENTAL INS	*	94,000.00	0.00	94,000.00	93,014.60	0.00	985.40
90		**	111,000.00	0.00	111,000.00	108,852.65	0.00	2,147.35
9		***	111,000.00	0.00	111,000.00	108,852.65	0.00	2,147.35
Fund CTotals:			593,000.00	0.00	593,000.00	590,104.47	8,774.52	-5,878.99
Grand Totals:			593,000.00	0.00	593,000.00	590,104.47	8,774.52	-5,878.99

UNATEGO CSD

Revenue Status Report From 7/1/2021 To 6/30/2022



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C 1445</u>	OTHER FOOD SALES	4,895.00	0.00	4,895.00	24,604.66	-19,709.66
<u>C 2401</u>	INTEREST AND EARNINGS	5.00	0.00	5.00	8.75	-3.75
<u>C 2701</u>	REFUND OF BOCES AIDED SERVICES	1,000.00	0.00	1,000.00	2,721.68	-1,721.68
<u>C 2770</u>	MISCELLANEOUS REVENUE	0.00	0.00	0.00	1,189.54	-1,189.54
<u>C 3190..1</u>	STATE BREAKFAST	0.00	0.00	0.00	4,026.00	-4,026.00
<u>C 3190..11</u>	BOCES AID	44,000.00	0.00	44,000.00	42,051.97	1,948.03
<u>C 3190..2</u>	STATE LUNCH	0.00	0.00	0.00	5,026.00	-5,026.00
<u>C 3190.CO1.9</u>	STATE BKFST/LUNCH COVID 19	0.00	0.00	0.00	4,674.00	-4,674.00
<u>C 3190.SUM</u>	STATE BKFST/LUNCH SUMMER	16,100.00	0.00	16,100.00	641.00	15,459.00
<u>C 4190..1</u>	FEDERAL BREAKFAST	0.00	0.00	0.00	101,488.00	-101,488.00
<u>C 4190..2</u>	FEDERAL LUNCH	0.00	0.00	0.00	374,995.00	-374,995.00
<u>C 4190..2S.N</u>	FEDERAL SNACK	7,000.00	0.00	7,000.00	9,272.00	-2,272.00
<u>C 4190..3</u>	SURPLUS FOOD - FEDERAL	30,000.00	0.00	30,000.00	40,079.19	-10,079.19
<u>C 4190.SCA</u>	FEDERAL SUPPLY CHAIN ASSISTANCE	0.00	0.00	0.00	18,703.00	-18,703.00
<u>C 4190.SUM</u>	FEDERAL BRKFST/LUNCH SUMMER	440,000.00	0.00	440,000.00	18,231.00	421,769.00
<u>C 5031</u>	INTERFUND TRANSFER FROM GEN FUND	50,000.00	0.00	50,000.00	50,000.00	0.00
C Totals:		593,000.00	0.00	593,000.00	697,711.79	-104,711.79
Grand Totals:		593,000.00	0.00	593,000.00	697,711.79	-104,711.79

Tentative

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

Special Aid Fund Checking

BALANCE ON HAND: May 31, 2022

\$ 399,189.49

VOIDED CHECKS

\$ -

RECEIPTS:

INTEREST	3.42
TRANSFER OF ARP-FULL DAY UPK FUNDS FROM GENERAL TO FEDE	13,716.00
TRANSFER OF TITLE IIA FUNDS FROM GENERAL TO FEDERAL	2,756.00
TRANSFER OF TITLE IV FUNDS FROM GENERAL TO FEDERAL	3,753.00
TRANSFER OF SECTION 611 FUNDS FROM GENERAL TO FEDERAL	30,136.00
TRANSFER OF SECTION 619 FUNDS FROM GENERAL TO FEDERAL	491.00
TRANSFER OF ARP SECTION 611 FUNDS FROM GENERAL TO FEDER.	6,999.00
TRANSFER OF ESSER 3 FUNDS FROM GENERAL TO FEDERAL	26,022.00
TRANSFER OF ESSER 2 FUNDS FROM GENERAL TO FEDERAL	4,154.00
TRANSFER OF GEER 2FUNDS FROM GENERAL TO FEDERAL	7,228.00
TRANSFER OF ARP HOMELESS FUNDSFUNDS FROM GENERAL TO FI	1,144.00
TRANSFER OF ARP-FULL DAY UPK FUNDS FROM GENERAL TO FEDE	43,239.00

TOTAL RECEIPTS \$ 139,641.42

RECEIPTS & BALANCE \$ 538,830.91

DISBURSEMENTS:

CHECKS	3504-3507	17,945.00
WIRES		203,164.06

TOTAL DISBURSEMENTS \$ 221,109.06

BALANCE ON HAND: June 30, 2022

\$ 317,721.85

BANK BALANCE

\$322,506.85

PLUS: BANK ERROR

-

PLUS: IN TRANSIT DEPOSITS

-

LESS: OUTSTANDING CHECKS

4,785.00

LESS: OUTSTANDING WIRES

-

NET BALANCE IN BANK

\$317,721.85

**June 30, 2022
DATE SUBMITTED**


DISTRICT TREASURER

UNATEGO CSD

Trial Balance Report From 7/1/2021 - 6/30/2022

Tentative



Account	Description	Debits	Credits	Balance
F 200	CASH - CHECKING	2,015,015.16	1,697,293.31	317,721.85
F 380	ACCOUNT RECEIVABLE	0.00	0.00	0.00
F 391GEN	DUE FROM GENERAL FUND	1,675,149.73	1,362,279.38	312,870.35
F 4102	FEDERAL AID RECEIVABLE	139,398.64	118,816.35	20,582.29
F 510	ESTIMATED REVENUES	4,169,510.52	1,656.72	4,167,853.80
F 521	ENCUMBRANCES	1,067,932.69	1,063,742.80	4,189.89
F 522	EXPENDITURES	1,882,620.71	198,212.37	1,684,408.34
F 600	ACCOUNTS PAYABLE	4,154.24	11,835.49	7,681.25 CR
F 630GEN	DUE TO GENERAL FUND	1,604,707.91	2,321,588.91	716,881.00 CR
F 821	RESERVE FOR ENCUMBRANCES	1,063,742.80	1,067,932.69	4,189.89 CR
F 914	ASSIGNED APPROPRIATED FUND BAL	0.00	1,656.72	1,656.72 CR
F 915	ASSIGNED UPAPPROPRIATED FUND BAL	1,656.72	0.00	1,656.72
F 960	APPROPRIATIONS	1,656.72	4,169,510.52	4,167,853.80 CR
F 980	REVENUES	35,865.00	1,646,885.58	1,611,020.58 CR
F Fund Totals:		13,661,410.84	13,661,410.84	0.00
Grand Totals:		13,661,410.84	13,661,410.84	0.00

UNATEGO CSD

Appropriation Status Summary Report By Function From 7/1/2021 To 6/30/2022



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
0421	TITLE IVA	*	0.00	0.00	0.00	0.00	0.00	0.00
0422		*	14,548.00	23,516.00	38,064.00	25,503.54	960.04	11,600.42
04		**	14,548.00	23,516.00	38,064.00	25,503.54	960.04	11,600.42
0		***	14,548.00	23,516.00	38,064.00	25,503.54	960.04	11,600.42
2110	ARP - SUMMER	*	0.00	1,004,366.00	1,004,366.00	136,371.52	0.00	867,994.48
2112	ARP SUMMER	*	248,888.00	-246,708.00	2,180.00	0.00	2,079.89	100.11
2121	TITLE 1	*	0.00	0.00	0.00	0.00	0.00	0.00
2122		*	0.00	246,708.00	246,708.00	245,113.77	0.00	1,594.23
21		**	248,888.00	1,004,366.00	1,253,254.00	381,485.29	2,079.89	869,688.82
2250	PROGRAMS-STUDENTS W/ DISABIL	*	0.00	449,428.00	449,428.00	57,641.00	0.00	391,787.00
2253	TUITION/MAINTENANCE	*	33,262.80	0.00	33,262.80	33,262.80	0.00	0.00
22		**	33,262.80	449,428.00	482,690.80	90,903.80	0.00	391,787.00
2815		*	55,200.00	0.00	55,200.00	35,052.46	0.00	20,147.54
28		**	55,200.00	0.00	55,200.00	35,052.46	0.00	20,147.54
2		***	337,350.80	1,453,794.00	1,791,144.80	507,441.55	2,079.89	1,281,623.36
3221	IDEA-PT B/SEC 611	*	0.00	0.00	0.00	0.00	0.00	0.00
3222		*	291,789.00	18,362.00	310,151.00	288,291.00	0.00	21,860.00
32		**	291,789.00	18,362.00	310,151.00	288,291.00	0.00	21,860.00
3321	IDEA-PT B/SEC 619	*	0.00	0.00	0.00	0.00	0.00	0.00
3322		*	10,948.00	0.00	10,948.00	6,373.00	0.00	4,575.00
33		**	10,948.00	0.00	10,948.00	6,373.00	0.00	4,575.00
3		***	302,737.00	18,362.00	321,099.00	294,664.00	0.00	26,435.00
4721	TITLE IIA	*	0.00	0.00	0.00	0.00	0.00	0.00
4722		*	35,798.00	0.00	35,798.00	34,454.53	1,149.96	193.51
47		**	35,798.00	0.00	35,798.00	34,454.53	1,149.96	193.51
4922	ARP-FULL DAY UPK	*	187,200.00	0.00	187,200.00	187,200.00	0.00	0.00
49		**	187,200.00	0.00	187,200.00	187,200.00	0.00	0.00
4		***	222,998.00	0.00	222,998.00	221,654.53	1,149.96	193.51
5218		*	5,724.00	0.00	5,724.00	0.00	0.00	5,724.00
52		**	5,724.00	0.00	5,724.00	0.00	0.00	5,724.00
5882	ARP ESSER 1%-SUMMER LEARNING & ENRICHMENT	*	151,615.00	0.00	151,615.00	41,674.31	0.00	109,940.69
5883	ARP ESSER 1% COMPREHENSIVE AFTER SCHOOL	*	151,615.00	0.00	151,615.00	21,079.87	0.00	130,535.13

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
5884	ARP ESSER 5% LOST INSTRUCTIONAL TIME	*	758,056.00	0.00	758,056.00	158,327.25	0.00	599,728.75
58		**	1,061,286.00	0.00	1,061,286.00	221,081.43	0.00	840,204.57
5		***	1,067,010.00	0.00	1,067,010.00	221,081.43	0.00	845,928.57
8021		*	1,453,794.00	-1,453,794.00	0.00	0.00	0.00	0.00
80		**	1,453,794.00	-1,453,794.00	0.00	0.00	0.00	0.00
8		***	1,453,794.00	-1,453,794.00	0.00	0.00	0.00	0.00
9121	ESSER 2	*	714,989.00	0.00	714,989.00	401,564.00	0.00	313,425.00
91		**	714,989.00	0.00	714,989.00	401,564.00	0.00	313,425.00
9621		*	12,549.00	0.00	12,549.00	12,499.29	0.00	49.71
96		**	12,549.00	0.00	12,549.00	12,499.29	0.00	49.71
9		***	727,538.00	0.00	727,538.00	414,063.29	0.00	313,474.71
Fund FTotals:			4,125,975.80	41,878.00	4,167,853.80	1,684,408.34	4,189.89	2,479,255.57
Grand Totals:			4,125,975.80	41,878.00	4,167,853.80	1,684,408.34	4,189.89	2,479,255.57

UNATEGO CSD

Revenue Status Report From 7/1/2021 To 6/30/2022



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>F 3289.-21.22</u>	SUMMER HANDICAPPED 21-22	33,262.80	0.00	33,262.80	47,267.58	-14,004.78
<u>F 4126.-21.22</u>	TITLE I A&D IMPRV (BASIC) 21-22	248,888.00	0.00	248,888.00	186,286.00	62,602.00
<u>F 4256.-32.22</u>	PL94-142 IDEA/SEC 611 21-22	250,703.00	18,362.00	269,065.00	197,591.00	71,474.00
<u>F 4256.-32.22.ARP</u>	PL94-142 IDEA/SEC 611 21-22 IDEA ARP	41,086.00	0.00	41,086.00	33,422.00	7,664.00
<u>F 4256.-33.22</u>	PL99-457 IDEA/SEC 619 21-22	6,373.00	0.00	6,373.00	5,735.00	638.00
<u>F 4256.-33.22.ARP</u>	PL99-457 IDEA/SEC 619 21-22 IDEA ARP	4,575.00	0.00	4,575.00	915.00	3,660.00
<u>F 4286.218.1</u>	ARP HOMELESS 21-22	5,724.00	0.00	5,724.00	1,144.00	4,580.00
<u>F 4286.802.1</u>	ESSER 3 03/13/20-9/30/23	1,453,794.00	0.00	1,453,794.00	301,883.00	1,151,911.00
<u>F 4286.882.1</u>	ARP ESSER 1%-SUMMER LEARNING & ENRICHMENT	151,615.00	0.00	151,615.00	41,674.00	109,941.00
<u>F 4286.883.1</u>	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL	151,615.00	0.00	151,615.00	30,323.00	121,292.00
<u>F 4286.884.1</u>	ARP ESSER 5%-LOST INSTRUCTIONAL TIME	758,056.00	0.00	758,056.00	151,611.00	606,445.00
<u>F 4286.912.1</u>	ESSER 2 03/13/20-9/30/23	714,989.00	0.00	714,989.00	389,164.00	325,825.00
<u>F 4286.962.1</u>	GEER 2 03/13/20-9/30/23	12,549.00	0.00	12,549.00	11,294.00	1,255.00
<u>F 4289..AR.P</u>	ARP-SUMMER	1,656.72	-1,656.72	0.00	0.00	0.00
<u>F 4289..UP.K</u>	ARP-UPK ALL DAY	187,200.00	0.00	187,200.00	164,393.00	22,807.00
<u>F 4289.-04.22</u>	TITLE IVA ALLOCATION 21-22	14,548.00	23,516.00	38,064.00	22,133.00	15,931.00
<u>F 4289.-47.22</u>	TITLE II (A) TEACH/PRINCIPAL TRAINING/RECRUITMENT 21-22	35,798.00	0.00	35,798.00	26,185.00	9,613.00
<u>F 4289.ELC</u>	ELC GRANT	55,200.00	0.00	55,200.00	0.00	55,200.00
F Totals:		4,127,632.52	40,221.28	4,167,853.80	1,611,020.58	2,556,833.22
Grand Totals:		4,127,632.52	40,221.28	4,167,853.80	1,611,020.58	2,556,833.22

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

Capital Fund Checking

BALANCE ON HAND: May 31, 2022 **\$ 566,707.51**

VOIDED CHECKS **\$ -**

RECEIPTS:

INTEREST 4.20

TOTAL RECEIPTS \$ 4.20

RECEIPTS & BALANCE \$ 566,711.71

DISBURSEMENTS:

Wires		\$ 10,500.00
Checks	1985-1987	\$ 84,750.00

TOTAL DISBURSEMENTS \$ 95,250.00

BALANCE ON HAND: June 30, 2022 **\$ 471,461.71**

BANK BALANCE **\$471,461.71**

PLUS: BANK ERROR **-**

PLUS: IN TRANSIT DEPOSITS **-**

LESS: OUTSTANDING CHECKS **-**

LESS: OUTSTANDING WIRES **-**

NET BALANCE IN BANK **\$471,461.71**

June 30, 2022
DATE SUBMITTED


DISTRICT TREASURER

UNATEGO CSD

Trial Balance Report From 7/1/2021 - 6/30/2022

Tentative



Account	Description	Debits	Credits	Balance
H 200	CASH	1,557,311.36	1,085,849.65	471,461.71
H 391GEN	DUE FROM GENERAL FUND	1,300,000.00	0.00	1,300,000.00
H 521	ENCUMBRANCES	1,969,384.25	710,712.25	1,258,672.00
H 522	EXPENDITURES	840,588.04	48,154.31	792,433.73
H 599	APPROPRIATED FUND BALANCE	79,462.25	0.00	79,462.25
H 626	BOND ANTICIPATION NOTES PAYABLE	0.00	1,500,000.00	1,500,000.00 CR
H 630DEBT	DUE TO DEBT SERVICE	0.00	1,178.02	1,178.02 CR
H 630GEN	DUE TO GENERAL FUND	245,261.61	1,196,067.45	950,805.84 CR
H 821	RESERVE FOR ENCUMBRANCES	790,174.50	2,048,846.50	1,258,672.00 CR
H 915	ASSIGNED UNAPPROPRIATED FUND BAL	0.00	79,462.25	79,462.25 CR
H 917.2021PRERE	2021 PRE-REFERRENDUM TO CAPITAL PROJ.	0.00	1,063,089.66	1,063,089.66 CR
H 917.SSB	SMART SCHOOL BOND FUND BALANCE	1,030,640.33	0.00	1,030,640.33
H 960	APPROPRIATIONS	0.00	79,462.25	79,462.25 CR
H Fund Totals:		7,812,822.34	7,812,822.34	0.00
Grand Totals:		7,812,822.34	7,812,822.34	0.00

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2018	2019 CAPITAL PROJECT	*	0.00	79,462.25	79,462.25	792,433.73	1,258,672.00	-1,971,643.48
20		**	0.00	79,462.25	79,462.25	792,433.73	1,258,672.00	-1,971,643.48
2		***	0.00	79,462.25	79,462.25	792,433.73	1,258,672.00	-1,971,643.48
	Fund HTotals:		0.00	79,462.25	79,462.25	792,433.73	1,258,672.00	-1,971,643.48
	Grand Totals:		0.00	79,462.25	79,462.25	792,433.73	1,258,672.00	-1,971,643.48



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

To: Unatego Board Member

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

Date: June 15, 2022

Re: Warrants for the August 01, 2022 meeting

Enclosed, please find the following June warrants for the August 1st meeting:

<u>FUND</u>	<u>#'s</u>
General Fund	92, 94, 95, 96, 97, 98, 99
Trust & Agency	51, 52, 53, 54
School Lunch Fund	40, 41, 42, 43, 44
Federal	31, 32, 33, 34
Capital	14, 15, 16

pal/jm

cc Dr. David Richards

UNATEGO CSD

Check Warrant Report For A - 92: GENERAL 5/30/22-06/03/22 For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
33702	06/01/2022	1410	**VOID** VILLAGE OF UNADILLA		-747.95
33728	06/03/2022	4482	ACCESS THERAPY GROUP, PLLC	210446	5,963.75
33729	06/03/2022	12	ACE GLASS CO	210002	425.00
33730	06/03/2022	4439	ADVANCE AUTO PARTS	210050	384.05
33731	06/03/2022	5985	AMAZON CAPITAL SERVICES	210636	388.45
33732	06/03/2022	107	BEST PLUMBING SPECIALTIES, INC	210707	521.31
33733	06/03/2022	4057	BIG APPLE MUSIC, LLC	210580	24.00
33734	06/03/2022	4530	BRANDOW'S FEED AND SEED	210027	84.90
33735	06/03/2022	4300	BROOKS' HOUSE OF BAR-B-Q'S INCORPORATED	210719	1,255.21
33736	06/03/2022	4747	MARILYN BUSH	210100	200.00
33737	06/03/2022	409	CAMFIL USA, INC.	210600	5,378.00
33738	06/03/2022	183	CAROLINA BIOLOGICAL SUPPLY CO.	210639	767.70
33739	06/03/2022	2525	CAZENOVIA EQUIPMENT CO INC.	210006	73.72
33740	06/03/2022	5842	CENTER STATE PROPANE	210049	817.22
33741	06/03/2022	6089	CLEAN CUT TREE SERVICE		1,000.00
33742	06/03/2022	58	COLLEGE BOARD		4,493.00
33743	06/03/2022	388	DROGEN ELECTRIC SUPPLY	210029	92.96
33744	06/03/2022	5912	ENGIE RESOURCES LLC	210046	4,076.95
33745	06/03/2022	5834	KERRY FALLOT	210104	199.97
33746	06/03/2022	2978	FINGER LAKES SYSTEM CHEMISTRY	210064	1,279.70
33747	06/03/2022	469	FIRST NATIONAL BANK OF OMAHA		353.25
33748	06/03/2022	474	FLEETPRIDE, INC.	210063	14.34
33749	06/03/2022	656	J.W. PEPPER & SON, INC.	*See Detail Report	113.47
33750	06/03/2022	4366	CARL KOENIG		233.93
33751	06/03/2022	3374	MATTHEWS BUSES INC	210071	19.62
33752	06/03/2022	3207	MIRABITO ENERGY PRODUCTS	210047	5,812.17
33753	06/03/2022	5865	SHEILA NOLAN		126.95
33754	06/03/2022	936	NYSEG	*See Detail Report	8,008.39
33755	06/03/2022	4246	PIONEER MANUFACTURING COMPANY	210039	599.00
33756	06/03/2022	1051	PUTNAM PEST CONTROL	210253	35.00
33757	06/03/2022	2458	SENYWWC	210019	100.00
33758	06/03/2022	1224	STAPLES CONTRACT & COMMERCIAL	210232	24.02
33759	06/03/2022	4751	TOBII DYNAVOS LLC	210646	850.73
33760	06/03/2022	6060	REBECCA TOWNDROW		68.09
33761	06/03/2022	3886	UNADILLA VALLEY CENTRAL SCHOOL	210235	75,000.00
33762	06/03/2022	1580	UNITED AUTO SUPPLY	210085	467.90
33763	06/03/2022	1410	VILLAGE TAX COLLECTOR		747.95

UNATEGO CSD

Check Warrant Report For A - 92: GENERAL 5/30/22-06/03/22 For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 37				Warrant Total:	119,252.75
				Vendor Portion:	119,252.75

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

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 37 in number, in the total amount of \$ 119,252.75. 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.

7/7/22 Candice E. Wheeler Claims Auditor
Date Signature Title

UNATEGO CSD

Check Warrant Report For A - 94: DEBT SERVICE PAYMENTS For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
2945	06/06/2022	5948	DASNY		975,575.00
2946	06/06/2022	5948	DASNY		253,800.00
2952	06/08/2022	2268	DEPOSITORY TRUST COMPANY		859,000.00
Number of Transactions: 3					
Warrant Total:					2,088,375.00
Vendor Portion:					2,088,375.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 3 in number, in the total amount of \$ 2,088,375.00. 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.

7/7/22 Candice E. Wheeler Claims Auditor
Date Signature Title

UNATEGO CSD

Check Warrant Report For A - 95: GENERAL 6/6/22-6/10/22 For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID Vendor Name	PO Number	Check Amount
33764	06/10/2022	5985 AMAZON CAPITAL SERVICES	210711	48.75
33765	06/10/2022	5842 CENTER STATE PROPANE	210049	444.53
33766	06/10/2022	3759 DIRECT ENERGY BUSINESS LLC	210057	211.07
33767	06/10/2022	5912 ENGIE RESOURCES LLC	210046	1,811.33
33768	06/10/2022	6108 GREENER WORLD LANDSCAPE MAINTENANCE LLC	210676	3,962.00
33769	06/10/2022	589 HOGAN, SARZYNSKI, LYNCH, DEWIND & GREGORY, LLP	210218	2,456.88
33770	06/10/2022	5835 ED HORAN	210106	43.44
33771	06/10/2022	656 J.W. PEPPER & SON, INC.	210372	377.15
33772	06/10/2022	3374 MATTHEWS BUSES INC	210071	37.72
33773	06/10/2022	3207 MIRABITO ENERGY PRODUCTS	210072	844.76
33774	06/10/2022	936 NYSEG	210045	6,669.78
33775	06/10/2022	5895 JENNIFER S POTRZEBA		45.69
33776	06/10/2022	4232 SANTANDER BANK		87,758.00
33777	06/10/2022	1386 SPRINGBROOK NY, INC.	210231	6,219.70
Number of Transactions: 14			Warrant Total:	110,930.80
			Vendor Portion:	110,930.80

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 14 in number, in the total amount of \$ 110,930.80. 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.

7/7/22

Date

Andie E. Wheeler

Signature

Claims Auditor

Title

UNATEGO CSD

Check Warrant Report For A - 96: GENERAL 6/13/22-6/17/22 For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
33743	06/14/2022	388	**VOID** DROGEN ELECTRIC SUPPLY	210029	-92.96
33778	06/17/2022	5953	A-VERDI LLC	210553	199.00
33779	06/17/2022	4039	A. TREFFEISEN & SONS LLC	210542	643.23
33780	06/17/2022	1042	AIRGAS USA, LLC.	210051	35.43
33781	06/17/2022	926	ASBO NEW YORK	*See Detail Report	300.00
33782	06/17/2022	6113	BAINBRIDGE-GUILFORD CSD	210697	7,880.45
33783	06/17/2022	4057	BIG APPLE MUSIC, LLC	210580	352.93
33784	06/17/2022	1627	CDW GOVERNMENT LLC	210716	990.00
33785	06/17/2022	234	THE CITY OF ONEONTA		50.00
33786	06/17/2022	3385	COOK BROTHERS TRUCK PARTS	210683	1,391.88
33787	06/17/2022	6102	RICHARD T COOLEY	210659	123.02
33788	06/17/2022	326	THE DAILY STAR	210213	626.64
33789	06/17/2022	73	DELAWARE-CHENANGO-MADISON-OTSEGO BOCES	210214	4,276.92
33790	06/17/2022	5912	ENGIE RESOURCES LLC	210046	2,946.38
33791	06/17/2022	474	FLEETPRIDE, INC.	210063	334.92
33792	06/17/2022	582	HILL & MARKES INC	210033	2,369.39
33793	06/17/2022	4212	J & M TROPHIES ENGRAVING & SPECIALTY GIFTS	*See Detail Report	1,523.00
33794	06/17/2022	2547	JOSTENS, INC.	210385	24.04
33795	06/17/2022	4701	KEY GOVERNMENT FINANCE, INC.		153,034.22
33796	06/17/2022	4366	CARL KOENIG		193.93
33797	06/17/2022	4440	LOWE'S	210036	57.11
33798	06/17/2022	3374	MATTHEWS BUSES INC	210071	1,774.83
33799	06/17/2022	1014	PITNEY BOWES INC.	210224	95.16
33800	06/17/2022	1038	PRICE CHOPPER OPER CO INC	210702	63.12
33801	06/17/2022	1051	PUTNAM PEST CONTROL	210015	110.00
33802	06/17/2022	4244	RENTALS TO GO	210016	240.00
33803	06/17/2022	6120	SHAUGHNESSY & ASSOCIATES	210713	160.00
33804	06/17/2022	3208	WINIFRED A. SLAWSON		245.00
33805	06/17/2022	806	SOUTHERN TIER TRACK OFFICIALS	210726	287.99
33806	06/17/2022	6060	REBECCA TOWNDROW		34.04
33807	06/17/2022	5965	KIM TRASK	210557	150.00
33808	06/17/2022	2173	TRI-COUNTY COMMUNICATIONS INC	210691	1,234.29
33809	06/17/2022	3272	JEFFREY E. UTTER	210658	200.00
33810	06/17/2022	1412	VILLAGE VARIETY, LTD.	210043	39.43
33811	06/17/2022	1424	WASTE RECOVERY ENTERPRISES	210087	258.33

UNATEGO CSD

Check Warrant Report For A - 96: GENERAL 6/13/22-6/17/22 For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 35				Warrant Total:	182,151.72
				Vendor Portion:	182,151.72

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

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 35 in number, in the total amount of \$ 182,151.72. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/7/22 Candice E. Wheeler Claims Auditor
Date Signature Title

UNATEGO CSD

Check Warrant Report For A - 97: GENERAL 06/20/22-06/24/22 For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
33812	06/24/2022	4439	ADVANCE AUTO PARTS	210050	47.24
33813	06/24/2022	5964	BARRETO, MARK	210504	1,875.00
33814	06/24/2022	5902	BSN SPORTS LLC	210634	1,753.25
33815	06/24/2022	2743	CINTAS CORPORATION	210054	111.80
33816	06/24/2022	5833	MIKE COFFIN	210101	200.00
33817	06/24/2022	73	DELAWARE-CHENANGO-MADISON-OTSEGO BOCES		142.00
33818	06/24/2022	656	J.W. PEPPER & SON, INC.	210372	295.04
33819	06/24/2022	4366	CARL KOENIG		193.93
33820	06/24/2022	2451	JULIE LAMBIASO		265.70
33821	06/24/2022	1014	PITNEY BOWES INC.	210224	87.00
33822	06/24/2022	4294	DR DAVID RICHARDS (PETTY CASH)		52.40
33823	06/24/2022	1131	SARGENT WELCH	210507	4.32
33824	06/24/2022	6111	SHUPPERD'S TACK SHOP	210695	465.00
33825	06/24/2022	5880	KENNETH SNIDER		35.97
33826	06/24/2022	6060	REBECCA TOWNDROW		79.45
33827	06/24/2022	5965	KIM TRASK		12.00
33828	06/24/2022	1580	UNITED AUTO SUPPLY	210085	30.96
33829	06/24/2022	4738	DALE YOUNG	210115	135.18

Number of Transactions: 18

Warrant Total: 5,786.24

Vendor Portion: 5,786.24

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 18 in number, in the total amount of \$ 5,786.24. 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.

7/7/22 Candie E. Whelan Claims Auditor

Date Signature Title

UNATEGO CSD

Check Warrant Report For A - 98: GENERAL 06/30/2022 For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
33830	06/30/2022	5953	A-VERDI LLC	210553	199.00
33831	06/30/2022	4482	ACCESS THERAPY GROUP, PLLC	210446	4,013.75
33832	06/30/2022	5985	AMAZON CAPITAL SERVICES	210725	1,327.18
33833	06/30/2022	4057	BIG APPLE MUSIC, LLC	210370	2,300.00
33834	06/30/2022	6119	CARQUEST OF UNADILLA		26.47
33835	06/30/2022	5842	CENTER STATE PROPANE	210049	144.69
33836	06/30/2022	291	COUNTRY CLUB MOTORS		1,623.58
33837	06/30/2022	388	DROGEN ELECTRIC SUPPLY	210029	93.74
33838	06/30/2022	469	FIRST NATIONAL BANK OF OMAHA		1,301.17
33839	06/30/2022	1639	GRAINGER	210067	181.08
33840	06/30/2022	6108	GREENER WORLD LANDSCAPE MAINTENANCE LLC	210676	657.00
33841	06/30/2022	582	HILL & MARKES INC	*See Detail Report	18,164.63
33842	06/30/2022	4609	PATRICIA LOKER		129.93
33843	06/30/2022	3374	MATTHEWS BUSES INC	210071	114.24
33844	06/30/2022	1985	NYAPT	210698	175.00
33845	06/30/2022	905	NYS DEPT OF ENVIRONMENTAL CONSERVATION	210014	100.00
33846	06/30/2022	936	NYSEG	210045	2.20
33847	06/30/2022	1050	PITNEY BOWES BANK INC PURCHASE POWER		49.35
33848	06/30/2022	1051	PUTNAM PEST CONTROL	*See Detail Report	80.00
33849	06/30/2022	1921	SCHOOL NURSE SUPPLY INC	210728	147.85
33850	06/30/2022	5838	WAYNE STRICKLAND	210098	191.37
33851	06/30/2022	1405	VASCO BRANDS, INC	210042	46.00
33852	06/30/2022	1410	VILLAGE OF UNADILLA		552.69
33853	06/30/2022	1424	WASTE RECOVERY ENTERPRISES	210044	870.00

Number of Transactions: 24

Warrant Total: 32,490.92

Vendor Portion: 32,490.92

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

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 24 in number, in the total amount of \$ 32,490.92. 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 - 99: GENERAL 06/24/22 For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
2963	06/24/2022	955	THE OMNI GROUP		5,000.00
Number of Transactions: 1					Warrant Total: 5,000.00
					Vendor Portion: 5,000.00

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 \$ 5,000.00. 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.

7/7/22 Candice E. White Claims Auditor
Date Signature Title

UNATEGO CSD

Check Warrant Report For C - 40: SCHOOL LUNCH 5/30/22-06/03/22 For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
7107	06/03/2022	3087	DANIELLE WHITAKER	210204	67.50
Number of Transactions: 1				Warrant Total:	67.50
				Vendor Portion:	67.50

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 67.50. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/7/22 Candie E Wheeler Claims Auditor
Date Signature Title

UNATEGO CSD

Check Warrant Report For C - 41: SCHOOL LUNCH 6/6/22-6/10/22 For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
7108	06/10/2022	96	BEHLOG & SON PRODUCE INC	210185	5,408.51
7109	06/10/2022	160	BIMBO BAKERIES USA	210187	845.00
7110	06/10/2022	520	GINSBERG'S INSTITUTIONAL FOODS, INC	210192	10,783.93
7111	06/10/2022	6043	HEADWATER FOODS, INC.	210193	781.25
7112	06/10/2022	4318	HERSHEY CREAMERY COMPANY	210194	127.20
7113	06/10/2022	582	HILL & MARKES INC	210195	2,900.18
7114	06/10/2022	4612	JOHN R SEARS DBA BILL BROS DAIRY	210186	6,034.69
7115	06/10/2022	4638	MCCRAITH BEVERAGES INC	210196	665.90
7116	06/10/2022	5761	NYSNA	210207	76.00

Number of Transactions: 9

Warrant Total: 27,622.66

Vendor Portion: 27,622.66

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 9 in number, in the total amount of \$ 27,622.66. 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.

7/7/21 Candice E. Wheeler Claims Auditor
 Date Signature Title

UNATEGO CSD

Check Warrant Report For C - 42: SCHOOL LUNCH SALES TAX QUARTER 1 For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
2953	06/13/2022	919	NYS TAX DEPARTMENT		96.75
Number of Transactions: 1					
Warrant Total:					96.75
Vendor Portion:					96.75

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 \$ 96.75. 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.

<u>7/7/22</u>	<u>Candie E Whaler</u>	<u>Claims Auditor</u>
Date	Signature	Title

UNATEGO CSD

Check Warrant Report For C - 43: SCHOOL LUNCH 06/20/22-06/24/22 For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
7117	06/24/2022	6115	TISHA DEGNER	210700	141.14
7118	06/24/2022	4443	KAREN GILBERTSON		14.75
Number of Transactions: 2				Warrant Total:	155.89
				Vendor Portion:	155.89

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$ 155.89. 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.

7/7/22

Date

Candee E. Wheeler

Signature

Claims Auditor

Title

UNATEGO CSD

Check Warrant Report For C - 44: SCHOOL LUNCH 06/30/22 For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
7119	06/30/2022	5877	SUSAN HERODES		12.42
Number of Transactions: 1				Warrant Total:	12.42
				Vendor Portion:	12.42

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 12.42. 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.

7/7/22 Candie E. Wheeler Claims Auditor
Date Signature Title

UNATEGO CSD

Check Warrant Report For F - 31: FEDERAL 05/30/22-06/03/22 For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
3504	06/03/2022	5966	NEW DIRECTIONS SOLUTIONS	210564	3,915.00
Number of Transactions: 1				Warrant Total:	3,915.00
				Vendor Portion:	3,915.00

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 \$ 3,915.00. 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.

7/7/22 Candice E. White Claims Auditor
Date Signature Title

UNATEGO CSD

Check Warrant Report For F - 32: FEDERAL 6/6/22-6/10/22 For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
3505	06/10/2022	6057	KST SECURITY CONSULTANTS, LLC	210456	6,200.00
Number of Transactions: 1				Warrant Total:	6,200.00
				Vendor Portion:	6,200.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 6,200.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/7/22 Candice E. Wheeler Claims Auditor
Date Signature Title

UNATEGO CSD

Check Warrant Report For F - 33: FEDERAL 6/13/22-6/17/22 For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
3506	06/17/2022	5966	NEW DIRECTIONS SOLUTIONS	210564	3,915.00
Number of Transactions: 1				Warrant Total:	3,915.00
				Vendor Portion:	3,915.00

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 \$ 3,915.00. 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.

7/7/22 Candie E Wheeler Claims Auditor
Date Signature Title

UNATEGO CSD

Check Warrant Report For F - 34: FEDERAL 06/30/22 For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
3507	06/30/2022	5966	NEW DIRECTIONS SOLUTIONS	210564	3,915.00
Number of Transactions: 1				Warrant Total:	3,915.00
				Vendor Portion:	3,915.00

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 \$ 3,915.00. 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.

7/1/22 Candice E. Whaler Claims Auditor
Date Signature Title

UNATEGO CSD

Check Warrant Report For H - 14: CAPITAL 5/30/22-6/3/22 For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1985	06/03/2022	4704	DELTA ENGINEERS, ARCHITECTS & LAND SURVEYORS	210460	64,300.00

Number of Transactions: 1

Warrant Total: 64,300.00

Vendor Portion: 64,300.00

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 \$ 64,300.00. 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.

7/7/22 Candie E. Wheeler Claims Auditor
Date Signature Title

UNATEGO CSD

Check Warrant Report For H - 15: CAPITAL 6/13/22-6/17/22 For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1986	06/17/2022	5909	SCHOOLHOUSE CONSTRUCTION SERVICES LLC	210177	10,500.00
Number of Transactions: 1				Warrant Total:	10,500.00
				Vendor Portion:	10,500.00

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 \$ 10,500.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/7/22
Date

Candice E. Wheeler
Signature

Claims Auditor
Title

UNATEGO CSD

Check Warrant Report For H - 16: CAPITAL 06/20/22-06/24/22 For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1987	06/24/2022	4704	DELTA ENGINEERS, ARCHITECTS & LAND SURVEYORS	210460	20,450.00
Number of Transactions: 1				Warrant Total:	20,450.00
				Vendor Portion:	20,450.00

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 \$ 20,450.00. 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.

7/7/22 Candie E. Wheeler Claims Auditor
Date Signature Title

UNATEGO CSD

Check Warrant Report For TA - 51: TRUST & AGENCY 05/30/22-06/03/22 For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
9414	06/03/2022	6130	GARRETT BACKUS		25.00
9415	06/03/2022	6128	CHASE BIRDSALL		100.00
9416	06/03/2022	6140	ABBY-ANN BURCH		25.00
9417	06/03/2022	6135	LUKE FOSTER		50.00
9418	06/03/2022	6136	EMMA GERAGHTY		10.00
9419	06/03/2022	6132	KAITLYN HENN		25.00
9420	06/03/2022	6131	MADISON HIMES		25.00
9421	06/03/2022	6014	BRAEDEN JOHNSON		100.00
9422	06/03/2022	6004	XANDER JOHNSON		25.00
9423	06/03/2022	6134	KATELYN JORDAN		50.00
9424	06/03/2022	6133	ADAM MCELDOWNEY		25.00
9425	06/03/2022	6139	FARRAH NIKULICH		10.00
9426	06/03/2022	6129	ALEXANDER RANC		25.00
9427	06/03/2022	6129	ALEXANDER RANC		25.00
9428	06/03/2022	6137	CARTER ROSS		10.00
9429	06/03/2022	6138	STUART RUDNITSKY		10.00
9430	06/03/2022	6142	ADDALYN STRUB		25.00
9431	06/03/2022	6141	EVAN VANBLARCOM		25.00
9432	06/03/2022	6127	NEVE WILSON		100.00

Number of Transactions: 19

Warrant Total: 690.00

Vendor Portion: 690.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 19 in number, in the total amount of \$ 690.00. 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.

7/7/22

Date

Claims Auditor

Signature

Candice E. White

Title

UNATEGO CSD

Check Warrant Report For TA - 52: JUNE 2022 PAYROLL For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
2947	06/09/2022	919	NYS TAX DEPARTMENT		24,378.75
2948	06/09/2022	955	THE OMNI GROUP		15,185.00
2949	06/09/2022	1365	UNATEGO PAYROLL ACCOUNT		408,190.93
2950	06/09/2022	1503	UNITED STATES TREASURY		140,320.08
2951	06/09/2022	4326	LIFETIME BENEFIT SOLUTIONS		462.50
2954	06/22/2022	919	NYS TAX DEPARTMENT		33,015.40
2955	06/22/2022	1365	UNATEGO PAYROLL ACCOUNT		506,296.60
2956	06/22/2022	1503	UNITED STATES TREASURY		174,129.15
2957	06/23/2022	910	NYS & LOCAL RETIREMENT SYSTEM		4,134.17
2958	06/23/2022	919	NYS TAX DEPARTMENT		25,146.61
2959	06/23/2022	955	THE OMNI GROUP		15,185.00
2960	06/23/2022	1365	UNATEGO PAYROLL ACCOUNT		328,187.68
2961	06/23/2022	1503	UNITED STATES TREASURY		127,238.68
2962	06/23/2022	4326	LIFETIME BENEFIT SOLUTIONS		462.50
9433	06/09/2022	2172	NYS CHILD SUPPORT PROCESS CTR		19.16
9434	06/09/2022	946	NYSUT MEMBER BENEFIT		441.76
9435	06/09/2022	975	OTSEGO COUNTY SHERIFF'S OFFICE		77.81
9436	06/09/2022	1187	SIDNEY FEDERAL CREDIT UNION		3,344.00
9437	06/09/2022	4364	VOTE-COPE		6.00
9470	06/23/2022	2172	NYS CHILD SUPPORT PROCESS CTR		19.16
9471	06/23/2022	920	NYS TEACHERS' RETIREMENT SYSTEM		1,120.00
9472	06/23/2022	975	OTSEGO COUNTY SHERIFF'S OFFICE		62.79

Number of Transactions: 22

Warrant Total: 1,807,423.73

Vendor Portion: 1,807,423.73

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 22 in number, in the total amount of \$ 1,807,423.73. 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.

7/7/22 Candice E. Wheeler Claims Auditor
 Date Signature Title

UNATEGO CSD

Check Warrant Report For TA - 53: TRUST & AGENCY 6/13/22-6/17/22 For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
9438	06/17/2022	6130	GARRETT BACKUS		1,000.00
9439	06/17/2022	6152	KATELYN CAMPBELL		500.00
9440	06/17/2022	6147	LAYLA CLAPPER		100.00
9441	06/17/2022	6147	LAYLA CLAPPER		100.00
9442	06/17/2022	6145	TATUM CODINGTON		250.00
9443	06/17/2022	6145	TATUM CODINGTON		500.00
9444	06/17/2022	6155	NOAH COLE		300.00
9445	06/17/2022	5796	FOMINOV, TIMOFEY		150.00
9446	06/17/2022	5796	FOMINOV, TIMOFEY		100.00
9447	06/17/2022	5796	FOMINOV, TIMOFEY		500.00
9448	06/17/2022	5796	FOMINOV, TIMOFEY		300.00
9449	06/17/2022	6159	JAIDEN GEE		400.00
9450	06/17/2022	6013	PATRICIA HIGGINS		100.00
9451	06/17/2022	6013	PATRICIA HIGGINS		100.00
9452	06/17/2022	6013	PATRICIA HIGGINS		100.00
9453	06/17/2022	6131	MADISON HIMES		200.00
9454	06/17/2022	6131	MADISON HIMES		200.00
9455	06/17/2022	6149	RYAN HOVICK		150.00
9456	06/17/2022	6134	KATELYN JORDAN		500.00
9457	06/17/2022	6134	KATELYN JORDAN		250.00
9458	06/17/2022	6158	ALEXA LUCIA		2,000.00
9459	06/17/2022	6154	KELLEN PATRICK		500.00
9460	06/17/2022	6129	ALEXANDER RANC		100.00
9461	06/17/2022	6129	ALEXANDER RANC		1,500.00
9462	06/17/2022	6146	AVA REED		500.00
9463	06/17/2022	6151	RAYMOND RIVERA		250.00
9464	06/17/2022	6148	ANABEL ROMMER		1,000.00
9465	06/17/2022	6148	ANABEL ROMMER		100.00
9466	06/17/2022	6156	HANNAH ROUS		100.00
9467	06/17/2022	6150	JESSICA WASHBURN		250.00
9468	06/17/2022	6144	JAMES WRIGHT		200.00
9469	06/17/2022	6157	KAILI YOUNGS		100.00

UNATEGO CSD

Check Warrant Report For TA - 53: TRUST & AGENCY 6/13/22-6/17/22 For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 32				Warrant Total:	12,400.00
				Vendor Portion:	12,400.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 32 in number, in the total amount of \$ 12,400.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

<u>7/7/22</u>	<u>Candice E. Wheeler</u>	<u>Claims Auditor</u>
Date	Signature	Title

UNATEGO CSD

Check Warrant Report For TA - 54: BENEFITS REIMBURSEMENT JUNE 2022 For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
2968	06/30/2022	4326	LIFETIME BENEFIT SOLUTIONS		5.00
2969	06/30/2022	4326	LIFETIME BENEFIT SOLUTIONS		80.00
2970	06/30/2022	4326	LIFETIME BENEFIT SOLUTIONS		-25.00
2971	06/30/2022	4326	LIFETIME BENEFIT SOLUTIONS		3.11
2972	06/30/2022	4326	LIFETIME BENEFIT SOLUTIONS		54.00
2973	06/30/2022	4326	LIFETIME BENEFIT SOLUTIONS		20.00
2974	06/30/2022	4326	LIFETIME BENEFIT SOLUTIONS		36.72
2975	06/30/2022	4326	LIFETIME BENEFIT SOLUTIONS		67.39
2976	06/30/2022	4326	LIFETIME BENEFIT SOLUTIONS		30.00
2977	06/30/2022	4326	LIFETIME BENEFIT SOLUTIONS		65.00
2978	06/30/2022	4326	LIFETIME BENEFIT SOLUTIONS		101.97
2979	06/30/2022	4326	LIFETIME BENEFIT SOLUTIONS		15.00
2980	06/30/2022	4326	LIFETIME BENEFIT SOLUTIONS		3.00
2981	06/30/2022	4326	LIFETIME BENEFIT SOLUTIONS		113.00
2982	06/30/2022	4326	LIFETIME BENEFIT SOLUTIONS		15.00
2983	06/30/2022	4326	LIFETIME BENEFIT SOLUTIONS		10.87
2984	06/30/2022	4326	LIFETIME BENEFIT SOLUTIONS		17.08

Number of Transactions: 17

Warrant Total: 612.14

Vendor Portion: 612.14

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 17 in number, in the total amount of \$ 612.14. 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.

7/7/22 Candice E. Wheeler Claims Auditor
 Date Signature Title

Unatego Central School		6/30/2022		T & A Warrant # 54	
		Check Numbers:		Total Checks:	
				# of Entries	
				32	
		Wire Number:		Total Wires:	
		2968-2984		17	
Items that need to be corrected before checks are printed					
Vendor	Invoice #	\$ Amount	Problem	Action to be Taken	Action Taken
<p align="center">**** PERFECT WARRANT- NO CORRECTION REQUIRED****</p>					
<p>PO Should be created prior to purchase or service:</p>					
<p>Other Misc. Items to be Noted:</p>					

Unatego Central School		6/17/2022		T & A Warrant # 53	
		Check Numbers:		Total Checks:	
		9438-9469		32	
		Wire Number:		Total Wires:	
Items that need to be corrected before checks are printed					
Vendor	Invoice #	\$ Amount	Problem	Action to be Taken	Action Taken
Kellen, Patrick	Summer Lee Bossler Jr. Memorial	\$500.00	forgot to add	added to warrant	corrected
Ranc, Alexander	Lois & Terry Kishbaugh Memorial	\$100.00	incorrect remittance address	correct address	corrected
PO Should be created prior to purchase or service:					
Other Misc. Items to be Noted:					

Unatego Central School		Date: 06/01/22 - 06/30/22		T & A Warrant # 52	
		Check Numbers:		Total Checks:	
		9433-9472		8	
		Wire Number:		Total Wires:	
		2947-2962		14	
Items that need to be corrected before checks are printed					
Vendor	Invoice #	\$ Amount	Problem	Action to be Taken	Action Taken
**** PERFECT WARRANT- NO CORRECTION REQUIRED****					
PO Should be created prior to purchase or service:					
Other Misc. Items to be Noted:					

Unatego Central School		Date: 0603/2022		T & A Warrant # 51	
		Check Numbers:		Total Checks:	
		9414-9432		19	
		Wire Number:		Total Wires:	
Items that need to be corrected before checks are printed					
Vendor	Invoice #	\$ Amount	Problem	Action to be Taken	Action Taken
**** PERFECT WARRANT- NO CORRECTION REQUIRED****					
<p>PO Should be created prior to purchase or service:</p> <p>Other Misc. Items to be Noted:</p>					

Unatego Central School		6/24/2022		Capital #16	
		Check Numbers:		Total Checks:	
		1987		1	
		Wire Number:		Total Wires:	
Items that need to be corrected before checks are printed					
Vendor	Invoice #	\$ Amount	Problem	Action to be Taken	Action Taken
<p>**** PERFECT WARRANT- NO CORRECTION REQUIRED****</p>					
<p>PO Should be created prior to purchase or service:</p>					
<p>Other Misc. Items to be Noted:</p>					

Unatego Central School	6/17/2022	Capital #15			
		Check Numbers:	Total Checks:	# of Entries	
		1986	1	1	
		Wire Number:	Total Wires:		
Items that need to be corrected before checks are printed					
Vendor	Invoice #	\$ Amount	Problem	Action to be Taken	Action Taken
**** PERFECT WARRANT- NO CORRECTION REQUIRED****					
PO Should be created prior to purchase or service:					
Other Misc. Items to be Noted:					

Unatego Central School		6/3/2022		Capital #14	
		Check Numbers:		Total Checks:	
		1985		1	
				# of Entries	
				2	
		Wire Number:		Total Wires:	
Items that need to be corrected before checks are printed					
Vendor	Invoice #	\$ Amount	Problem	Action to be Taken	Action Taken
**** PERFECT WARRANT- NO CORRECTION REQUIRED****					
PO Should be created prior to purchase or service:					
Other Misc. Items to be Noted:					

Unatego Central School		Date: 06/30/22		Federal #34	
		Check Numbers:		Total Checks:	
		3507		1	
				# of Entries	
				2	
		Wire Number:		Total Wires:	
Items that need to be corrected before checks are printed					
Vendor	Invoice #	\$ Amount	Problem	Action to be Taken	Action Taken
<p>**** PERFECT WARRANT- NO CORRECTION REQUIRED****</p>					
<p>PO Should be created prior to purchase or service:</p>					
<p>Other Misc. Items to be Noted:</p>					

Date: 60/17/2022

Federal #33

Check Numbers:

3506

Total Checks:

1

of Entries

2

Wire Number:

Total Wires:

Items that need to be corrected before checks are printed

Vendor

Invoice #

\$ Amount

Problem

Action to be Taken

Action Taken

**** PERFECT WARRANT- NO CORRECTION REQUIRED****

PO Should be created prior to purchase or service:

Other Misc. Items to be Noted:

Unatego Central School		6/10/2022		Federal #32	
		Check Numbers:		Total Checks:	
		3505		1	
				# of Entries	
				1	
		Wire Number:		Total Wires:	
Items that need to be corrected before checks are printed					
Vendor	Invoice #	\$ Amount	Problem	Action to be Taken	Action Taken
<p>**** PERFECT WARRANT- NO CORRECTION REQUIRED****</p>					
<p>PO Should be created prior to purchase or service:</p>					
<p>Other Misc. Items to be Noted:</p>					

Unatego Central School	6/3/2022	Federal #31			
		Check Numbers:	Total Checks:	# of Entries	
		3504	1	2	
		Wire Number:	Total Wires:		
Items that need to be corrected before checks are printed					
Vendor	Invoice #	\$ Amount	Problem	Action to be Taken	Action Taken
**** PERFECT WARRANT- NO CORRECTION REQUIRED****					
PO Should be created prior to purchase or service:					
Other Misc. Items to be Noted:					

School Lunch # 44

of Entries

1

Total Wires:

Action Taken

**** PERFECT WARRANT- NO CORRECTION REQUIRED****

PO Should be created prior to purchase or service:

Other Misc. Items to be Noted:

Unatego Central School

6/24/2022

School Lunch # 43

Check Numbers:

7117-7118

Total Checks:

2

of Entries

3

Wire Number:

Total Wires:

Items that need to be corrected before checks are printed

Vendor

Invoice #

\$ Amount

Problem

Action to be Taken

Action Taken

**** PERFECT WARRANT- NO CORRECTION REQUIRED****

PO Should be created prior to purchase or service:

Other Misc. Items to be Noted:

Unatego Central School

6/13/2022

School Lunch # 42

Check Numbers:

Total Checks:

of Entries

1

Wire Number:

Total Wires:

2953

1

Items that need to be corrected before checks are printed

Vendor

Invoice #

\$ Amount

Problem

Action to be Taken

Action Taken

**** PERFECT WARRANT- NO CORRECTION REQUIRED****

PO Should be created prior to purchase or service:

Other Misc. Items to be Noted:

Unatego Central School

Date: 06/10/2022

School Lunch # 41

Check Numbers:

7108-7116

Total Checks:

9

of Entries

54

Wire Number:

Total Wires:

Items that need to be corrected before checks are printed**Vendor****Invoice #****\$ Amount****Problem****Action to be Taken****Action Taken******** PERFECT WARRANT- NO CORRECTION REQUIRED********PO Should be created prior to purchase or service:****Other Misc. Items to be Noted:**

Unatego Central School

Date: 06/03/2022

School Lunch # 40

Check Numbers:

7107

Total Checks:

1

of Entries

2

Wire Number:

Total Wires:

Items that need to be corrected before checks are printed

Vendor
Cascun Farm IncInvoice #
89382\$ Amount
\$457.08Problem
Incorrect Remit AddressAction to be Taken
Verify & Correct AddressAction Taken
Correction Done

**** PERFECT WARRANT- NO CORRECTION REQUIRED****

PO Should be created prior to purchase or service:

Other Misc. Items to be Noted:

Unatego Central School

6/24/2022

GENERAL WARRANT # 99

Check Numbers:

Total Checks:

of Entries

1

Wire Number:

Total Wires:

2963

1

Items that need to be corrected before checks are printed

Vendor

Invoice #

\$ Amount

Problem

Action to be Taken

Action Taken

**** PERFECT WARRANT- NO CORRECTION REQUIRED****

PO Should be created prior to purchase or service:

Other Misc. Items to be Noted:

Unatego Central School

Date: 06/30/2022

GENERAL WARRANT # 98**Check Numbers:****33830-33853****Total Checks:****24****# of Entries****40****Wire Number:****Total Wires:****Items that need to be corrected before checks are printed****Vendor****Invoice #****\$ Amount****Problem****Action to be Taken****Action Taken
Corrected******** PERFECT WARRANT- NO CORRECTION REQUIRED********PO Should be created prior to purchase or service:****Other Misc. Items to be Noted:**

Unatego Central School

Date: 06/24/2022

GENERAL WARRANT # 97**Check Numbers:****33812-33829****Total Checks:****18****# of Entries****29****Wire Number:****Total Wires:****Items that need to be corrected before checks are printed**

Vendor	Invoice #	\$ Amount	Problem	Action to be Taken	Action Taken
Pitney Bowes Inc	1020878771	\$87.00	Incorrect remittance address	Correct address	Corrected

PO Should be created prior to purchase or service:**Other Misc. Items to be Noted:**

Unatego Central School

Date: 06/17/22

GENERAL WARRANT # 96**Check Numbers:****33743-33811****Total Checks:****35****# of Entries****51****Wire Number:****Total Wires:****Items that need to be corrected before checks are printed****Vendor****Invoice #****\$ Amount****Problem****Action to be Taken****Action Taken******** PERFECT WARRANT- NO CORRECTION REQUIRED********PO Should be created prior to purchase or service:****Other Misc. Items to be Noted:**

Unatego Central School

Date: 06/10/2022

GENERAL WARRANT #95**Check Numbers:****33764-33777****Total Checks:****14****# of Entries****19****Wire Number:****Total Wires:****Items that need to be corrected before checks are printed****Vendor**
The Daily Star
Santander Bank**Invoice #**
210213
2793271**\$ Amount**
\$626.64
\$87,758.00**Problem**
missing okay to pay
incorrect remit address**Action to be Taken**
get okay to pay
correct address**Action Taken**
Taken off warrant
corrected address**PO Should be created prior to purchase or service:****Other Misc. Items to be Noted:**

Unatego Central School

Date: 06/01/2022 - 6/30/22

GENERAL WARRANT # 94**Check Numbers:****Total Checks:****# of Entries****6****Wire Number:****Total Wires:****2945, 2946, 2952****3****Items that need to be corrected before checks are printed****Vendor****Invoice #****\$ Amount****Problem****Action to be Taken****Action Taken******** PERFECT WARRANT- NO CORRECTION REQUIRED********PO Should be created prior to purchase or service:****Other Misc. Items to be Noted:**

Unatego Central School

Date: 06032022

GENERAL WARRANT # 92**Check Numbers:****33702-33763****Total Checks:****37****# of Entries****67****Wire Number:****Total Wires:****Items that need to be corrected before checks are printed****Vendor****Invoice #****\$ Amount****Problem****Action to be Taken****Action Taken******** PERFECT WARRANT- NO CORRECTION REQUIRED********PO Should be created prior to purchase or service:****Other Misc. Items to be Noted:**

TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL

Trust & Agency Fund Checking

BALANCE ON HAND: May 31, 2022 \$ 143,401.08

VOIDED CHECKS \$ -

RECEIPTS:

INTEREST	2.35
DON MARSH AWARDS	50.00
FRED JAY TOMPKINS HS AWARD	50.00
MARK E WILSEY HS AWARDS	25.00
PAYROLL SUMMARY 6/9/22	610,869.31
AWARDS	5,350.00
DODD	100.00
CORDELIA DAY	500.00
LEPINE	25,000.00
TO MOVE 21-22 SCHOLARSHIP PAYMENTS FROM SAVINGS TO TA TO REIMBURSE	6,450.00
RETIREES HEALTH INSURANCE	4,690.14
RETIREES HEALTH INSURANCE	4,819.72
RETIREES HEALTH INSURANCE	2,576.68
PAYROLL SUMMARY 6/23/22	1,212,432.27
RETIREES HEALTH INSURANCE	12,262.50
RETIREES HEALTH INSURANCE	3,307.89
HEALTH INSURANCE-MORGAN JULY/AUGUST SUMMER ADJ	69.46

TOTAL RECEIPTS \$ 1,888,555.32

RECEIPTS & BALANCE \$ 2,031,956.40

DISBURSEMENTS:

CHECKS	9414-9472	18,643.20
WIRES	2947-2962	1,801,870.53

TOTAL DISBURSEMENTS \$ 1,820,513.73

BALANCE ON HAND: June 30, 2022 \$ 211,442.67

BANK BALANCE \$216,747.67

PLUS: BANK ERROR	-
PLUS: IN TRANSIT DEPOSITS	-
LESS: OUTSTANDING CHECKS	5,305.00
LESS: OUTSTANDING WIRES	-
LESS: OUTSTANDING ERS	-

NET BALANCE IN BANK \$ 211,442.67

June 30, 2022


DISTRICT TREASURER

TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL

Benefit Reimbursement Account

BALANCE ON HAND: May 31, 2022		\$	2,510.14
VOIDED CHECKS:		\$	-
RECEIPTS:	INTEREST	\$	-
	SEE CASH DISBURSEMENT SCHEDULE 52		925.00
	SEE CASH DISBURSEMENT SCHEDULE 54		25.00
		TOTAL RECEIPTS \$	950.00
		RECEIPTS & BALANCE \$	3,460.14
DISBURSEMENTS:	CHECKS	1,013.34	
	WIRES	0.00	
		TOTAL DISBURSEMENTS \$	1,013.34
BALANCE ON HAND: June 30, 2022		\$	2,446.80
<hr/>			
BANK BALANCE			\$2,446.80
PLUS: BANK ERROR			-
PLUS: IN TRANSIT DEPOSITS			-
LESS: OUTSTANDING CHECKS			-
LESS: OUTSTANDING WIRES			-
NET BALANCE IN BANK			\$2,446.80
<hr/>			
June 30, 2022			
DATE SUBMITTED			


DISTRICT TREASURER

UNATEGO CSD

Trial Balance Report From 7/1/2021 - 6/30/2022

Tentative



Account	Description	Debits	Credits	Balance
TA 200	CASH - CHECKING - TA	13,412,571.81	13,201,129.14	211,442.67
TA 200BRA	CASH - CHECKING - BENEFIT REIMBURSEMENT - TA	34,980.44	32,533.64	2,446.80
TA 203	CASH CHECKING - PAYROLL	827.14	0.00	827.14
TA 204	CASH IN EXTRA CLASSROOM ACCOUNTS	86,813.50	0.00	86,813.50
TA 218.1	EMPLOYEES RETIREMENT	48,330.04	48,330.05	0.01 CR
TA 220.1	HEALTH INSURANCE	3,703,212.81	3,796,429.44	93,216.63 CR
TA 220.2	DENTAL INSURANCE	70,972.09	82,509.86	11,537.77 CR
TA 222	FEDERAL INCOME TAX	805,608.79	805,848.80	240.01 CR
TA 228	EXTRA CLASSROOM	0.00	86,813.50	86,813.50 CR
TA 391GEN	DUE FROM GENERAL FUND	27,451.24	3,173.17	24,278.07
TA 630GEN	DUE TO GENERAL FUND	3,168.47	3,172.23	3.76 CR
TA 850.1	STUDENT MATH COLLEGE COURSE	0.00	140.00	140.00 CR
TA 850.10	FLEXIBLE SPENDING/MEDICAL	10,023.10	18,268.03	8,244.93 CR
TA 850.14	6TH GRADE PICTURES	0.00	166.25	166.25 CR
TA 850.20	FLEXIBLE SPENDING/DEPENDANT CARE	600.00	1,653.23	1,053.23 CR
TA 850.2021	CLASS 2021	0.00	50.00	50.00 CR
TA 850.22	CLASS 2013/2014/2015	0.00	95.00	95.00 CR
TA 850.23	DONATIONS/OLYMPIA-TARGET	0.00	178.87	178.87 CR
TA 850.24	HS LIBRARY FUND	0.00	2,038.75	2,038.75 CR
TA 850.25	SCHOLASTIC BOOK FAIR	0.00	2,332.88	2,332.88 CR
TA 850.5	AWARDS	12,990.00	15,467.96	2,477.96 CR
TA 850.51	GIBSON ESTATE - LEPINE SCHOLARSHIP	25,000.00	50,000.00	25,000.00 CR
TA 850.56	BETTIOL AWARD	0.00	2,000.00	2,000.00 CR
TA 850.57	MIKE HURLBURT SCHOLARSHIP	0.00	25.00	25.00 CR
TA 850.59	J & J SNOPKOWSKI SCHOLARSHIP	0.00	1,250.00	1,250.00 CR
TA 850.7	DOLLARS FOR SCHOLARS DONATION	0.00	9,802.00	9,802.00 CR
TA 850ATHL	ATHLETICS	1,684.00	7,746.93	6,062.93 CR
TA 850BBB	BOYS BASKETBALL	0.00	999.19	999.19 CR
TA 850BC	BOOSTER CLUB	0.00	1,053.05	1,053.05 CR
TA 850BOOKS	THOUSAND BOOKS/DONATION	0.00	3,264.94	3,264.94 CR
TA 850BRA	BENEFIT REIMBURSEMENT ACCOUNT	17,262.98	41,696.47	24,433.49 CR
TA 850BSOC	BOYS SOCCER	0.00	129.90	129.90 CR
TA 850CASSC	CASSC COURSE	0.00	120.00	120.00 CR
TA 850CC	COMMON CORE	0.00	1,160.00	1,160.00 CR
TA 850CHEER	CHEERLEADER & DANZ	0.00	896.96	896.96 CR
TA 850DANCE	DANCE TEAM	0.00	500.00	500.00 CR
TA 850DODD	CAROL DODD SCHOLARSHIP	100.00	215.00	115.00 CR
TA 850DT	DEBATE TEAM/NAT'L FORENSICS	0.00	565.22	565.22 CR
TA 850ENR	ENRICHMENT	0.00	475.72	475.72 CR
TA 850GBB	GIRLS BASKETBALL	0.00	148.35	148.35 CR
TA 850GSB	GIRLS SOFTBALL	0.00	292.24	292.24 CR
TA 850GSOC	GIRLS SOCCER	120.00	1,449.02	1,329.02 CR
TA 850GVB	GIRLS VOLLEYBALL	0.00	2,836.55	2,836.55 CR
TA 850HELP	HELPING HANDS	846.56	4,727.68	3,881.12 CR
TA 850INTERACT	INTERACT CLUB	3,272.30	5,027.09	1,754.79 CR
TA 850JACKETS	UNATEGO SPARTAN JACKETS	0.00	7.16	7.16 CR

UNATEGO CSD

Trial Balance Report From 7/1/2021 - 6/30/2022



Account	Description	Debits	Credits	Balance	
TA 850MUSIC	MUSIC DEPT	0.00	2,000.00	2,000.00	CR
TA 850PARCE	DONATION/ANY USE/PARCE	0.00	1,000.00	1,000.00	CR
TA 850REIMB	REIMBURSEMENT	0.00	61.00	61.00	CR
TA 850SF	SCIENCE FUND	104.13	7,991.65	7,887.52	CR
TA 850SFSC	SCIENCE FUND SCHOLARSHIP	6,093.07	20,272.29	14,179.22	CR
TA 850SSD	SOUND SYSTEM DONATIONS	0.00	918.21	918.21	CR
TA 850UCC	UNATEGO COMMUNITY CHURCH	0.00	150.00	150.00	CR
TA 850UFT	UNADILLA FIELD TRIPS	0.00	103.50	103.50	CR
TA 850WREST	WRESTLING	3,584.79	4,756.29	1,171.50	CR
TA 850XC	CROSS COUNTRY	0.00	1,645.05	1,645.05	CR
TA Fund Totals:		18,275,617.26	18,275,617.26	0.00	
Grand Totals:		18,275,617.26	18,275,617.26	0.00	

UNATEGO CSD

Trial Balance Report From 7/1/2021 - 6/30/2022

Tentative



Account	Description	Debits	Credits	Balance
TE 201.01	CASH/LAWRENCE BACON	5.08	0.00	5.08
TE 201.02	CASH/GERALDINE BERKELY	4.78	0.00	4.78
TE 201.03	CASH/NELL BROOKS	507.00	0.00	507.00
TE 201.04	CASH/CHRISTI CALLAHAN	116.26	0.00	116.26
TE 201.05	CASH/DOROTHY CARRINGTON	534.77	0.00	534.77
TE 201.06	CASH/CLASS OF 99	156.96	0.00	156.96
TE 201.07	CASH/LOREN P. COLE	110.94	0.00	110.94
TE 201.08	CASH/ELLA CAMERON DAVIS	45.52	0.00	45.52
TE 201.09	CASH/BENJAMIN EDSON	3.27	0.00	3.27
TE 201.10	CASH/TINA HEAVNER	6.70	0.00	6.70
TE 201.11	CASH/WILHELMINA HOYT	1,476.50	0.00	1,476.50
TE 201.12	CASH/MICHAEL HURLBURT	5,248.05	300.00	4,948.05
TE 201.13	CASH/MARVIN JACKSON	26.63	0.00	26.63
TE 201.14	CASH/KELLOGG PRIZE FUND	18.33	0.00	18.33
TE 201.15	CASH/ETHEL KEHR	18.11	0.00	18.11
TE 201.16	CASH/LOIS KISHBAUGH	152.33	100.00	52.33
TE 201.17	CASH/RICHARD LIGHT	3,571.19	1,500.00	2,071.19
TE 201.18	CASH/PAUL MONROE	16,146.60	0.00	16,146.60
TE 201.19	CASH/OTEGO UNION LODGE	60.51	0.00	60.51
TE 201.20	CASH/LINDA RUSS	840.52	0.00	840.52
TE 201.22	CASH/DR. SUTTON (SAVINGS)	35.05	0.00	35.05
TE 201.24	CASH/JOHN TAMA	3.70	0.00	3.70
TE 201.25	CASH/MICHAEL VANGORDER	8.83	0.00	8.83
TE 201.26	CASH/MARK WISLEY	838.01	25.00	813.01
TE 201.27	CASH/RUTH CAMPBELL	12.13	0.00	12.13
TE 201.28	CASH/DOUGLAS TUTTLE	1,463.32	300.00	1,163.32
TE 201.29	CASH/ALICE LEONARD	346.90	100.00	246.90
TE 201.30	CASH/SHERI MOWERS	105.34	100.00	5.34
TE 201.34	CASH/F JAY TOMPKINS	144.42	50.00	94.42
TE 201.35	CASH/OTEGO ROTARY	4.34	0.00	4.34
TE 201.36	CASH/S.L. BOSSLER	3,157.75	1,000.00	2,157.75
TE 201.37	CASH/RONALD HULL	5.28	0.00	5.28
TE 201.38	CASH/SANDRA MC COY	3,977.22	200.00	3,777.22
TE 201.39	CASH/EDWARD MCKINLEY III	8,817.62	2,000.00	6,817.62
TE 201.40	CASH/MARLA CALABRO SCHOLARSHIP	1,802.29	200.00	1,602.29
TE 201.41	CASH/OTEGO OLD BOYS CLUB	2,299.67	400.00	1,899.67
TE 201.43	NEGRI	250.19	250.00	0.19
TE 92.01	L BACON/EXPENDABLE TRUST	0.00	4.97	4.97 CR
TE 92.02	G BERKELY/EXPENDABLE TRUST	0.00	4.67	4.67 CR
TE 92.03	N. BROOKS/EXPENDABLE TRUST	0.00	506.71	506.71 CR
TE 92.04	C. CALLAHAN/EXPENDABLE TRUST	0.00	116.03	116.03 CR
TE 92.05	D. CARRINGTON/EXPENDABLE TRUST	0.00	534.50	534.50 CR
TE 92.06	CLASS OF 99/EXPENDABLE TRUST	0.00	156.96	156.96 CR
TE 92.07	L. COLE/EXPENDABLE TRUST	0.00	110.94	110.94 CR
TE 92.08	E. CAMERON DAVIS/EXPENDABLE TRUST	0.00	45.31	45.31 CR
TE 92.09	B. EDSON/EXPENDABLE TRUST	0.00	3.25	3.25 CR

UNATEGO CSD

Trial Balance Report From 7/1/2021 - 6/30/2022



Account	Description	Debits	Credits	Balance
TE 92.10	T. HEAVNER/EXPENDABLE TRUST	0.00	6.65	6.65 CR
TE 92.11	W. HOYT/EXPENDABLE TRUST	0.00	1,475.79	1,475.79 CR
TE 92.12	M. HURLBURT/EXPENDABLE TRUST	300.00	5,246.99	4,946.99 CR
TE 92.13	M. JACKSON/EXPENDABLE TRUST	0.00	26.33	26.33 CR
TE 92.14	KELLOGG PRIZE FUND/EXPENDABLE TRUST	0.00	18.10	18.10 CR
TE 92.15	E. KEHR/EXPENDABLE TRUST	0.00	16.62	16.62 CR
TE 92.16	L. KISHBAUGH/EXPENDABLE TRUST	100.00	152.04	52.04 CR
TE 92.17	R. LICHT/EXPENDABLE TRUST	1,500.00	1,820.17	320.17 CR
TE 92.18	P. MONROE/EXPENDABLE TRUST	0.00	16,142.51	16,142.51 CR
TE 92.19	OTEGO UNION LODGE/EXPENDABLE TRUST	0.00	58.18	58.18 CR
TE 92.20	L. RUSS/EXPENDABLE TRUST	0.00	840.35	840.35 CR
TE 92.22	DR. SUTTON (SAVINGS)/EXPEND. TRUST	0.00	33.71	33.71 CR
TE 92.24	J. TAMA/EXPENDABLE TRUST	0.00	2.89	2.89 CR
TE 92.25	M. VANGORDER/EXPENDABLE TRUST	0.00	8.71	8.71 CR
TE 92.26	M. WILSEY/EXPENDABLE TRUST	25.00	837.84	812.84 CR
TE 92.27	R CAMPBELL/EXPENDABLE TRUST	0.00	12.13	12.13 CR
TE 92.28	D TUTTLE/EXPENDABLE TRUST	300.00	1,463.02	1,163.02 CR
TE 92.29	A LEONARD/EXPENDABLE TRUST	100.00	346.83	246.83 CR
TE 92.30	S MOWERS/EXPENDABLE TRUST	100.00	5.34	94.66
TE 92.34	F JAY TOMPKINS/EXPENDABLE TRUST	50.00	144.39	94.39 CR
TE 92.35	OTEGO ROTARY/EXPENDABLE TRUST	0.00	4.34	4.34 CR
TE 92.36	S.L.BOSSLER/EXPENDABLE TRUST	1,000.00	3,157.11	2,157.11 CR
TE 92.37	RONALD HULL/EXPENDABLE TRUST	0.00	5.28	5.28 CR
TE 92.38	SANDRA MC COY/EXPENDABLE TRUST	200.00	3,976.41	3,776.41 CR
TE 92.39	EDWARD MCKINLEY III/EXPENDABLE TRUST	2,000.00	7,022.39	5,022.39 CR
TE 92.40	MARLA CALABRO/EXPENDABLE TRUST	200.00	1,801.92	1,601.92 CR
TE 92.41	OTEGO OLD BOYS CLUB/EXPENDABLE TRUST	400.00	2,299.20	1,899.20 CR
TE 92.43	NEGRI	250.00	25.18	224.82
TE 980	REVENUES	0.00	3,888.35	3,888.35 CR
TE Fund Totals:		58,847.11	58,847.11	0.00
Grand Totals:		58,847.11	58,847.11	0.00

UNATEGO CSD

Trial Balance Report From 7/1/2021 - 6/30/2022

Tentative



Account	Description	Debits	Credits	Balance
TN 201.01	CASH/L. BACON	540.59	0.00	540.59
TN 201.02	CASH/G. BERKELY	537.57	0.00	537.57
TN 201.03	CASH/N. BROOKS	750.00	0.00	750.00
TN 201.04	CASH/C. CALLAHAN	999.67	0.00	999.67
TN 201.05	CASH/D. CARRINGTON	800.00	0.00	800.00
TN 201.07	CASH/L. COLE	1,503.00	0.00	1,503.00
TN 201.08	CASH/E. CAMERON DAVIS	976.52	0.00	976.52
TN 201.09	CASH/B. EDSON	75.97	0.00	75.97
TN 201.10	CASH/T. HEAVNER	221.39	0.00	221.39
TN 201.11	CASH/W. HOYT	2,000.00	0.00	2,000.00
TN 201.13	CASH/M. JACKSON	1,438.25	0.00	1,438.25
TN 201.14	CASH/KELLOGG PRIZE FUND	1,129.83	0.00	1,129.83
TN 201.15	CASH/E. KEHR	7,313.10	0.00	7,313.10
TN 201.16	CASH/L. KISHBAUGH	1,371.75	100.00	1,271.75
TN 201.17	CASH/R. LIGHT	3,229.48	0.00	3,229.48
TN 201.18	CASH/PAUL MONROE	3,996.35	0.00	3,996.35
TN 201.19	CASH/OTEGO UNION LODGE	11,403.55	0.00	11,403.55
TN 201.22	CASH/DR. SUTTON (SAVINGS)	468.71	0.00	468.71
TN 201.23	CASH/DR. SUTTON	6,099.96	0.00	6,099.96
TN 201.24	CASH/J. TAMA	3,985.03	0.00	3,985.03
TN 201.25	CASH/M. VANGORDER	561.21	0.00	561.21
TN 807	NON-SPENDABLE	100.00	49,401.93	49,301.93 CR
TN Fund Totals:		49,501.93	49,501.93	0.00
Grand Totals:		49,501.93	49,501.93	0.00

UNATEGO CSD

Trial Balance Report From 7/1/2021 - 6/30/2022

Tentative

Account	Description	Debits	Credits	Balance
V 200	CASH	3,413.03	0.00	3,413.03
V 2002NYV	NY CLASS DEBT SERV	23,259.85	0.00	23,259.85
V 391CAP	DUE FROM CAPITAL FUND	1,178.02	0.00	1,178.02
V 630GEN	DUE TO GENERAL FUND	0.00	263.25	263.25 CR
V 884	RESERVE FOR DEBT	0.00	27,464.44	27,464.44 CR
V 980	REVENUES	0.00	123.21	123.21 CR
V Fund Totals:		27,850.90	27,850.90	0.00
Grand Totals:		27,850.90	27,850.90	0.00

UNATEGO CSD

Revenue Status Report From 7/1/2021 To 6/30/2022



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>V 2401</u>	INTEREST AND EARNINGS	0.00	0.00	0.00	123.21	-123.21
	V Totals:	0.00	0.00	0.00	123.21	-123.21
	Grand Totals:	0.00	0.00	0.00	123.21	-123.21

UNATEGO CSD

Trial Balance Report From 7/1/2021 - 6/30/2022

Tentative



Account	Description	Debits	Credits	Balance
W 125	PROV MADE IN FUR BUDG FOR CAP INDEB	38,345,730.98	1,940,000.00	36,405,730.98
W 628.2	2010 SERIAL BOND ISSUE	230,000.00	985,000.00	755,000.00 CR
W 628.5	2012 REFUNDING 2002 & 2005	825,000.00	1,700,000.00	875,000.00 CR
W 628.6	2017F REFUNDING 2010A	885,000.00	3,730,000.00	2,845,000.00 CR
W 683	OTHER POST EMPLOYMENT BENEFITS (OPEB)	0.00	31,518,275.00	31,518,275.00 CR
W 687	COMPENSATED ABSENCES	0.00	412,455.98	412,455.98 CR
W Fund Totals:		40,285,730.98	40,285,730.98	0.00
Grand Totals:		40,285,730.98	40,285,730.98	0.00

Unatego Central School District
Budget Transfers as of 6/30/22
Over \$20,000

<u>Negative Account Code</u>	<u>Description</u>	<u>Amount</u>	<u>Transferred From</u>	<u>Notes</u>
A1010.400	BOE Contractual	\$ 250,000.00	A9060.801	Legal escrow payment
A1240.150	CSA Salaries	\$ 70,392.00	A9060.801	Salary
A1310.160	Business Admin Salary	\$ 25,532.00	A9060.801	WC stipend and salary
A1670.490	BOCES central printing & mailing	\$ 69,500.00	A9060.801	Add'l printing & higher printing costs
A1680.490	BOCES Central data processing	\$ 24,600.00	A9060.801	Hud'l and other additional services
A2110.161	Regular School aides	\$ 59,300.00	A9060.801	Some aides were budgeted in spec ed account code; new aides
A2250.160	Special Education Aides	\$ 23,800.00	A9060.801	Additional aides
A2855.150	Coaching Salaries	\$ 24,700.00	A9060.801	Under budgeted due to limited athletics in prior two years
A5510.571	Transportation - Gas & Fuel	\$ 49,500.00	A9060.801	Increased fuel costs
	Total	\$ 597,324.00		

Authorized By:

Board of Education Approval Date

Unatego Central School

District-Wide School Safety Plan 2022-2023



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**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	vacant
Student Member	High School Student Council President
Teachers	Ruth Modinger
Administrator	Katherine Mazourek
Parent	vacant
Community Member	George Flavell, SRO
Public Safety Personnel	Trooper Shannon Hartz
School Safety Personnel	Brian Trask
Other School Personnel	Julie Lambiaso, Patti Hoyt, Patti Loker; Mike Snider
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 (Otsego VFD, Unadilla VFD or Wells Bridge VFD) while other hazard drills are coordinated with the New York State Police, Otsego County Emergency Management Office, and Otsego County Sheriff's department. Upon completion of the drills, evaluation sessions are held with all participating agencies and school officials participating in an evaluation of the process and conduct of the drill. Based upon this discussion, both this plan and the Building Level Plans will be revised as necessary to reflect observations collected.

F. Hall Monitors and other school safety personnel

For the 2022-23 School Year, Unatego will employ two School Resource Officers, who are both retired sworn law enforcement personnel. They are responsible for providing a safe, secure environment for students and staff, interacting with students and staff to develop trusting relationships, and for providing district-wide safety, security, and emergency training for school staff, including training for emergency response plans. They will also provide classroom presentations upon request of staff, assist with situations involving students, parents, etc., and serve as member of the district and building safety teams. They help coordinate with local and state law enforcement, serve as a legal system resource, and are active participants in the planning and execution of emergency response drills.

They serve to provide a highly visible officer presence in all buildings, monitor district doors and cameras, and coordinate with building and district administrators throughout the day to avert any

problems and/or situations. They are able to respond quickly and efficiently to emergency situations, assist in conflict resolution and lock-down and evacuation drills as required by NYSED. They are also able to address truancy by making home visits with administrators and other staff.

Additional School safety personnel within the Unatego district include:

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

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

G. Implementation of School Security

The following building security measures are taken at Unatego;

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

SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE

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

Unatego has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence and are included herein as Appendix 2 of this document and further detailed in the Unatego Code of Conduct. During development of the Code of Conduct, the committee considered adoption of a zero-tolerance policy toward acts of school violence and concluded that such a policy was not appropriate at this time.

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

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

B. Response Protocols

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

• Identification of decision makers	• Procedures to notify parents
• Plans to safeguard students and staff	• Procedures to notify media
• Procedures for transportation, if necessary	• 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
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
		Tim Simonds, Middle School Principal (Grades 6-8)	(607) 988-5029
		Amber Mazzone 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
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.

(Continued)

Community Relations
/EB

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

Community Relations

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.

(Continued)

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- 2019-2020

Active Shooter Training for all Staff March 2020.

Annual training for all staff on Safety Plan and Building Emergency Plans in September 2019

Right to Know Training and Blood-Borne Pathogen training annually on Opening Day Superintendent's Staff Development Day, September 2019.

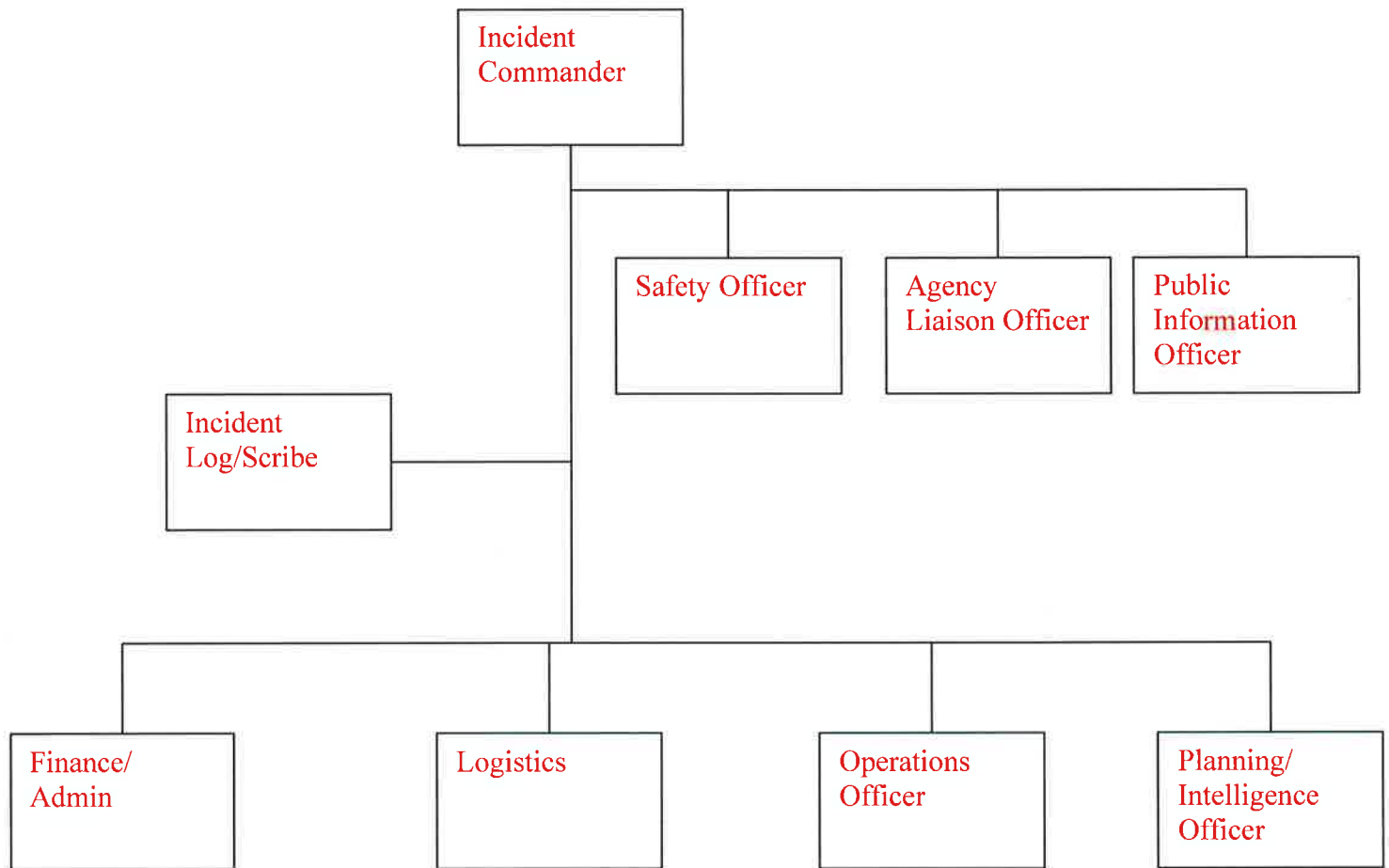
Annual training of all staff at Building level faculty meetings.

Stop the Bleed Training for MS-HS staff, December 2019

Disaster Preparedness Training for all District Staff, March 2020

First Aid/CPR Training for staff March 2020

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-School Resource Officer George Flavell

Public Information Officer-Dave Richards

Incident Log/Scribe-Sheila Nolan

Appendix 5: Sites and potential emergencies

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

District Resources Available for use during an emergency

Buses (see Appendix 1)

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

Sheltering sites (internal and external)

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

Appendix 7: Response Protocols to Specific Incidents

HOSTAGE

Response Action:

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

BOMB THREAT

Response Action:

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

Recovery Action:

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

INTRUDER

Response Action:

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

KIDNAPPED PERSON

Response Action:

1. Identify kidnapping incident - first person on the scene.
2. Notify building administrator.
3. Immediately notify the police. Advise them of the situation and follow their instructions - building administrator.
4. Notify the superintendent - building administrator.
5. In coordination with police agency, notify parents or spouses of individuals who are or could be kidnapped. Also prepare official response in the event of media 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	Ginger Rinaldo	607-335-1234
Head Start-Unadilla Community Center	246 Main Street Unadilla, NY 13849	Unadilla	Tammy Bailey	607-369-7676

Appendix 9: Threat Assessment

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

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

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

Appendix 10: Adoption of Plan

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

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

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

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

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

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

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

Date Revisions adopted by District Wide Safety Committee: September 2018

Annual Update and Board Approval: November 2018

Annual Update and Board Approval: August 17, 2020

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

Annual Update and Board Approval: August 16, 2021

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

Annual Update and Board Approval: August 1, 2022

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

APPENDIX A

Communicable Disease - Pandemic Plan



Communicable Disease - Pandemic Plan

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

Prevention/Mitigation

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

Protection/Preparedness

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

Response

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

Prevention/Mitigation:

- We will work closely with the Otsego County Department of Health to determine the need for activation of our Plan. Administrators, principals, and school nurses will comply with the following

procedures for reporting communicable diseases, including Coronavirus, Influenza, etc., and communicating with the Health Department by:

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

(2) Essential Positions/Titles

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

- Food Services Worker
- Mechanic
- Mechanic's Helper

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

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

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

Justification:

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

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

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

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

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

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

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

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

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

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

(2) Protocols Allowing Non-Essential Employees to Telecommute

Ensure Digital Equity for Employees

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

Technology & Connectivity for Students - Mandatory Requirements:

- To the extent possible, have knowledge of the level of access to devices and high-speed broadband all students and teachers have in their places of residence;
- The District will periodically survey students and teachers as to their access to high-speed broadband.
- To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access; and
- Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.

- The District has extended Wi-Fi access points to the outside of all district owned buildings and students, parents, staff, and community members may access Wi-Fi from the parking lots of the Unatego Junior-Senior High School in Wells Bridge, the Unatego Elementary School in Unadilla, and the Bus Garage located in Otego. The District strongly supports the continuation of state and federal initiatives to expand rural broadband capacity within the district.

Mobile Devices Delivery:

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

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

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

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

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

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

Protection (Preparedness):

We have collaborated with our partners to assure complementary efforts. We have invited representatives from the Otsego County Department of Health, Otsego County Sheriff's Department, NYSP in Oneonta and Sidney, Otego, Unadilla, and Wells Bridge Fire Departments, Coordinators from the DCMO BOCES Health and Safety Department and others to attend our District-wide School Safety Team meetings. This will allow us to send consistent messages to the school community on pandemic related issues.

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

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

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

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

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

<i>School/Program</i>	<i>COVID-19 Safety Coordinator/Administrator</i>	<i>Contact #Info</i>
<i>Unatego Elementary School</i>	<i>Mike Snider, Principal</i>	<i>msnider@unatego.stier.org</i>
<i>Unatego Middle School</i>	<i>Tim Simonds, Principal</i>	<i>tsimonds@unatego.stier.org</i>
<i>Unatego Jr-Sr High School</i>	<i>Julie Lambiaso, Principal</i>	<i>jlambiaso@unatego.stier.org</i>

<i>Traci DeLore</i>	<i>School Specialist, Otsego County</i>	<i>traci.delore@health.ny.gov</i>

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

Resources. Cross-training was provided to staff in July and August 2020 to ensure essential functions will continue. Human Resources will help develop the Plan, in conjunction with all bargaining units, for emergency use of

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

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

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

PPE & Face Covering Availability:

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

PPE Supply Management

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

Group	Quantity per 100 per Group	12 Week Supply 100% Attendance	12 Week Supply 50% Attendance	12 Week Supply 25% Attendance
Students	25 Masks per	300	150	75

	Week			
Teachers/Staff	25	300	150	75
Nurse/Health Staff	25	300	150	75

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

Response:

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

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

(5) Preventing Spread, Contact Tracing and Disinfection

Confirmed Infection Case Requirements & Protocols

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

CDC and NYSDOH Recommendations:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred.

- Opening outside doors and windows to increase air circulation in the area.
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- Refer to DOH's [Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#) for information on "close and proximate" contacts.
- If more than seven days have passed since the person who is suspected or confirmed to have the communicable disease visited or used the facility, additional cleaning or disinfection is not necessary, but routine cleaning and disinfection should continue.

Return to School After Illness:

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

Staff Absenteeism

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

Employee Assistance Program (EAP)

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

Medical Accommodations

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

New York State Contact Tracing Program

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

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

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

The following information will be communicated to all District Employees:

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

A contact tracer will:

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

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

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

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

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

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

Facilities: Cleaning and Sanitizing

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

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

Routine cleaning of school settings includes:

- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails, and doorknobs/handles
- Dust- and wet-mopping or auto-scrubbing floors
- Vacuuming of entryways and high traffic areas
- Removing trash
- Cleaning restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

Classroom/Therapy Rooms:

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

Common Areas:

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

Disinfecting:

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

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

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

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

- Light switches.
- Lunchroom tables and chairs.
- Related Services Spaces.
- Shared equipment.
- Shared desktops.
- Shared telephones.

Hand Sanitizing:

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

Trash removal:

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

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

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

(7) Emergency Housing for Essential Employees

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

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

Recovery:

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

SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST



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

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

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

1. Planning and Coordination:

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

1. Planning and Coordination (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider developing in concert with the local health department a surveillance system that would alert the local health department to a substantial increase in absenteeism among students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implement an exercise/drill to test your pandemic plan and revise it periodically.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.

2. Continuity of Student Learning and Core Operations:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.

3. Infection Control Policies and Procedures:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies for transporting ill students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemicflu/plan).

4. Communications Planning:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within their communities.

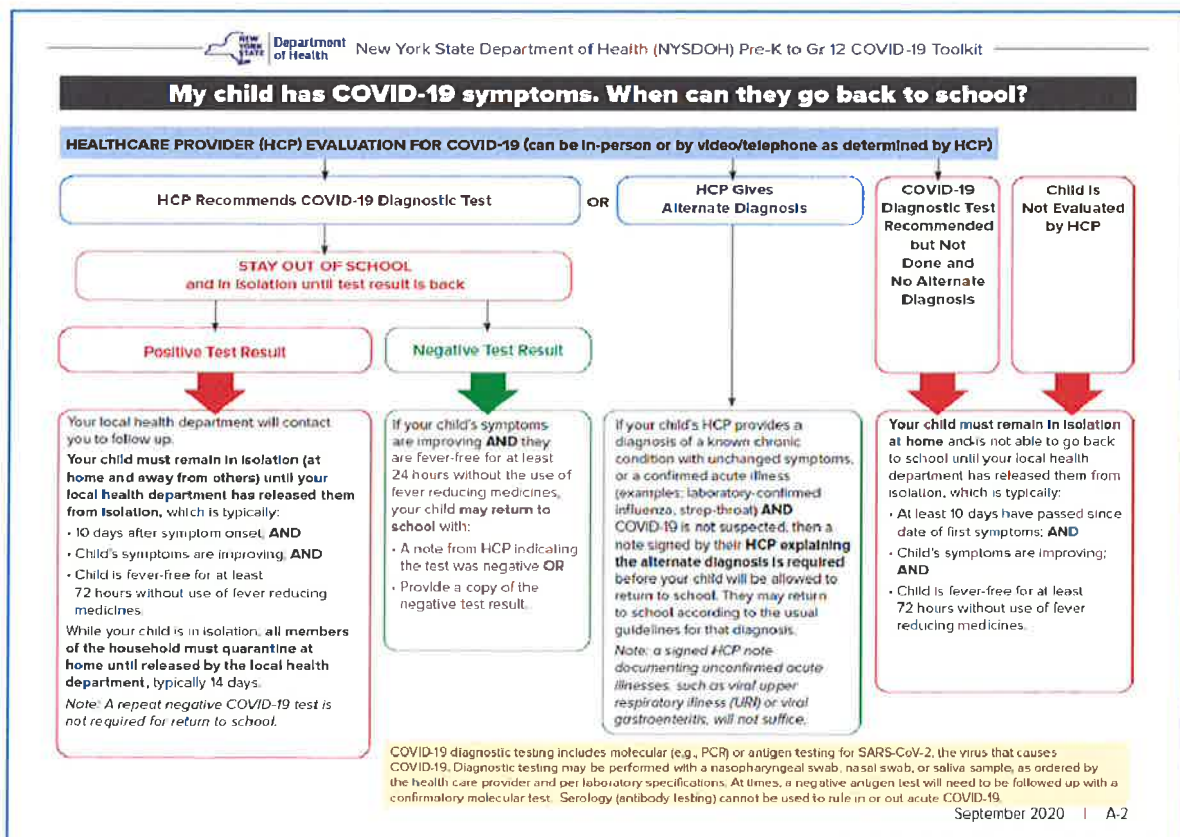
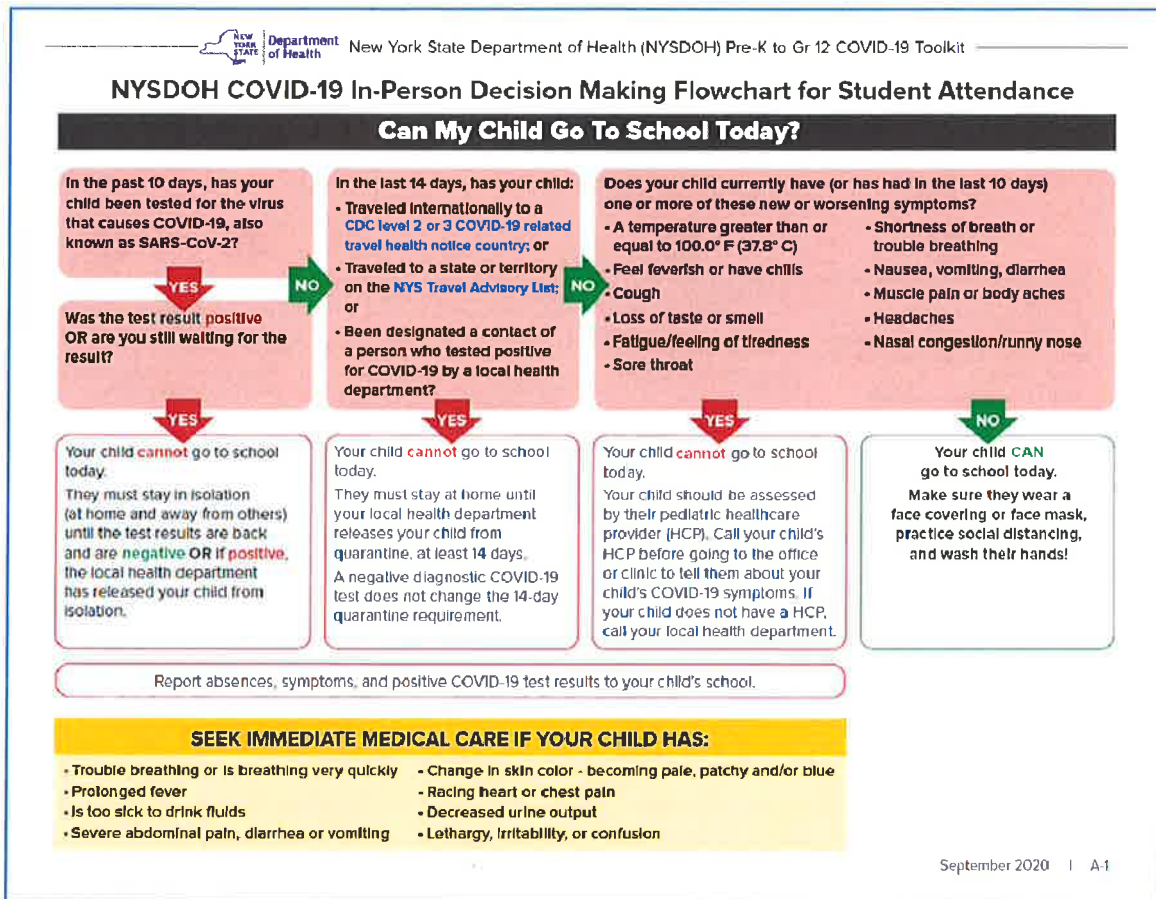
4. Communications Planning (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.



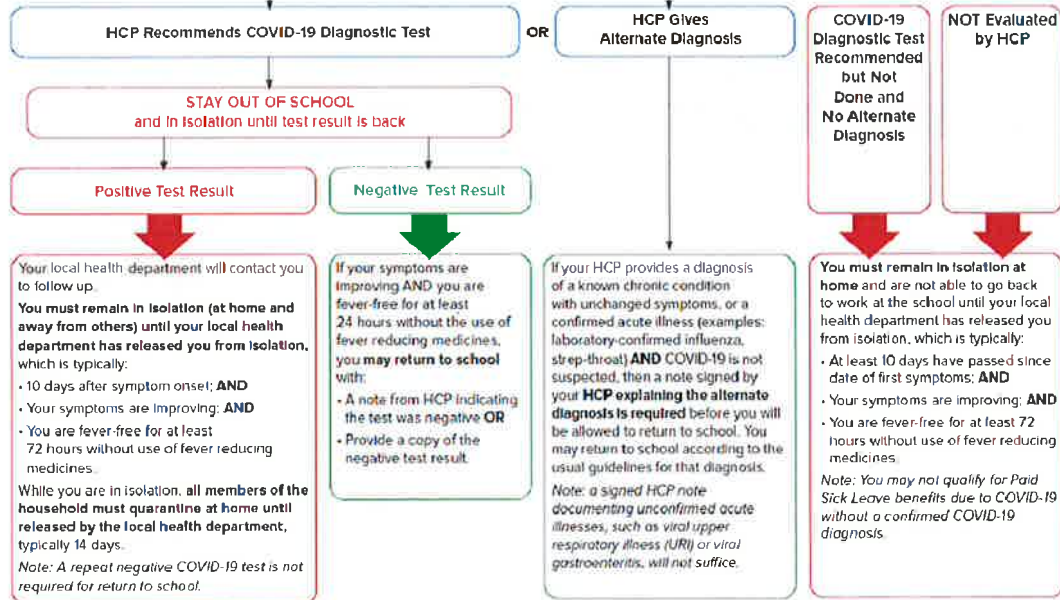


Flowcharts for COVID-19 Decision Making



I have COVID-19 symptoms. When can I go back to work at the school?

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

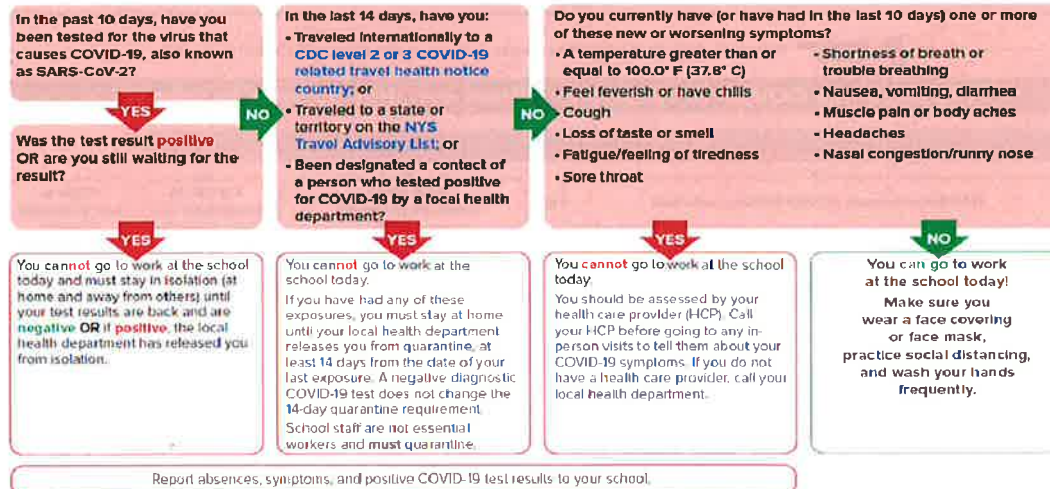


COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or a saliva sample, as ordered by the health care provider and per laboratory specifications. At times, a negative antigen test will need to be followed up with a confirmatory molecular test. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.

September 2020 | B-2

NYSDOH COVID-19 In-Person Decision Making Flowsheet for Staff To Go To Work

Can I Go to Work at the School Today?



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

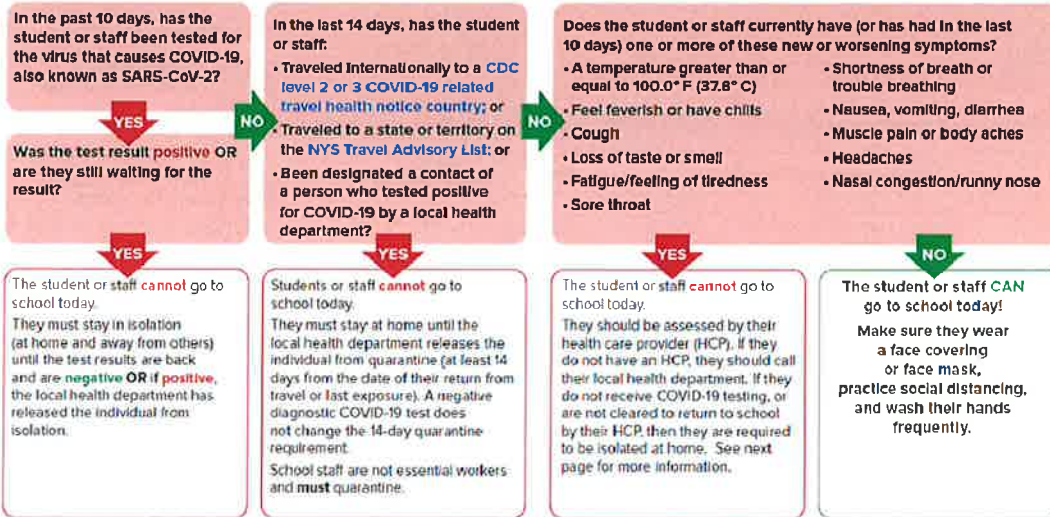
SEEK IMMEDIATE MEDICAL CARE IF YOU HAVE:

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

September 2020 | B-1

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

COVID-19 Screening Flowsheet for Students and Staff



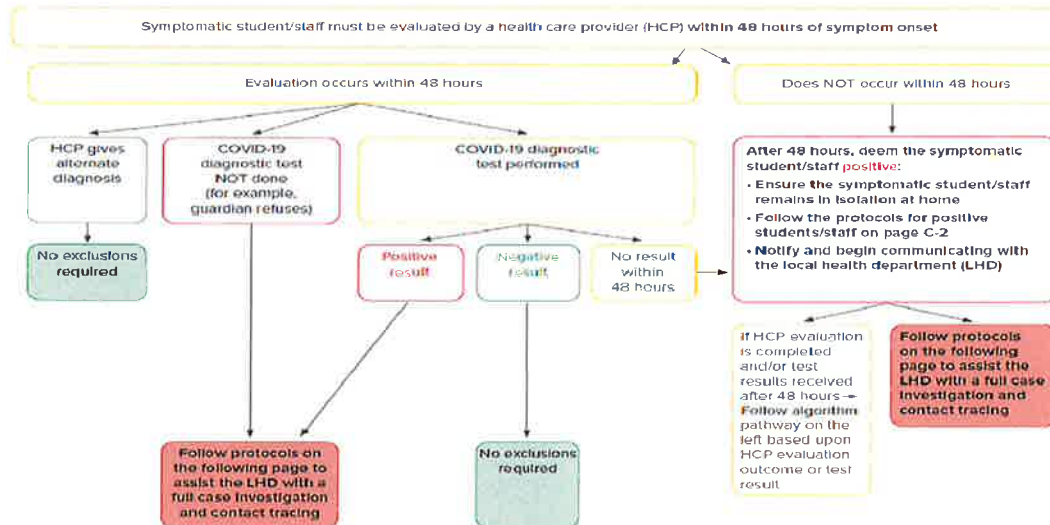
Communicate to your students and staff that they must report absences, symptoms, and positive COVID-19 test results to your school.

CALL 911 IF A STUDENT OR STAFF HAS:

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

September 2020 | C-1

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

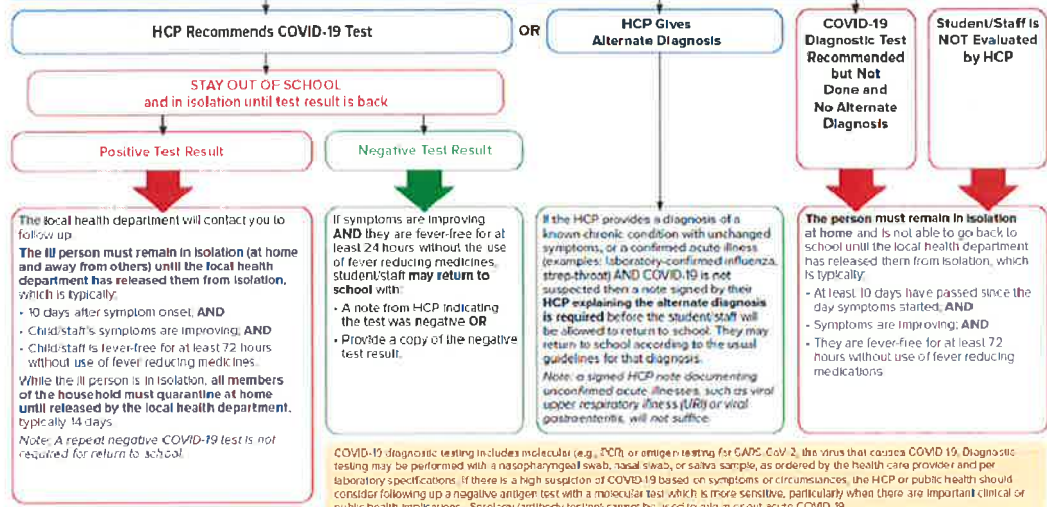


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**COVID-19 Flowsheet for Student or Staff with COVID-19 Symptoms****Student/staff has symptoms consistent with COVID-19:**

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

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

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

September 2020 | C-2

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

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

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

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

- School Principal
- Administrative Support Person
- Principal Designee

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

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

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

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

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

When to welcome back affected students/staff:

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

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

September 2020 | C-4

SUBJECT: BOARD OF EDUCATION MEMBERS: NOMINATION AND ELECTION

- a) Candidates for the office of member of the Board of Education shall be nominated by a petition directed to the Clerk of the School District which is signed by at least twenty-five (25) qualified voters of the District, or by two percent (2%) of the number of voters who voted in the previous annual election, whichever is greater. Petitions must state the residence of each signer, the name and residence of each candidate.
- b) The notice of the Annual District Meeting must state that petitions nominating candidates for the Board of Education must be filed with the Clerk of the District no later than thirty (30) days before the Annual or Special District Meeting at which the school board election will occur, between 9 a.m. and 5 p.m.
- c) Voting will be by paper ballot, and provision shall be made for the election by "write-in-vote" of any candidate not previously nominated. The position of candidates on ballots shall be determined by lot at a drawing conducted by the District Clerk on the day after the last filing. Candidates or their proxies may be present for the drawing.
- d) The hours of voting shall be as indicated by Board resolution.
- e) The candidates receiving the largest number of votes shall be declared elected in accordance with Education Law.
- f) At least ten (10) days prior to the election, the Board shall appoint at least two (2) inspectors of election and set their salary.
- g) The District Clerk shall oversee the election. The Clerk shall give notice immediately to each person declared elected to the Board, informing him/her of the election and his/her term of office.
- h) Only qualified voters as determined by Education Law Section 2012 may vote at any District meeting or election.
- i) No electioneering will be allowed within one hundred (100) feet of the polling place.
- j) When a term of office expires at the end of a school year and the office has become vacant at the time of election, the person elected to fill the new full term vacancy also fills the remaining days of the previous term, beginning his/her term of office immediately upon election and the taking and filing of the oath of office.

Education Law Sections 2004, 2012, 2018, 2025, 2029, 2031-a, 2032, 2034, 2105(14), 2121, 2502, 2602, 2608(1) and 2610

First Reading: July 12, 2022

Second Reading: August 1, 2022

Adopted: August 1, 2022

SUBJECT: DIVERSITY, EQUITY, AND INCLUSION IN THE DISTRICT**Overview**

Research shows that all students benefit when schools implement strong diversity, equity, and inclusion (DEI) policies and practices. These benefits include academic, cognitive, civic, social-emotional, and economic. This is true regardless of a school's geographic location or the demographic composition of its students and staff.

This policy provides a framework as to how the Unatego Central School District will foster DEI in its schools. This policy considers the entirety of the educational process by addressing the following essential elements: governance; teaching and learning; family and community engagement; workforce diversity; diverse schools and learning opportunities; and student supports, discipline, and wellness. It is just one component of the District's overall commitment to maintaining a diverse, equitable, and inclusive educational and work environment.

Defining Diversity, Equity, and Inclusion

For purposes of this policy:

- a) "Diversity" includes but is not limited to: race; color; ethnicity; nationality; religion; socioeconomic status; veteran status; education; marital status; language; age; gender; gender expression; gender identity; sexual orientation; mental or physical ability; genetic information; and learning style.
- b) "Equity" includes, but is not limited to, seeking the fair treatment, access, opportunity, and advancement for all while striving to identify and eliminate barriers that have prevented the full participation of all groups.
- c) "Inclusion" includes, but is not limited to, authentically bringing traditionally excluded individuals and/or groups into processes, activities, and decision/policy making in a way that shares power and ensures equal access to opportunities and resources.

These descriptions are not intended to be exhaustive. Rather, they are meant to be foundational and provide clarity to the concepts of diversity, equity, and inclusion.

Governance

DEI Committee : The District has established a DEI Committee that meets periodically throughout the year.

(Continued)

SUBJECT: DIVERSITY, EQUITY, AND INCLUSION IN THE DISTRICT

The purpose of the DEI Committee is to assist the Unatego Central School District in creating and implementing plans that advance the District's commitment to maintaining a diverse, equitable, and inclusive environment where all individuals feel valued and respected. As needed, the DEI Committee will also review District policies, practices, and programs and provide suggestions as to how they could potentially be modified to better promote DEI.

The District will actively seek members for the DEI Committee through the use of email, newsletters, the District's website, the District's social media page(s), and/or advertisements.

The DEI Committee will be representative of all stakeholders, and may include (to the extent possible), but not be limited to, representatives from the following groups:

- a) Students;
- b) Parents and persons in parental relation;
- c) District/building administrators;
- d) Teachers, including at least one special education teacher;
- e) Guidance staff, including at least one school psychologist, social worker, or counselor;
- f) Other District staff;
- g) The Board; and
- h) Community members.

DEI Coordinator

The Superintendent has designated the following District employee to serve as its DEI Coordinator:

(FILL IN WITH DESIGNEE IF YOU DECIDE TO HAVE A DEI COORDINATOR)

The DEI Coordinator will be a member of the DEI Committee and convene and coordinate the activities and plans of the DEI Committee.

(Continued)

SUBJECT: DIVERSITY, EQUITY, AND INCLUSION IN THE DISTRICT**Teaching and Learning**

The District will strive to advance inclusive and culturally responsive teaching and learning through, but not limited to, the following means: curricula in all content areas; books and instructional materials; pedagogical practices and professional development; classroom grouping policies and practices; student support systems for all developmental pathways; full and equitable opportunities to learn for all students; and multiple assessment measures. As part of this effort, the District will seek to:

- a) Implement a Culturally Responsive-Sustaining (CR-S) Education Framework that embeds the ideals of diversity, equity, and inclusion by creating student-centered learning environments.
- b) Develop curricula that incorporate diverse perspectives, materials, and texts so that students are taught topics not just from one single perspective, but from multiple perspectives.
- c) Offer coherent opportunities for students to actively participate in experiences that prepare them for a lifetime of civic engagement and contributions to social justice, including, for example, completing projects that enable them to apply the learning they have acquired within and across subject areas.
- d) Acknowledge the role that racism and bigotry have played, and continue to play, in the American story. This is not about eliminating or minimizing any of America's history; it is simply about ensuring that the contributions of all groups are included in the telling of the American story.

Family and Community Engagement

The District will strive to foster family and community engagement practices that are based on mutual trust, confidence, and respect. As part of this effort, the District will seek to:

- a) Encourage participation from all stakeholders in community building conversations.
- b) Reduce language barriers through various means, including, but not limited to, providing translated communications when appropriate.

(Continued)

SUBJECT: DIVERSITY, EQUITY, AND INCLUSION IN THE DISTRICT**Workforce Diversity**

The District will strive to create a workforce that is not only diverse and inclusive, but one that recognizes and values the differences among people. As part of this effort, the District will seek to:

- a) Recruit and retain a diverse workforce in all areas and at all levels, thereby reducing stereotypes and preparing students for an increasingly global society.
- b) Provide staff with opportunities for professional development on cultural proficiency.

Diverse Schools and Learning Opportunities

The District will strive to promote diverse, equitable, and inclusive classrooms in which students have equal access and opportunities to learn and realize their full potential. As part of this effort, the District will seek to:

- a) Eliminate the use of terms and phrases within District schools that perpetuate negative stereotypes and minimize student opportunities.
- b) Create coursework, programs, and activities that are accessible to all students, regardless of their disability status, native language, income level, or any other basis.

Student Supports, Discipline, and Wellness

The District will strive to focus on the well-being of the "whole child." As part of this effort, the District will seek to:

- a) Employ programs and practices that enhance all students' self-identity, self-confidence, and self-esteem.
- b) Maintain non-discriminatory discipline policies and practices.

Training

To foster DEI in its schools, the District will provide DEI training to staff and students, as appropriate. This training may be delivered in various forms including, but not limited to: workshops; instructor-led classes; webinars; videos; workbooks; pamphlets; and/or emailed information. Although specific objectives will vary from training to training, in general, trainings will be designed to:

(Continued)

SUBJECT: DIVERSITY, EQUITY, AND INCLUSION IN THE DISTRICT

- a) Increase awareness of the content of this policy and/or various DEI issues; and
- b) Promote a welcoming and inclusive environment for all District community members.

Special training may be provided to members of the DEI Committee.

Notification

The District will share information about this policy via the District website and/or District-wide communications, as appropriate.

First Reading: July 12, 2022
Second Reading: August 1, 2022
Adoption Date: August 1, 2022

Sheila Nolan

From: Kim Trask
Sent: Wednesday, July 20, 2022 3:47 PM
To: Sheila Nolan
Subject: 2022-2023 LINKS Team

2022-2023 LINKS Team

Tracey Robinson
Katie James
Mike Snider
Anne Nelson
Amanda Kane
Tim Simonds
Jeanne Butler
Kim Trask
Julie Lambiaso
Katherine Mazourek
David Richards
Mike Carson

UNATEGO CENTRAL SCHOOL

2641 State Highway 7

PO Box 483

Otego, New York 13825-9795

www.unatego.org

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

Patricia Loker
Business Manager
(607) 988-5038

August, 1 2022

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

Lot 1 (Auction / Scrap)

- 1 Broken ice maker - Asset # 007780
- 1 Antique field groomer - Asset # maker Asset # 007580

Misc CRT's & mounts

Lot 2 (Scrap / Garbage)

- 2 Wooden basketball backboards

Brian Trask



MEMORANDUM OF AGREEMENT

THIS IS AN AGREEMENT, entered into by and between the Unatego Administrators' Association (the "Association") and the Unatego Central School District (the "District"), collectively referred to herein as the parties.

WHEREAS, the District and the Association have met to discuss the District's need to have the duties of Title Grants Coordinator be performed; and

WHEREAS, the District and the Association have reached an agreement on this matter.

NOW, THEREFORE, in consideration of the mutual undertakings and covenants herein contained, the District and the Association stipulate and agree as follows:

1. The District acknowledges the duties of Title Grants Coordinator and the duties associated therewith belong exclusively to the Association.
2. The Elementary Principal has agreed to perform the duties for a stipend of Three Thousand-five hundred (\$3,500) with the stipulation that the duties be shared equally with another administrator.
3. The District Business Manager, who is not a member of the Association, has agreed to share the duties of the Grants Title Coordinator with the Elementary Principal for the 2022-2023 school year.
4. The parties agree the Title Grants Coordinator duties will remain the Association's exclusive work.
5. The Association agrees to allow the District Business Manager to perform some of the duties associated with the Title Grants Coordinator during the 2022-2023 school year.
6. The Association agrees that District Business Manager will continue as a managerial confidential employee of the district and will not attempt to claim any of the District Business Manager's duties as unit work.
7. This Agreement shall sunset at the close of business on June 30, 2023 unless extended in writing upon the mutual consent of the parties.
8. The parties further agree that all other provisions in their collective bargaining agreement shall remain in effect.
9. The parties further agree that this Agreement and the terms and conditions herein, shall not be used to establish a practice, past practice or precedent in any matter whatsoever.
10. No provision or provisions of this Agreement may be added to, deleted or modified in any manner unless in writing signed by all the parties hereto.
11. Each party has had the opportunity to review this Agreement with counsel or a labor relation's specialist, and enters into this Agreement voluntarily, without coercion or duress, and of his or her own free will.

IN WITNESS WHEREOF, the parties have hereto set their hands and seals on the day and date written below.

FOR THE DISTRICT:

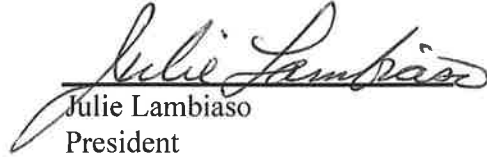


Dr. David Richards
Superintendent
Unatego Central School District

Date

7/28/22

FOR THE ASSOCIATION:



Julie Lambiaso
President
Unatego Administrators' Association

Date

7/28/22

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: Michelle Holcomb

POSITION: FS# - Dishwasher

REPLACES: Tisha Dagner

EFFECTIVE DATE: 9/1/22

EDUCATION LEVEL: Graduated 12th grade

YEARS OF EXPERIENCE: 1

SALARY: STEP ____ LEVEL ____ \$ 13.20/hr.

CERTIFICATION: _____

COLLEGE: —

REFERENCES CONTACTED:

1. Jeanni Romanowski - Culinary Teacher
2. Billie Reigles - Asst. Dir. Food Service

COMMENTS: Good worker, Gets along with others,
Does whatever is needed.

Luci Hoff
ADMINISTRATOR SIGNATURE

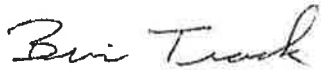
7/19/22
DATE

Dr. Richards,

I recommend the following 2022 summer school transportation work as needed.

Claudia Fallot

Thank you

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

Brian Trask

Unatego Central School

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

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

Patricia Loker
Business Manager
(607) 988-5038

July 25, 2022

Dr. David Richards
Unatego Central School
2641 St. Hwy 7
Otego, NY 13825

Dear Dr. Richards,

I would like to recommend the following people as event workers for the 2022-23 Fall Sports Seasons.

Anita Grays
Nancy Dalton
Gina Boliski
Karen Alvin
Rich Rosener
Joe Halbert
Sally Halbert
Kaleigh Barber
Jennifer Barnes
Nancy Hinkley
Katie James
Amber Birdsall
Sherry Maruszewski
Matt Hafele
Kelli Hafele
Richard Platt
Kim Platt
Jessica Strauss
Brenda Birdsall

Sincerely,

Matt Hafele
Athletic Director

7/22/2022

To Whom it may Concern,

I Tisha Degner am resigning my part time FSH/Dishwasher position effective June 30, 2022, to take the full time FSH position effective September 1, 2022

RECEIVED
JUL 26 2022

BY:

Thank You,
Tisha Z

To whom it may concern.

I Kaleigh Barber will be resigning from the part-time aide position effective June 30th, 2022 to accept the Keyboard Specialist position effective September 1st, 2022.

Thank you.

Kaleigh Barber.

RECEIVED
JUL 27 2022

BY:

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Kaleigh Barber

POSITION: Keyboard Specialist

REPLACES: Martha Vanderlip

EFFECTIVE DATE: September 1, 2022

EDUCATION LEVEL: Unatego Central School District

YEARS OF EXPERIENCE: 0

SALARY: STEP LEVEL \$ 14.00/hr.

CERTIFICATION: none

COLLEGE: none

REFERENCES CONTACTED:

1. Kelli Hafele, teacher
2. Katie James, teacher
3. Mike Snider, Principal

COMMENTS: She is organized, thorough, and detailed. She has great human
interaction skills. She works very well with staff and students.
She has technology skills that will be very helpful in this position.



ADMINISTRATOR SIGNATURE

7-26-2022

DATE



Unatego Elementary School

Mike Snider
Principal

265 Main Street
Unadilla, NY 13849

Rebecca Theophel
School Counselor

Brenda Birdsall
Administrative Assistant

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

Shannon Leizear
School Nurse

MEMO

TO: Dr. Richards and the Board of Education
FROM: Mike Snider
DATE: July 26, 2022
RE: Request for summer training hours for Kaleigh Barber, Keyboard Specialist

I would like to recommend that Keyboard Specialist Kaleigh Barber be approved for summer training on district software: School Tool and the School Website.

Five (5) hours at her hourly rate of \$14.00 per hour to be completed in August 2022

Thanks.

RECEIVED
JUL 12 2022

July 12, 2022

BY:

Dr. David Richards
Superintendent of Schools
Unatego Central School
2641 State Highway 7
Otego, New York 13825

Dear Dr. Richards,

I am writing to request that the Board of Education extend my unpaid leave of absence to care for my newly born child through the end of the 2022-2023 school year.

After a year filled with the unexpected of hospital stays, NICU, oxygen care, and several appointments, I look forward to continuing to be home with my son as he continues to grow and develop. I desire to watch him grow and reach his milestones. As he gains strength, we are continuing to travel to bring him to specialists for appointments as they track his physical and developmental growth. Being home to nourish this stage of childhood would be ideal before returning to the district and profession that I adore.

Please let me know if there is anything else you may need with regards to this request.

Sincerely,



Dusti Novellano

CC: Tim Simonds – Middle School Principal
Sheila Nolan – Board of Education Clerk

CSE and CPSE Committees

Chairperson: Katherine Mazourek, Director of Special Programs

Chairperson (alternate): Jen Potrzeba, School Psychologist

Special Education Teacher

General Education Teacher

School Psychologist - as appropriate for new referrals and consideration of placement in a more restrictive environment

Occupational Therapist, Physical Therapist, Speech Therapist, Counselor – as appropriate/if receiving services or evaluated to determine need for services

Parent(s)/Guardian(s)

Student – as appropriate

Others (i.e. State agencies, parent advocate, etc.) – as appropriate

Unatego Central School

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

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

Patricia Loker
Business Manager
(607) 988-5038

July 25, 2022

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

Dear Dr. Richards,

I would like to recommend the following people as coaches for the following sports seasons.

Fall

Frank Microni Varsity Football (Step 4)
Matt Hafele Modified Football (Step 4)
RJ Platt Modified Football(Step 4)
Mike Hamilton Asst. Varsity Football (Step 4)
Brittney Gregg Varsity Girls Soccer (Step 1)
Sierra Birdsall JV Girls Soccer (Step 4)
Amber Emerson Modified Girls Soccer (Step 4)
Christina Butcher Modified Boys Soccer (Step 4)
Kelly Post Varsity Volleyball (Step 4)
Kelli Hafele JV Volleyball (Step 4)
Karen Alvin Varsity Cross Country (Step 4)
Scott Hornung Varsity Boys Soccer (Step 4)
Nathan Vibbard Volunteer Asst. Football
Shawn Clow Volunteer Asst. Football
Ira Utter Volunteer Asst. Football
Megan Short Volunteer Volleyball

Winter

Travis Woods Varsity Boys Basketball (Step 4)
Rob Birdsall JV Boys Basketball (Step 4)
Bob Zeh Varsity Girls Basketball (Step 4)
Bryan Birdsall JV Girls Basketball (Step 3)
Mike Hamilton Varsity Wrestling (Step 4)
RJ Platt Modified Wrestling (Step 4)
Scott Hornung Indoor Track and Field (Step 4)
Andrew Barber Volunteer Asst. Boys Basketball

Spring

Frank Microni Varsity Baseball (Step 4)

RJ Platt JV Baseball (Step 4)

Rich Rosener Modified Baseball (Step 4)

Christina Butcher Varsity Softball (Step 4)

Amber Emerson JV Softball (Step 4)

Jenni Barnes Modified Softball (Step 4)

Mike Hamilton Varsity Track and Field (Step 4)

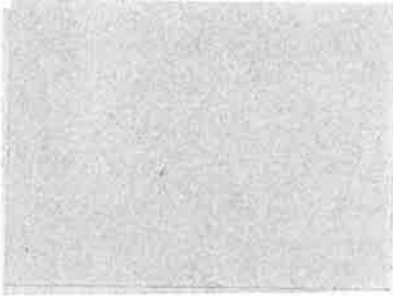
Scott Hornung Asst. Track and Field (Step 4)

Matt Hafele Modified Track and Field (Step 4)

Shawn Clow Volunteer Baseball

Thank you,

Matthew J. Hafele



May 10, 2022

Dr. David Richards
Superintendent of Schools
Unatego Central School
2641 State Highway 7
Otego, New York 13825

Dear Dr. Richards,

I am writing to provide you with notice that I am expecting my first child and anticipate taking a maternity leave beginning at the start of the next school year, September of 2022.

During the time period that I am unable to work, I will be using accumulated sick days (approximately 30-40 days depending on type of birth). After that time, I am requesting unpaid leave in accordance with the bargaining agreement and FMLA until after Christmas break with a return date of January 3rd. FMLA paperwork is currently awaiting completion from the doctor.

I will provide you with as much notice as possible if an unanticipated issue with the pregnancy should occur.

Sincerely,



Alysha Hoffman

RECEIVED
JUL 27 2022

CC: Julie Lambiaso

BY:

Sheila Nolan

From: Elizabeth Knudson
Sent: Thursday, July 21, 2022 9:42 PM
To: Tim Simonds
Cc: David Richards; Sheila Nolan
Subject: English Position

RECEIVED
JUL 21 2022

BY:

Dear Mr. Simmonds,

I came to your office today to talk to you in person about this. Unfortunately, I was not able to see you. I regret to inform you that I received an opportunity that I could not pass up and will be withdrawing my acceptance of the English Position.

This was not an easy decision. I enjoyed the opportunity you provided me this summer, and it will undoubtedly aid me in my future endeavors.

Thanks for your understanding,
Liz Knudson

Unatego Central School

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Dr. David S. Richards
Superintendent of Schools
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Patricia Loker
Business Manager
(607) 988-5038

Approve the following returning substitute teacher for the 2022-2023 school year:

Dorothy Rudolph