

**UNATEGO CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION AGENDA
MONDAY, AUGUST 7, 2023
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 10, 2023
- 1.8 Adopt Agenda

2. PUBLIC COMMENT

3. PRESENTATIONS

- 3.1 Capital Project Update – Delta Architect & School House
- 3.2 Administrators’ Reports – Mike Snider, Tim Simonds, & Julie Lambiaso
- 3.3 Business Manager’s Report – Patti Loker
- 3.4 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 (8.7.23 G1)
- 4.4 Approve CSE Recommendations (8.7.23 G2)
- 4.5 Approve funding of Repair Reserve (8.7.23 G3)
- 4.6 Approve funding of TRS Reserve (8.7.23 G4)
- 4.7 Approve funding of Retirement Reserve (8.7.23 G5)
- 4.8 Approve funding of EBLAR (8.7.23 G6)
- 4.9 Approve funding of New Capital Reserve (8.7.23 G7)
- 4.10 Approve 2023-2024 District Safety Plan (8.7.23 G8)
- 4.11 Approve Surplus of technology items (8.7.23 G9)
- 4.12 Approve the 2023-2024 LINKS Team (8.7.23 G10)
- 4.13 Approve non-resident tuition students for the 2023-2024 school year (8.7.23 G11)
- 4.14 Approve sports merger between Unatego CSD and Sidney CSD for Modified Field Hockey for the 2023-2024 school year (8.7.23 G12)
- 4.15 Approve sports merger between Unatego CSD and Franklin CSD for Modified and Varsity Football for the 2023-2024 school year (8.7.23 G13)
- 4.16 Approve sports merger between Unatego CSD and Franklin CSD for Varsity Boys Soccer for the 2023-2024 school year (8.7.23 G14)
- 4.17 Approve surplus of metal bleachers at the elementary school (8.7.23 G15)
- 4.18 Approve the Building Condition Survey proposal (8.7.23 G16)

Board Agenda 8.7.23

PG: 2

- 4.19 Appoint Kaleigh Barber as the greeter/parent coordinator for the 2023 kindergarten screening (8.7.23 UC1)
- 4.20 Approve event workers for the 2023-2024 fall sports season (8.7.23 UC2)
- 4.21 Approve coaching positions for the 2023-2024 school year (8.7.23 UC3)
- 4.22 Appoint Amber Birdsall Transportation Dispatcher for the 2023-2024 school year (8.7.23 UC4)
- 4.23 Appoint Amber Birdsall Tax Collector for the 2023-2024 school year (8.7.23 UC5)
- 4.24 Appoint Amber Birdsall Central Treasurer for Student Accounts for the 2023-2024 school year (8.7.23 UC6)
- 4.25 Approve After School Care Program workers for the 2023-2024 school year (8.7.23 UC7)
- 4.26 Approve Robert Palmer's permanent appointment as a cleaner (8.7.23 UC8)
- 4.27 Approve Tisha Degner's permanent appointment as a food service helper (8.7.23 UC9)
- 4.28 Appoint Kimberlee Ryan as a 1:1 registered nurse at Otsego Christian Academy (OCA) for the 2023-2024 school year (8.7.23 UC10)
- 4.29 Accept Martha Vanderlip's resignation as part-time lunch and recess aide (8.7.23 UC11)
- 4.30 Approve returning non-teaching substitutes for the 2023-2024 school year (8.7.23 UC12)
- 4.31 Approve returning substitute teachers for the 2023-2024 school year (8.7.23 C1)
- 4.32 Appoint teachers for the 2023 kindergarten screening (8.7.23 C2)
- 4.33 Appoint Qualified Lead Evaluator for classroom teachers (8.7.23 C3)
- 4.34 Appoint Rhonda Burnside as a per-diem Director of Special Programs (8.7.23 C4)
- 4.35 Appoint Rhonda Burnside Director of Special Programs (8.7.23 C5)
- 4.36 Appoint Ashley Searing as a per-diem School Counselor (8.7.23 C6)
- 4.37 Appoint Ashley Searing as school counselor (8.7.23 C7)
- 4.38 Approve CSE and CPSE committees for the 2023-2024 school year (8.7.23 C8)
- 4.39 Appoint Lori Harvey Students Accounts Advisor for the 2023-2024 school year (8.7.23 C9)
- 4.40 Appoint Tracey Parker as a summer schoolteacher for Regents Review (8.7.23 C10)
- 4.41 Appoint Justin Lichtenwalner as physical education teacher (8.7.23 C11)

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 8.7.23

PG: 3

4.3

8.7.23 G1

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

4.4

8.7.23 G2

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

4.5

8.7.23 G3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby authorize the transfer of available unspent appropriations from other codes within each program budget into the Repair Reserve, in the amount of \$100,000.

4.6

8.7.23 G4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby authorize the transfer of available unspent appropriations from other codes within each program budget into the TRS Reserve, in the amount of \$135,000.

4.7

8.7.23 G5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby authorize the transfers of available unspent appropriations from other codes within each program budget into the Retirement Reserve, in the amount of \$100,000.

4.8

8.7.23 G6

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby authorize the transfers of available unspent appropriations from other codes within each program budget into EBLAR, in the amount of \$81,000.

4.9

8.7.23 G7

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby authorize the transfer of available unspent appropriations from other codes within each program budget into the New Capital Reserve, in the amount of \$1,000,000.

4.10

8.7.23 G8

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the 2023-2024 District Safety Plan as presented.

4.11

8.7.23 G9

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

4.12

8.7.23 G10

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the 2023-2024 LINKS Team as presented.

Board Agenda 8.7.23

PG: 4

4.13

8.7.23 G11

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

4.14

8.7.23 G12

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve sports merger between Unatego CSD and Sidney CSD for Modified Field Hockey for the 2023-2024 school year as presented.

4.15

8.7.23 G13

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve sports merger between Unatego CSD and Franklin CSD for Modified and Varsity Football for the 2023-2024 school year as presented.

4.16

8.7.23 G14

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve sports merger between Unatego CSD and Franklin CSD for Varsity Boys Soccer for the 2023-2024 school year as presented.

4.17

8.7.23 G15

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the surplus of old metal bleachers at the elementary school as presented.

4.18

8.7.23 G16

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Building Condition Survey proposal as presented.

4.19

8.7.23 UC1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Kaleigh Barber as the greeter/parent coordinator for the 2023 kindergarten screening as presented.

4.20

8.7.23 UC2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve event workers for the 2023-2024 fall sports season as presented.

4.21

8.7.23 UC3

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

4.22

8.7.23 UC4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Amber Birdsall Transportation Dispatcher at a stipend of \$2,317 for the 2023-2024 school year.

Board Agenda 8.7.23

PG: 5

4.23

8.7.23 UC5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Amber Birdsall Tax Collector at a stipend of \$2,897 for the 2023-2024 school year.

4.24

8.7.23 UC6

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Amber Birdsall Central Treasurer for Student Accounts at a stipend of \$2,317 for the 2023-2024 school year.

4.25

8.7.23 UC7

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve After School Care Program workers for the 2023-2024 school year as presented.

4.26

8.7.23 UC8

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Robert Palmer's permanent appointment as a cleaner, effective August 22, 2023, as presented.

4.27

8.7.23 UC9

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Tisha Degner's permanent appointment as a food service helper, effective August 31, 2023, as presented.

4.28

8.7.23 UC10

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Kimberlee Ryan as a per-diem 1:1 registered nurse at Otsego Christian Academy (OCA) for the 2023-2024 school year at an hourly rate of \$35.00 per hr. as presented. (Replaces Susan Dulkis)

4.29

8.7.23 UC11

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Martha Vanderlip's resignation with regret and gratitude as part-time lunch recess aide, effective June 30, 2023, as presented.

4.30

8.7.23 UC12

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

4.31

8.7.23 C1

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

4.32

8.7.23 C2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint teachers for the 2023 kindergarten screening as presented.

Board Agenda 8.7.23

PG: 6

4.33

8.7.23 C3

BE IT RESOLVED THAT Rhonda Burnside is hereby certified as Qualified Lead Evaluator of classroom teachers having successfully completed the following training requirements prescribed in 8 NYCRR §30-2.9

(b): The New York State Teaching

Standards, and their related elements and performance indicators/the Leadership Standards and their related functions;

- (1) Evidence-based observation techniques that are grounded in research;**
- (2) Application and use of the student growth percentile model and the value-added growth model as defined in 8 NYCRR §30-2.2;**
- (3) Application and use of the State-approved rubrics selected by the Unatego Central School District for use in the evaluation of classroom teachers, including training on the effective application of such rubric to observe a classroom teacher's practice;**
- (4) Application and use of the assessment tools that the Unatego Central School District utilizes to evaluate its classroom teachers, including, but not limited to structured portfolio reviews; student, parent, teacher, community feedback; professional growth goals; school improvement goals, etc.;**
- (5) Application and use of the State-approved locally selected measures of student achievement used by the Unatego Central School to evaluate its classroom teachers;**
- (6) The scoring methodology utilized by the Department and the Unatego Central School District to evaluate a classroom teacher under 8 NYCRR §30-2, including:**
 - (a) how scores are generated for each subcomponent and the composite effectiveness score of classroom teachers, and**
 - (b) application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the overall rating of classroom teachers and their subcomponent ratings; and**
 - (7) Specific considerations in evaluating classroom teachers of English language learners and students with disabilities.**

Training on the use of the Statewide Instructional Reporting System, also required by 8 NYCRR §30-2.9 (b), will be provided once the NYS Education Department makes available the information required for such training. This certification has been issued in accordance with the process for certifying lead evaluators described in the Unatego Central School District's annual professional performance review plan.

4.34

8.7.23 C4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Rhonda Burnside as a per-diem Director of Special Programs from July 24-27, 2023, as presented.

4.35

8.7.23 C5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Rhonda Burnside, Director of Special Programs, to a four-year probationary appointment in Administration, effective July 31, 2023, and ending July 30, 2027, salary \$80,000 pro-rated as presented. (Replaces Katherine Mazourek).

4.36

8.7.23 C6

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Ashley Searing as a per-diem School Counselor from August 23-24 & August 28-31, 2023, as presented.

Board Agenda 8.7.23

PG: 7

4.37

8.7.23 C7

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Ashley Searing, to a four-year probationary appointment in the tenure area of School Counselor, effective date September 1, 2023, and ending August 31, 2027, Masters Step 1 at a salary of \$54,792, as presented. (Replaces Ashley Benz)

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

4.38

8.7.2 C8

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve CSE and CPSE committees for the 2023-2024 school year as presented.

4.39

8.7.23 C9

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Lori Harvey, Students Accounts Advisor, for the 2023-2024 school year (stipend per teachers' contract).

4.40

8.7.23 C10

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Tracey Parker as a summer schoolteacher for Regents Review from August 8-15, 2023, as presented.

4.41

8.7.23 C11

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Justin Lichtenwalner, to a four-year probationary appointment in the tenure area of Physical Education, effective date September 1, 2023, and ending August 31, 2027, Bachelors Step 1 at a salary of \$51,623, as presented, pending certification. (Replaces Jen Barnes-moving to MS/HS)

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

Internal Claims Auditor Report for Unatego Central School District

Warrant Report Month: June 2023

Checks Audited: 256

Internal Claims Auditor: Debra A Whaley Kim Babrow

Discovered Condition	Internal Auditor Requested Corrective Action	Corrective Action Taken
FINDINGS:		
Incorrect Invoice Number Incidents: 4	Verify And Correct Invoice Number	Correction Done
Invoice In Packet – Not Entered Incident: 1	Enter Invoice For Payment	Correction Done
Incorrect Budget Code Incident: 1	Verify & Correct Budget Code	Correction Done
Incorrect Amount Paid Incident: 1	Verify And Correct Address	Correction Done
PO's should be completed prior to purchase or service: Mary Imogene Bassett Hospital; Timmie Simonds; NY Schools Reciprocal; Price Chopper; Camp Hiltop; Tina Caswell; College Board; ARC Otsego Incidents: 8		

of Entries: 479

3.13 % of Findings to Entries

Recommendations & Reminders:



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

To: Unatego Board Members

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

Date: July 31, 2023

Re: Warrants for the August 7, 2023 meeting

Enclosed, please find the following June warrants for the August 7, 2023 meeting:

<u>FUND</u>	<u>#'s</u>
General Fund	73, 74, 76, 77, 78, 79, 80, 81
Trust & Agency	55, 57, 58, 60, 61
School Lunch Fund	44, 45, 46
Federal	30, 31, 32, 33
Capital	13, 14, 15

pal/er

cc Dr. David Richards

UNATEGO CENTRAL SCHOOL TREASURER'S REPORT

Preliminary

JUNE 2023

	GENERAL FUND	CAFETERIA FUND	TRUST & AGENCY FUND	FEDERAL FUND	CAPITAL FUND	PAYROLL FUND	BENEFIT REIMB	DEBT SERVICE RESERVE
BEGINNING BALANCE	\$ 2,191,354.48	\$ 39,645.56	\$ 207,992.49	\$ 535,868.80	\$ 354,748.87	\$ 829.42	\$ 2,644.07	\$ 9,861.09
RECEIPTS	\$ 4,731,551.71	\$ 165,778.53	\$ 1,861,631.61	\$ 279,085.58	\$ 2.55	\$ 1,262,613.48	\$ 1,077.94	0.00
DISBURSEMENTS	\$ 4,938,285.97	\$ 61,342.91	\$ 1,817,119.25	\$ 617,174.23	\$ 104,777.60	\$ 1,262,611.05	\$ 1,693.49	\$ 0.00
ENDING BALANCE	\$ 1,984,620.22	\$ 144,081.18	\$ 252,504.85	\$ 197,760.15	\$ 249,973.82	\$ 631.85	\$ 2,028.57	\$ 9,861.09

Community General Reserve		
NY Class General	\$	6,307,041.03
NY Class Reserves		
NY Class Capital		
NY Class Debt Service	\$	24,105.60

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

Preliminary
UNATEGO CENTRAL SCHOOL

Treasurer's Report Summary

JUNE 2023

	A200 GENERAL FUND	C200 SCHOOL LUNCH	F200 SPECIAL AID FUND	H200 CAPITAL FUND	TA200 TRUST & AGENCY
Opening balance	\$ 2,191,354.48	\$ 39,645.56	\$ 535,868.80	\$354,748.87	\$ 207,992.49
Receipts	4,731,551.71	165,778.53	279,085.58	2.55	1,861,631.61
Voided Checks	-	-	-	-	535.00
Total Receipts & Balance	\$ 6,922,906.19	\$205,424.09	\$ 814,954.38	\$354,751.42	\$2,069,624.10
Disbursements	4,938,285.97	61,342.91	617,174.23	104,777.60	1,817,119.25
Checking Acct. Balance	<u>\$ 1,984,620.22</u>	<u>\$144,081.18</u>	<u>\$ 197,780.15</u>	<u>\$249,973.82</u>	<u>\$ 252,504.85</u>
<u>Reconciliation</u>					
Bank Statement Balance	\$ 2,081,385.03	\$134,334.18	\$ 206,185.65	\$277,399.82	\$ 258,684.85
Plus: Bank Error	-	-	-	-	-
Plus: In Transit Deposits	-	9,747.00	-	-	-
Less: Outstanding Checks	87,017.81	-	8,405.50	27,426.00	6,180.00
Less: Outstanding Wires	9,747.00	-	-	-	-
Cash in Checking	<u>\$ 1,984,620.22</u>	<u>\$144,081.18</u>	<u>\$ 197,780.15</u>	<u>\$249,973.82</u>	<u>\$ 252,504.85</u>

Kim Babas
CBO BUSINESS MANAGER

Accountant

TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL
Preliminary
General Fund Checking

BALANCE ON HAND:	June 1, 2023		\$ 2,191,354.48
VOIDED CHECKS:			\$ -
RECEIPTS:	INTEREST		18.93
	HCCCLAIM NYS DOH		\$9,183.26
	STATE AID - TITLE IV		\$3,070.00
	STATE AID - TITLE II		\$5,569.00
	STATE AID - TITLE I		\$51,258.00
	STATE AID - 611		\$47,077.00
	STATE AID - ESSER 3		\$94,955.00
	STATE AID - ESSER 2		\$33,329.00
	STATE AID - UPK		\$12,341.00
	EXCESS COST AID		\$263,782.05
	TUITION		\$52,221.36
	TRANSFERS		\$3,177,203.53
	GENERAL AID		\$349,210.08
	APRIL & MAY FED BR, FED LU, FED SN		\$94,958.00
	BOCES AID		\$478,859.40
	HS ORG		\$1,706.89
	WORKERS COMP		\$19,712.21
	MISCELLANEOUS		\$2,226.29
	LOST LIBRARY BOOK MONEY		\$255.01
	REFUND - BSN SPORTS		\$791.70
	NYSIR - FIRE		2,556.00
	LOST LEARNING TIME GRANT		\$31,268.00
		TOTAL RECEIPTS	\$ 4,731,551.71
		RECEIPTS & BALANCE	\$ 6,922,906.19
DISBURSEMENTS:	CHECKS 34850-34979	1,897,933.42	
	WIRES 3393-3395	3,040,352.55	
		TOTAL DISBURSEMENTS	\$ 4,938,285.97
BALANCE ON HAND:	June 30, 2023		<u>\$ 1,984,620.22</u>
<hr/>			
BANK BALANCE			\$2,081,385.03
PLUS: BANK ERROR			-
PLUS: IN TRANSIT DEPOSITS			-
LESS: OUTSTANDING CHECKS			87,017.81
LESS: OUTSTANDING WIRES			<u>9,747.00</u>
NET BALANCE IN BANK			<u>\$1,984,620.22</u>

August 7, 2023
DATE SUBMITTED


DISTRICT TREASURER

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

Ending Bank Balance:		2,081,385.03
Outstanding Checks (See listing below):	-	87,017.81
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	9,747.00

Adjusted Ending Bank Balance:	1,984,620.22
Cash Account Balance:	1,984,620.22

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
06/08/2023	34887	ONEONTA VARSITY O CLUB	175.00
06/22/2023	34923	THE CITY OF ONEONTA	50.00
06/22/2023	34935	JEFF SMITH	200.00
06/22/2023	34938	SURVEILLANCE247, LLC	1,620.00
06/29/2023	34939	ADVANCE AUTO PARTS	97.83
06/29/2023	34940	BLUEOX CORPORATION	1,275.35
06/29/2023	34941	CHERRY VALLEY - SPRINGFIELD CS	3,909.66
06/29/2023	34942	CINTAS CORPORATION	54.80
06/29/2023	34943	CHERYL ERNST	200.00
06/29/2023	34944	GRAINGER	296.14
06/29/2023	34945	GRASSLAND EQUIPMENT AND IRRIGATION CORP	9,218.00
06/29/2023	34946	HILL & MARKES INC	5,545.52
06/29/2023	34947	HOME DEPOT CREDIT SERVICES	396.17
06/29/2023	34948	J & M TROPHIES ENGRAVING & SPECIALTY GIFTS	420.00
06/29/2023	34949	KRUEGER POTTERY SUPPLY	377.49
06/29/2023	34950	L3G SOLUTIONS LTD	2,785.00
06/29/2023	34951	MATTHEWS BUSES INC	91.10
06/29/2023	34952	MODULAR COMFORT SYSTEMS	2,028.00
06/29/2023	34953	NEW YORK SCHOOLS INSURANCE RECIPROCAL	204.00
06/29/2023	34954	NYS DEPT OF ENVIRONMENTAL CONSERVATION	100.00
06/29/2023	34955	PIONEER MANUFACTURING COMPANY	485.00
06/29/2023	34956	PITNEY BOWES INC.	119.04
06/29/2023	34957	JENNIFER S POTRZEBA	89.74
06/29/2023	34958	PRICE CHOPPER OPER CO INC	1,270.45
06/29/2023	34959	PUTNAM PEST CONTROL	95.00
06/29/2023	34960	RSSL INC	5,690.00
06/29/2023	34961	SCHOOL SPECIALTY LLC	1,733.15
06/29/2023	34962	SCOVILLE-MENO	210.02
06/29/2023	34963	STAPLES CONTRACT & COMMERCIAL	269.62
06/29/2023	34964	TEACHER SYNERGY LLC	38.89
06/29/2023	34965	UNATEGO CENTRAL SCHOOL	100.00
06/29/2023	34966	JEFFREY E. UTTER	300.00

UNATEGO CSD



Bank Reconciliation for period ending on 6/30/2023

Check Date	Check Number	Payee	Amount
06/29/2023	34967	VILLAGE VARIETY, LTD.	103.87
06/30/2023	34968	BRANDON O'DONNELL	93.97
06/30/2023	34969	AMAZON CAPITAL SERVICES	60.23
06/30/2023	34970	J & M TROPHIES ENGRAVING & SPECIALTY GIFTS	95.00
06/30/2023	34971	MARY IMOGENE BASSETT HOSPITAL	7,450.00
06/30/2023	34972	PITNEY BOWES BANK INC PURCHASE POWER	500.00
06/30/2023	34973	SCHOLASTIC SPORTS SALES, LTD.	71.40
06/30/2023	34974	TIMMIE SIMONDS	153.88
06/30/2023	34975	KENNETH SNIDER	1,000.00
06/30/2023	34976	STADIUM SYSTEM, INC.	4,739.35
06/30/2023	34977	WAYNE STRICKLAND	171.43
06/30/2023	34978	REBECCA TOWNDROW	12.71
06/30/2023	34979	UNADILLA VALLEY CENTRAL SCHOOL	33,121.00
Outstanding Check Total:			87,017.81

Kjune Babson 7/18/23
 Prepared By

 Approved By

Trial Balance Report From 7/1/2022 - 6/30/2023

Account	Description	Debits	Credits	Balance
A 200	CASH - CHECKING	33,828,877.66	31,844,257.44	1,984,620.22
A 2002NYG	NY CLASS GENERAL	12,007,041.03	5,700,000.00	6,307,041.03
A 210	PETTY CASH	667.67	0.00	667.67
A 380	ACCOUNTS RECEIVABLE	72,896.02	17,329.71	55,566.31
A 391DEBT	DUE FROM DEBT SERVICE	263.25	0.00	263.25
A 391FED	DUE FROM FEDERAL FUND	1,139,565.13	409,408.45	730,156.68
A 391TA	DUE FROM TRUST & AGENCY	65,799.41	65,780.52	18.89
A 4101	STATE AID RECEIVABLE	2,325,892.94	1,322,001.86	1,003,891.08
A 510	ESTIMATED REVENUES	23,127,775.00	0.00	23,127,775.00
A 521	ENCUMBRANCES	19,360,875.12	19,256,574.44	104,300.68
A 522	EXPENDITURES	22,747,980.55	671,709.21	22,076,271.34
A 599	APPROPRIATED FUND BALANCE	806,112.65	0.00	806,112.65
A 600	ACCOUNTS PAYABLE	620,395.98	735,491.62	115,095.64 CR
A 601	ACCRUED LIABILITIES	56,540.67	155,435.84	98,895.17 CR
A 630CAP	DUE TO CAPITAL FUND	1,504,650.00	1,849,194.16	344,544.16 CR
A 630FED	DUE TO FEDERAL FUND	1,798,022.50	1,798,026.39	3.89 CR
A 630SL	DUE TO SCHOOL LUNCH FUND	654,733.85	644,986.85	9,747.00
A 630TA	DUE TO TRUST & AGENCY	38,075.72	38,453.15	377.43 CR
A 632	DUE TO TEACHER RETIREMENT	676,002.00	1,419,142.63	743,140.63 CR
A 637	DUE TO EMPLOYEES' RETIREMENT SYSTEM	49,597.25	124,081.50	74,484.25 CR
A 814	WORKERS COMP. RESERVE	0.00	207,267.00	207,267.00 CR
A 815	UNEMPLOYMENT INSURANCE RESERVE	8,300.00	107,000.00	98,700.00 CR
A 821	RESERVE FOR ENCUMBRANCES	19,256,574.44	19,360,875.12	104,300.68 CR
A 827	RETIREMENT CONTRIBUTION RESERVE	101,832.00	660,470.00	558,638.00 CR
A 828	TRS RETIREMENT RESERVE	0.00	359,200.00	359,200.00 CR
A 862	LIABILITY RESERVE	55,000.00	100,000.00	45,000.00 CR
A 867	EMPLOYEE LIABILITY RESERVE	50,732.00	312,966.70	262,234.70 CR
A 878	CAPITAL RESERVE	0.00	1,800,000.00	1,800,000.00 CR
A 882	RESERVE FOR REPAIRS	0.00	399,299.00	399,299.00 CR
A 914	ASSIGNED APPROPRIATED FUND BAL	0.00	825,000.00	825,000.00 CR
A 917	UNASSIGNED FUND BALANCE	431,280.65	3,070,081.62	2,638,800.97 CR
A 960	APPROPRIATIONS	0.00	23,933,887.65	23,933,887.65 CR
A 980	REVENUES	115,706.89	23,713,269.52	23,597,562.63 CR
A Fund Totals:		140,901,190.38	140,901,190.38	0.00
Grand Totals:		140,901,190.38	140,901,190.38	0.00

UNATEGO CSD

Revenue Status Report By Function From 7/1/2022 To 6/30/2023



Preliminary

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	REAL PROPERTY TAXES	7,530,745.00	0.00	7,530,745.00	6,474,596.14	1,056,148.86
A 1081	PAYMENT IN LIEU OF TAXES (PILOT)	2,500.00	0.00	2,500.00	2,868.00	-368.00
A 1085	SCHOOL TAX RELIEF REIMBURSEMENT	0.00	0.00	0.00	1,054,672.85	-1,054,672.85
A 1090	INTEREST ON PROPERTY TAXES	23,000.00	0.00	23,000.00	24,367.27	-1,367.27
A 1120	NON-PROPERTY TAX DISTRIBUTION BY COUNTIES	1,400.00	0.00	1,400.00	1,475.88	-75.88
A 1310	DAY SCHOOL TUITION FOR INDIVIDUAL	11,400.00	0.00	11,400.00	120,272.60	-108,872.60
A 1335	OTHER STUDENT FEES & CHARGES	1,000.00	0.00	1,000.00	18,504.67	-17,504.67
A 1410.DW	ADMISSIONS-DAN WICKHAM	3,000.00	0.00	3,000.00	6,156.00	-3,156.00
A 2401	INTEREST AND EARNINGS	1,500.00	0.00	1,500.00	261,539.98	-260,039.98
A 2440	OTHER RENTAL	0.00	0.00	0.00	390.00	-390.00
A 2650	SALE OF SCRAP & EXCESS MATERIALS	0.00	0.00	0.00	7,447.90	-7,447.90
A 2680	INSURANCE RECOVERIES	0.00	0.00	0.00	42,034.31	-42,034.31
A 2701	REFUND OF BOCES AIDED SERVICES	275,000.00	0.00	275,000.00	186,929.08	88,070.92
A 2703	REFUND OF PRIOR YEAR EXPENSE	0.00	0.00	0.00	13,644.38	-13,644.38
A 2770	OTHER UNCLASSIFIED REVENUES	22,000.00	0.00	22,000.00	34,845.10	-12,845.10
A 3101	BASIC FORMULA AID	13,463,081.00	0.00	13,463,081.00	9,810,093.47	3,652,987.53
A 3101.1	EXCESS COST AID	130,404.00	0.00	130,404.00	1,735,085.00	-1,604,681.00
A 3102	LOTTERY AID	0.00	0.00	0.00	1,378,773.30	-1,378,773.30
A 3102.B	VLT LOTTERY GRANT(VIDEO LOT TERMINAL)	0.00	0.00	0.00	607,474.23	-607,474.23
A 3102.C	COMMERCIAL GAMING GRANT (COG)	0.00	0.00	0.00	69,145.00	-69,145.00
A 3103	BOCES AID	1,543,730.00	0.00	1,543,730.00	1,556,521.02	-12,791.02
A 3260	TEXTBOOK AID	67,121.00	0.00	67,121.00	43,630.00	23,491.00
A 3262	COMPUTER SOFTWARE AID	0.00	0.00	0.00	13,018.00	-13,018.00
A 3262.B	COMPUTER HARDWARE AID	16,894.00	0.00	16,894.00	16,151.00	743.00
A 3263	LIBRARY LOAN AID	0.00	0.00	0.00	5,431.00	-5,431.00
A 3289	OTHER STATE AID	0.00	0.00	0.00	24,695.68	-24,695.68
A 4601	MEDICAID	35,000.00	0.00	35,000.00	47,238.20	-12,238.20
A 4960	FEMA (FEDERAL EMERGENCY MANAGEMENT ASSISTANCE)	0.00	0.00	0.00	40,562.57	-40,562.57
A Totals:		23,127,775.00	0.00	23,127,775.00	23,597,562.63	-469,787.63
Grand Totals:		23,127,775.00	0.00	23,127,775.00	23,597,562.63	-469,787.63

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023

Preliminary



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1010.400	BOE CONTRACTUAL		3,900.00	0.00	3,900.00	222.94	0.00	3,677.06
A 1010.450	BOE GENERAL SUPPLIES		500.00	0.00	500.00	329.04	0.00	170.96
A 1010.490	BOE BOCES SERVICES		2,743.00	494.00	3,237.00	2,987.00	0.00	250.00
1010	BOARD OF EDUCATION	*	7,143.00	494.00	7,637.00	3,538.98	0.00	4,098.02
A 1040.160	CLASSIFIED SALARIES-DISTRICT CLERK		3,899.00	2,425.01	6,324.01	6,324.01	0.00	0.00
1040	DISTRICT CLERK	*	3,899.00	2,425.01	6,324.01	6,324.01	0.00	0.00
A 1060.400	DISTRICT MEETING CONTRACTUAL		2,200.00	0.00	2,200.00	1,341.78	0.00	858.22
1060	DISTRICT MEETING	*	2,200.00	0.00	2,200.00	1,341.78	0.00	858.22
10		**	13,242.00	2,919.01	16,161.01	11,204.77	0.00	4,956.24
A 1240.150	CERTIFIED SALARIES		153,584.00	35,366.00	188,950.00	188,854.15	0.00	95.85
A 1240.160	CLASSIFIED SALARIES		45,375.00	-1,523.01	43,851.99	43,851.99	0.00	0.00
A 1240.400	MISCELLANEOUS CONTRACTUAL		3,800.00	0.00	3,800.00	2,469.10	0.00	1,330.90
A 1240.450	GENERAL SUPPLIES		2,000.00	0.00	2,000.00	1,676.99	0.00	323.01
1240	CHIEF SCHOOL ADMINISTRATOR	*	204,759.00	33,842.99	238,601.99	236,852.23	0.00	1,749.76
12		**	204,759.00	33,842.99	238,601.99	236,852.23	0.00	1,749.76
A 1310.160	CLASSIFIED SALARIES		118,715.00	16,012.57	134,727.57	126,988.60	0.00	7,738.97
A 1310.400	MISCELLANEOUS CONTRACTUAL		6,000.00	151.93	6,151.93	4,744.76	1,128.19	278.98
A 1310.450	GENERAL SUPPLIES		1,000.00	2,334.72	3,334.72	1,864.69	1,470.03	0.00
A 1310.490	BOCES SERVICES-FINANCIAL		228,712.00	0.00	228,712.00	228,644.21	0.00	67.79
1310	BUSINESS ADMINISTRATION	*	354,427.00	18,499.22	372,926.22	362,242.26	2,598.22	8,085.74
A 1320.400	MISCELLANEOUS CONTRACTUAL		26,000.00	0.00	26,000.00	24,950.00	0.00	1,050.00
1320	AUDITING	*	26,000.00	0.00	26,000.00	24,950.00	0.00	1,050.00
A 1325.160	CLASSIFIED SALARIES		58,807.00	-686.00	58,121.00	50,352.58	0.00	7,768.42
A 1325.450	GENERAL SUPPLIES		0.00	0.00	0.00	164.52	0.00	-164.52
1325	TREASURER	*	58,807.00	-686.00	58,121.00	50,517.10	0.00	7,603.90
A 1330.160	CLASSIFIED SALARIES		4,000.00	686.00	4,686.00	4,686.00	0.00	0.00
A 1330.400	MISCELLANEOUS CONTRACTUAL		2,800.00	375.35	3,175.35	3,175.35	0.00	0.00
A 1330.450	GENERAL SUPPLIES		500.00	-375.35	124.65	0.00	0.00	124.65
1330	TAX COLLECTOR	*	7,300.00	686.00	7,986.00	7,861.35	0.00	124.65
A 1345.490	BOCES - DCMO		6,190.00	0.00	6,190.00	6,189.90	0.00	0.10
1345	PURCHASING	*	6,190.00	0.00	6,190.00	6,189.90	0.00	0.10
A 1380.400	MISCELLANEOUS CONTRACTUAL		5,000.00	0.00	5,000.00	1,462.50	1,312.50	2,225.00
1380	FISCAL AGENT FEE	*	5,000.00	0.00	5,000.00	1,462.50	1,312.50	2,225.00

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
13		**	457,724.00	18,499.22	476,223.22	453,223.11	3,910.72	19,089.39
<u>A 1420.400</u>	MISCELLANEOUS CONTRACTUAL		18,000.00	66,658.00	84,658.00	76,785.05	0.00	7,872.95
<u>A 1420.490</u>	BOCES SERVICES - DCMO		0.00	1,260.00	1,260.00	787.47	0.00	472.53
1420	LEGAL	*	18,000.00	67,918.00	85,918.00	77,572.52	0.00	8,345.48
<u>A 1430.400</u>	MISCELLANEOUS CONTRACTUAL		10,000.00	838.00	10,838.00	7,228.40	3,507.60	102.00
<u>A 1430.490</u>	BOCES SERVICES - DCMO		51,966.00	4,478.00	56,444.00	56,443.20	0.00	0.80
1430	PERSONNEL	*	61,966.00	5,316.00	67,282.00	63,671.60	3,507.60	102.80
<u>A 1460.490</u>	BOCES SERVICES-RECORD RETENTION		9,763.00	-2,632.00	7,131.00	5,971.00	0.00	1,160.00
1460	RECORDS MANAGEMENT OFFICER	*	9,763.00	-2,632.00	7,131.00	5,971.00	0.00	1,160.00
<u>A 1480.490</u>	BOCES SERVICES		32,069.00	534.00	32,603.00	32,390.52	0.00	212.48
1480	PUBLIC INFORMATION & SERVICES	*	32,069.00	534.00	32,603.00	32,390.52	0.00	212.48
14		**	121,798.00	71,136.00	192,934.00	179,605.64	3,507.60	9,820.76
<u>A 1620.160</u>	CLASSIFIED SALARIES		245,581.00	24,090.00	269,671.00	258,485.76	0.00	11,185.24
<u>A 1620.162</u>	CLASSIFIED SALARIES: OVERTIME		28,000.00	-1,872.73	26,127.27	16,424.40	0.00	9,702.87
<u>A 1620.163</u>	CLASSIFIED SALARIES: SUBSTITUTES		36,000.00	-4,478.00	31,522.00	18,252.60	0.00	13,269.40
<u>A 1620.200</u>	EQUIPMENT		70,000.00	53,812.10	123,812.10	115,145.35	0.00	8,666.75
<u>A 1620.400</u>	MISCELLANEOUS CONTRACTUAL		143,180.00	67,364.29	210,544.29	205,546.40	398.36	4,599.53
<u>A 1620.401</u>	HEALTH AND SAFETY		2,000.00	864.44	2,864.44	339.80	2,524.64	0.00
<u>A 1620.450</u>	GENERAL SUPPLIES		128,601.00	-27,130.00	101,471.00	75,640.61	2,020.36	23,810.03
<u>A 1620.450-FI-RE</u>	MATERIALS & SUPPLIES (FIRE)		0.00	41,872.00	41,872.00	41,871.84	0.00	0.16
<u>A 1620.463</u>	REFUSE REMOVAL		11,000.00	4,830.10	15,830.10	11,219.07	4,993.72	-382.69
<u>A 1620.473-2</u>	WATER-UNADILLA		3,000.00	200.00	3,200.00	3,145.75	0.00	54.25
<u>A 1620.477-2</u>	ELECTRIC-UNADILLA		50,000.00	3,570.00	53,570.00	51,948.09	0.00	1,621.91
<u>A 1620.477-3</u>	ELECTRIC-HIGH SCHOOL		90,000.00	3,116.99	93,116.99	81,987.74	0.00	11,129.25
<u>A 1620.554-3</u>	HEATING FUEL-HIGH SCHOOL		107,000.00	3,200.00	110,200.00	125,169.35	0.00	-14,969.35
<u>A 1620.555-2</u>	BOTTLED GAS-UNADILLA		37,500.00	9,640.00	47,140.00	47,139.42	0.00	0.58
<u>A 1620.555-3</u>	BOTTLED GAS-HIGH SCHOOL		3,000.00	2,948.00	5,948.00	5,947.25	0.00	0.75
<u>A 1620.571</u>	GAS AND FUEL		2,000.00	1,500.00	3,500.00	3,655.22	0.00	-155.22
1620	OPERATION OF PLANT	*	956,862.00	183,527.19	1,140,389.19	1,061,918.65	9,937.08	68,533.46
<u>A 1621.160</u>	CLASSIFIED SALARIES		271,885.00	0.00	271,885.00	242,997.40	0.00	28,887.60
<u>A 1621.162</u>	CLASSIFIED SALARIES: OVERTIME		2,000.00	4,586.24	6,586.24	7,038.22	0.00	-451.98
<u>A 1621.400</u>	MISCELLANEOUS CONTRACTUAL		7,000.00	1,263.00	8,263.00	8,239.00	0.00	24.00
<u>A 1621.450</u>	GENERAL SUPPLIES		4,000.00	9,194.00	13,194.00	13,194.00	0.00	0.00

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1621	MAINTENANCE OF PLANT	*	284,885.00	15,043.24	299,928.24	271,468.62	0.00	28,459.62
<u>A 1670.400</u>	CONTRACTUAL		13,000.00	0.00	13,000.00	8,320.77	219.96	4,459.27
<u>A 1670.450</u>	MATERIALS & SUPPLIES		30,000.00	16,519.54	46,519.54	44,284.65	199.46	2,035.43
<u>A 1670.490</u>	BOCES		100,000.00	108,322.46	208,322.46	199,040.30	0.00	9,282.16
1670	CENTRAL PRINTING & MAILING	*	143,000.00	124,842.00	267,842.00	251,645.72	419.42	15,776.86
<u>A 1680.490</u>	BOCES SERVICES - BROOME-TIOGA		650,106.00	5,224.00	655,330.00	655,329.09	0.00	0.91
1680	CENTRAL DATA PROCESSING	*	650,106.00	5,224.00	655,330.00	655,329.09	0.00	0.91
16		**	2,034,853.00	328,636.43	2,363,489.43	2,240,362.08	10,356.50	112,770.85
<u>A 1910.454</u>	LIABILITY AND BOND INSURANCE		69,000.00	770.00	69,770.00	69,770.00	0.00	0.00
<u>A 1910.455</u>	STUDENT ACCIDENT		8,000.00	-770.00	7,230.00	6,846.00	0.00	384.00
1910	UNALLOCATED INSURANCE	*	77,000.00	0.00	77,000.00	76,616.00	0.00	384.00
<u>A 1920.400</u>	SCHOOL ASSOCIATION DUES		9,500.00	0.00	9,500.00	8,101.00	0.00	1,399.00
1920	SCHOOL ASSOCIATION DUES	*	9,500.00	0.00	9,500.00	8,101.00	0.00	1,399.00
<u>A 1981.490</u>	BOCES SERVICES - DCMO		185,523.00	-2,829.03	182,693.97	182,496.81	0.00	197.16
1981	BOCES ADMINISTRATIVE COSTS	*	185,523.00	-2,829.03	182,693.97	182,496.81	0.00	197.16
<u>A 1983.490</u>	BOCES CAPITAL EXPENSES		311,318.00	0.31	311,318.31	311,318.31	0.00	0.00
1983	BOCES CAPITAL EXPENSES	*	311,318.00	0.31	311,318.31	311,318.31	0.00	0.00
19		**	583,341.00	-2,828.72	580,512.28	578,532.12	0.00	1,980.16
1		***	3,415,717.00	452,204.93	3,867,921.93	3,699,779.95	17,774.82	150,367.16
<u>A 2020.150</u>	CERTIFIED SALARIES		354,343.00	-2,604.00	351,739.00	351,671.48	0.00	67.52
<u>A 2020.160</u>	CLASSIFIED SALARIES		120,537.00	17,927.78	138,464.78	138,576.87	0.00	-112.09
<u>A 2020.160-SC</u>	CLASSIFIED SALARIES: SUB-REG		7,000.00	117.55	7,117.55	7,601.55	0.00	-484.00
<u>A 2020.163</u>	CLASSIFIED SALARIES-SUB CLERICAL		0.00	1,458.11	1,458.11	1,564.46	0.00	-106.35
<u>A 2020.400</u>	MISC CONTRACTUAL		1,000.00	0.00	1,000.00	300.00	1,120.46	-420.46
<u>A 2020.400-2</u>	MISC CONTRACTUAL-UNADILLA		1,400.00	0.00	1,400.00	600.00	100.00	700.00
<u>A 2020.400-3</u>	MISC CONTRACTUAL-HIGH SCHOOL		2,800.00	0.00	2,800.00	674.67	0.00	2,125.33
<u>A 2020.400-4</u>	MISC CONTRACTUAL - JUNIOR HIGH		1,300.00	0.00	1,300.00	507.66	0.00	792.34
<u>A 2020.450-2</u>	GENERAL SUPPLIES-UNADILLA		2,500.00	0.00	2,500.00	2,243.40	0.00	256.60
<u>A 2020.450-3</u>	GENERAL SUPPLIES-HIGH SCHOOL		3,000.00	0.00	3,000.00	410.46	0.00	2,589.54
<u>A 2020.450-4</u>	GENERAL SUPPLIES-JR HIGH		500.00	680.22	1,180.22	720.97	0.00	459.25
<u>A 2020.490</u>	BOCES SERVICES - DCMO		7,820.00	1,638.00	9,458.00	9,458.00	0.00	0.00
2020	SUPERVISION-REGULAR SCHOOL	*	502,200.00	19,217.66	521,417.66	514,329.52	1,220.46	5,867.68
<u>A 2060.490</u>	RESEARCH, PLANNING, EVALUATION		1,926.00	0.00	1,926.00	1,925.06	0.00	0.94

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2060	RESEARCH, PLANNING & EVALUAT *	1,926.00	0.00	1,926.00	1,925.06	0.00	0.94
<u>A 2070.400</u>	MISCELLANEOUS CONTRACTUAL	5,000.00	0.00	5,000.00	2,038.98	0.00	2,961.02
<u>A 2070.400-2</u>	CONFERENCES-UNADILLA	1,000.00	-1,000.00	0.00	0.00	0.00	0.00
<u>A 2070.400-3</u>	CONFERENCES-SR HIGH	1,000.00	0.00	1,000.00	206.00	0.00	794.00
<u>A 2070.400-4</u>	CONFERENCES - JUNIOR HIGH	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 2070.490</u>	BOCES SERVICES - DCMO INSERVICE TRAINING	23,898.00	1,997.90	25,895.90	25,895.44	0.00	0.46
2070	INSERVICE TRAINING-INSTRUCTION *	31,898.00	997.90	32,895.90	28,140.42	0.00	4,755.48
20	**	536,024.00	20,215.56	556,239.56	544,395.00	1,220.46	10,624.10
<u>A 2110.120</u>	CERTIFIED SALARIES: K-6	1,558,694.00	62,172.00	1,620,866.00	1,552,227.15	0.00	68,638.85
<u>A 2110.121</u>	CERTIFIED SALARIES: LTA'S - K-6	170,707.00	-153,356.50	17,350.50	10,790.20	0.00	6,560.30
<u>A 2110.130</u>	CERTIFIED SALARIES: 7-12	2,334,623.00	-391,801.00	1,942,822.00	1,858,355.98	0.00	84,466.02
<u>A 2110.132</u>	CERTIFIED SALARIES: AIS/AE	3,000.00	-1,361.38	1,638.62	0.00	0.00	1,638.62
<u>A 2110.132-CS</u>	CERTIFIED SALARIES: COMMUNITY SCHOOLS/AFTERSCHOOL	50,000.00	-27,755.00	22,245.00	188.22	0.00	22,056.78
<u>A 2110.140</u>	SUBSTITUTES-TEACHERS	130,000.00	49,821.00	179,821.00	186,751.85	0.00	-6,930.85
<u>A 2110.161</u>	CLASSIFIED SALARIES: AIDES	113,841.00	22,069.12	135,910.12	129,053.01	0.00	6,857.11
<u>A 2110.163</u>	SUBSTITUTES-AIDES	40,000.00	-1,033.84	38,966.16	38,614.31	0.00	351.85
<u>A 2110.400</u>	CONTRACTUAL EXPENSE	75,311.00	5,033.84	80,344.84	79,499.80	0.00	845.04
<u>A 2110.400-2</u>	CONTRACTUAL EXPENSE-UNADILLA	3,000.00	1,116.11	4,116.11	4,004.37	0.00	111.74
<u>A 2110.400-3</u>	CONTRACTUAL EXPENSE-HIGH SCHOOL	8,000.00	1,200.00	9,200.00	4,082.74	182.26	4,935.00
<u>A 2110.400-4</u>	CONTRACTUAL EXPENSE-JUNIOR HIGH	5,000.00	-1,400.00	3,600.00	1,853.68	0.00	1,746.32
<u>A 2110.400-CS</u>	COMMUNITY SCHOOLS/CONTRACTUAL EXPENSE	0.00	4,755.00	4,755.00	4,755.00	0.00	0.00
<u>A 2110.450</u>	MATERIALS/SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
<u>A 2110.450-2</u>	MATERIALS/SUPPLIES-UNADILLA	16,000.00	3,083.89	19,083.89	18,691.31	0.00	392.58
<u>A 2110.450-3</u>	MATERIALS/SUPPLIES-HIGH SCHOOL	20,000.00	7,000.00	27,000.00	21,703.67	774.00	4,522.33
<u>A 2110.450-4</u>	MATERIALS/SUPPLIES/JR HIGH	12,000.00	-200.00	11,800.00	8,447.10	0.00	3,352.90
<u>A 2110.450-CS</u>	COMMUNITY SCHOOLS/SUPPLIES	0.00	23,000.00	23,000.00	16,485.64	0.00	6,514.36
<u>A 2110.471</u>	TUITION PAYMENTS PUBLIC	10,000.00	0.00	10,000.00	3,909.66	0.00	6,090.34
<u>A 2110.472</u>	TUITION PAYMENTS PRIVATE	3,000.00	0.00	3,000.00	2,100.00	1,824.00	-924.00
<u>A 2110.480-0</u>	HDCVR-TXTBKS PBKS	47,823.00	-18,876.00	28,947.00	24,539.24	0.00	4,407.76
<u>A 2110.490</u>	BOCES - DCMO	255,811.00	0.00	255,811.00	197,572.25	0.00	58,238.75
2110	TEACHING-REGULAR SCHOOL *	4,856,810.00	-416,532.76	4,440,277.24	4,163,625.18	2,780.26	273,871.80

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
21		**	4,856,810.00	-416,532.76	4,440,277.24	4,163,625.18	2,780.26	273,871.80
<u>A 2250.150</u>	CERTIFIED SALARIES		621,713.00	41,808.00	663,521.00	663,520.55	0.00	0.45
<u>A 2250.151</u>	CERTIFIED SALARIES - LTA's		21,523.00	245.00	21,768.00	21,806.70	0.00	-38.70
<u>A 2250.160</u>	CLASSIFIED SALARIES		483,142.00	-19,641.29	463,500.71	477,794.61	0.00	-14,293.90
<u>A 2250.161</u>	CLASSIFIED SALARIES: SUBS/AIDES		0.00	796.00	796.00	795.20	0.00	0.80
<u>A 2250.163</u>	CLASSIFIED SALARIES: SPEC ED SUBS/AIDES		0.00	937.39	937.39	937.37	0.00	0.02
<u>A 2250.400</u>	CONTRACTUAL EXPENSES		110,000.00	-13,569.00	96,431.00	55,351.84	0.00	41,079.16
<u>A 2250.450</u>	GENERAL SUPPLIES		5,000.00	0.00	5,000.00	4,269.22	74.22	656.56
<u>A 2250.471</u>	TUITION PAYMENTS		50,000.00	158,610.00	208,610.00	208,609.21	0.00	0.79
<u>A 2250.472</u>	TUITION PAYMENTS		150,000.00	0.00	150,000.00	94,151.20	12,471.50	43,377.30
<u>A 2250.490</u>	BOCES - DCMO		1,959,007.00	0.00	1,959,007.00	1,897,864.54	0.00	61,142.46
2250	PROGRAMS-STUDENTS W/ DISABIL	*	3,400,385.00	169,186.10	3,569,571.10	3,425,100.44	12,545.72	131,924.94
<u>A 2280.490</u>	BOCES SERVICES - DCMO		620,580.00	0.00	620,580.00	616,301.94	0.00	4,278.06
2280	OCCUPATIONAL EDUCATION	*	620,580.00	0.00	620,580.00	616,301.94	0.00	4,278.06
22		**	4,020,965.00	169,186.10	4,190,151.10	4,041,402.38	12,545.72	136,203.00
<u>A 2330.490</u>	BOCES SERVICES		8,805.00	1,034.00	9,839.00	9,839.00	0.00	0.00
2330	TEACHING-SPECIAL SCHOOLS	*	8,805.00	1,034.00	9,839.00	9,839.00	0.00	0.00
23		**	8,805.00	1,034.00	9,839.00	9,839.00	0.00	0.00
<u>A 2610.150</u>	CERTIFIED SALARIES		40,000.00	0.00	40,000.00	38,653.00	0.00	1,347.00
<u>A 2610.151</u>	CERTIFIED SALARIES LTA'S		23,096.00	-11,638.23	11,457.77	0.00	0.00	11,457.77
<u>A 2610.450-1</u>	MATERIALS & SUPPLIES-ELEMENTARY		5,000.00	0.00	5,000.00	662.18	0.00	4,337.82
<u>A 2610.450-2</u>	MATERIALS & SUPPLIES-SECONDARY		5,000.00	0.00	5,000.00	2,786.90	505.02	1,708.08
<u>A 2610.450-3</u>	MATERIALS & SUPPLIES-HIGH SCHOOL		0.00	36.99	36.99	36.99	0.00	0.00
<u>A 2610.460-1</u>	LIBRARY AV LOAN-ELEMENTARY		2,841.00	0.00	2,841.00	2,326.73	0.00	514.27
<u>A 2610.460-2</u>	LIBRARY AV LOAN-sSECONDARY		2,841.00	92.06	2,933.06	2,933.06	0.00	0.00
<u>A 2610.490</u>	BOCES SERVICES - DCMO		75,609.00	0.00	75,609.00	69,252.63	0.00	6,356.37
2610	SCHOOL LIBRARY & AUDIOVISUAL	*	154,387.00	-11,509.18	142,877.82	116,651.49	505.02	25,721.31
<u>A 2630.151</u>	CERTIFIED SALARIES - LTA's		29,637.00	57.24	29,694.24	29,694.24	0.00	0.00
<u>A 2630.220</u>	STATE AIDED HARDWARE		16,894.00	10,722.00	27,616.00	27,615.52	0.00	0.48
<u>A 2630.400</u>	MISCELLANEOUS CONTRACTUAL		2,000.00	0.00	2,000.00	995.00	0.00	1,005.00
<u>A 2630.450</u>	COMPUTER MATERIALS & SUPPLIES		5,000.00	1,263.37	6,263.37	4,857.09	3,023.80	-1,617.52
<u>A 2630.460</u>	STATE AIDED SOFTWARE		13,617.00	18,876.00	32,493.00	22,173.00	0.00	10,320.00
<u>A 2630.490</u>	BOCES-COMPUTER ASSISTED INSTRUCTION		175,204.00	3,377.80	178,581.80	184,581.80	0.00	-6,000.00

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
	INSTRUCTION							
2630	COMPUTER ASSISTED INSTRUCTION	*	242,352.00	34,296.41	276,648.41	269,916.65	3,023.80	3,707.96
26		**	396,739.00	22,787.23	419,526.23	386,568.14	3,528.82	29,429.27
<u>A 2810.150</u>	CERTIFIED SALARIES		300,691.00	-9,512.50	291,178.50	236,806.51	0.00	54,371.99
<u>A 2810.160</u>	CLASSIFIED SALARES		38,187.00	304.00	38,491.00	38,490.57	0.00	0.43
<u>A 2810.450-2</u>	MATERIALS & SUPPLIES-UNADILLA		200.00	0.00	200.00	92.45	0.00	107.55
<u>A 2810.450-3</u>	MATERIALS & SUPPLIES-HIGH SCHOOL		700.00	144.54	844.54	501.12	0.00	343.42
2810	GUIDANCE-REGULAR SCHOOL	*	339,778.00	-9,063.96	330,714.04	275,890.65	0.00	54,823.39
<u>A 2815.160</u>	CLASSIFIED SALARIES		110,048.00	4,571.50	114,619.50	108,328.52	0.00	6,290.98
<u>A 2815.163</u>	CLASSIFIED SALARIES: SUBSTITUTES		8,000.00	0.00	8,000.00	6,667.50	0.00	1,332.50
<u>A 2815.400</u>	MISC CONTRACTUAL		1,400.00	0.00	1,400.00	340.00	0.00	1,060.00
<u>A 2815.450-2</u>	MATERIALS & SUPPLIES-UNADILLA		1,500.00	82.77	1,582.77	1,468.86	0.00	113.91
<u>A 2815.450-3</u>	MATERIALS & SUPPLIES-HIGH SCHOOL		1,000.00	-82.77	917.23	260.93	0.00	656.30
2815	HEALTH SERVICES-REGULAR SCHOOL	*	121,948.00	4,571.50	126,519.50	117,065.81	0.00	9,453.69
<u>A 2820.150</u>	CERTIFIED SALARIES		84,723.00	-3,672.60	81,050.40	76,250.70	0.00	4,799.70
<u>A 2820.450</u>	GENERAL SUPPLIES		5,000.00	255.60	5,255.60	5,255.24	0.00	0.36
2820	PSYCHOLOGICAL SRVC-REG SCHOOL	*	89,723.00	-3,417.00	86,306.00	81,505.94	0.00	4,800.06
<u>A 2850.150</u>	CERTIFIED SALARIES		63,425.00	-83.00	63,342.00	63,487.26	0.00	-145.26
<u>A 2850.160</u>	CLASSIFIED SALARIES		2,500.00	3,500.00	6,000.00	4,128.00	0.00	1,872.00
<u>A 2850.400</u>	MISCELLANEOUS CONTRACTUAL		500.00	200.00	700.00	28.44	0.00	671.56
<u>A 2850.450</u>	GENERAL SUPPLIES		500.00	-310.00	190.00	61.33	0.00	128.67
2850	CO-CURRICULAR ACTIV-REG SCHL	*	66,925.00	3,307.00	70,232.00	67,705.03	0.00	2,526.97
<u>A 2855.150</u>	CERTIFIED SALARIES		138,000.00	37,857.00	175,857.00	175,856.16	0.00	0.84
<u>A 2855.160</u>	CLASSIFIED SALARIES		23,200.00	157.43	23,357.43	22,478.12	0.00	879.31
<u>A 2855.200</u>	EQUIPMENT		3,000.00	11,512.87	14,512.87	11,678.85	0.00	2,834.02
<u>A 2855.400</u>	MISCELLANEOUS CONTRACTUAL		2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 2855.425</u>	RECONDITIONING UNIFORMS		5,800.00	3,165.00	8,965.00	8,781.11	0.00	183.89
<u>A 2855.447</u>	ORGANIZATIONAL MEMBERSHIPS		3,200.00	0.00	3,200.00	2,420.08	0.00	779.92
<u>A 2855.448</u>	PHYSICALS		13,000.00	-1,200.00	11,800.00	7,450.00	0.00	4,350.00
<u>A 2855.449</u>	OFFICIALS		34,000.00	0.00	34,000.00	30,069.22	0.00	3,930.78
<u>A 2855.450</u>	GENERAL SUPPLIES		20,000.00	6,203.18	26,203.18	23,011.27	1,200.00	1,991.91
<u>A 2855.476</u>	TRAVEL/CONFERENCE		3,500.00	-1,400.00	2,100.00	1,296.00	0.00	804.00
<u>A 2855.479</u>	PARTICIPATION FEES		4,500.00	400.00	4,900.00	3,822.69	0.00	1,077.31
<u>A 2855.490</u>	BOCES		4,494.00	0.00	4,494.00	4,493.50	0.00	0.50

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2855	INTERSCHOL ATHLETICS-REG SCHL	*	254,694.00	56,695.48	311,389.48	291,357.00	1,200.00	18,832.48
28		**	873,068.00	52,093.02	925,161.02	833,524.43	1,200.00	90,436.59
2		***	10,692,411.00	-151,216.85	10,541,194.15	9,979,354.13	21,275.26	540,564.76
<u>A 5510.160</u>	NONINSTRUCTIONAL SALARIES		195,359.00	9,088.88	204,447.88	206,208.77	0.00	-1,760.89
<u>A 5510.161</u>	WAGES		445,400.00	-25,094.90	420,305.10	372,507.30	0.00	47,797.80
<u>A 5510.162</u>	OVERTIME		17,000.00	11,265.02	28,265.02	29,860.75	0.00	-1,595.73
<u>A 5510.163</u>	SUBSTITUTES		8,000.00	2,741.00	10,741.00	11,856.60	0.00	-1,115.60
<u>A 5510.166</u>	ATHLETIC TRIPS		16,000.00	5,128.98	21,128.98	21,128.81	0.00	0.17
<u>A 5510.167</u>	FIELD TRIPS		9,000.00	0.00	9,000.00	6,568.25	0.00	2,431.75
<u>A 5510.168-CS</u>	AFTER SCHOOL LATE RUN		2,000.00	3,613.30	5,613.30	3,350.34	0.00	2,262.96
<u>A 5510.200</u>	EQUIPMENT		25,000.00	0.00	25,000.00	12,019.60	2,709.81	10,270.59
<u>A 5510.400</u>	MISCELLANEOUS CONTRACTUAL		56,185.00	2,160.00	58,345.00	27,735.47	3,966.00	26,643.53
<u>A 5510.410</u>	CONTRACTUAL/LEASED BUS EXPENSE		438,102.00	0.00	438,102.00	436,562.09	0.00	1,539.91
<u>A 5510.448</u>	PHYSICALS		3,200.00	0.00	3,200.00	1,590.00	1,375.00	235.00
<u>A 5510.450</u>	GENERAL SUPPLIES		20,400.00	0.00	20,400.00	6,715.27	823.68	12,861.05
<u>A 5510.454</u>	INSURANCE		19,000.00	0.00	19,000.00	17,762.00	0.00	1,238.00
<u>A 5510.490</u>	BOCES SERVICES - DCMO		2,589.00	2,980.00	5,569.00	5,569.00	0.00	0.00
<u>A 5510.540</u>	CLEANING SUPPLIES		3,300.00	0.00	3,300.00	0.00	0.00	3,300.00
<u>A 5510.560</u>	UNIFORMS		1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 5510.570</u>	PARTS		32,000.00	0.00	32,000.00	17,451.03	3,011.82	11,537.15
<u>A 5510.571</u>	GAS AND FUEL		141,503.00	14,630.55	156,133.55	159,336.13	0.00	-3,202.58
<u>A 5510.572</u>	OIL AND LUBRICANTS		2,000.00	245.32	2,245.32	2,245.32	0.00	0.00
<u>A 5510.573</u>	TIRES		10,500.00	1,100.00	11,600.00	8,081.88	0.00	3,518.12
5510	DISTRICT TRANSPORT-MEDICAID	*	1,448,038.00	27,858.15	1,475,896.15	1,346,548.61	11,886.31	117,461.23
<u>A 5530.400</u>	MISCELLANEOUS CONTRACTUAL		11,000.00	-2,015.00	8,985.00	4,592.59	0.00	4,392.41
<u>A 5530.454</u>	HEATING FUEL		20,500.00	0.00	20,500.00	16,766.79	0.00	3,733.21
<u>A 5530.463</u>	REFUSE REMOVAL		2,500.00	0.00	2,500.00	1,806.24	53.76	640.00
<u>A 5530.473</u>	WATER/GARAGE		500.00	0.00	500.00	310.00	0.00	190.00
<u>A 5530.477</u>	ELECTRICITY		6,000.00	0.00	6,000.00	7,137.80	0.00	-1,137.80
<u>A 5530.478</u>	TELEPHONE		1,000.00	2,015.00	3,015.00	0.00	0.00	3,015.00
5530	GARAGE BUILDING	*	41,500.00	0.00	41,500.00	30,613.42	53.76	10,832.82
55		**	1,489,538.00	27,858.15	1,517,396.15	1,377,162.03	11,940.07	128,294.05
5		***	1,489,538.00	27,858.15	1,517,396.15	1,377,162.03	11,940.07	128,294.05

Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 7140.161</u>	NONINSTR SALARIES/AFTERSCHOOL PROG	62,000.00	-15,383.04	46,616.96	16,839.73	0.00	29,777.23
<u>A 7140.400</u>	CONTRACTUAL/AFTERSCHOOL PROG	7,000.00	1,000.00	8,000.00	8,000.00	0.00	0.00
<u>A 7140.450</u>	GENERAL SUPPLIES/AFTERSCHOOL PROG	1,400.00	27.46	1,427.46	1,131.41	0.00	296.05
7140	RECREATION	70,400.00	-14,355.58	56,044.42	25,971.14	0.00	30,073.28
71		70,400.00	-14,355.58	56,044.42	25,971.14	0.00	30,073.28
7		70,400.00	-14,355.58	56,044.42	25,971.14	0.00	30,073.28
<u>A 9010.800</u>	STATE RETIREMENT	285,685.00	0.00	285,685.00	249,002.77	0.00	36,682.23
9010	STATE RETIREMENT	285,685.00	0.00	285,685.00	249,002.77	0.00	36,682.23
<u>A 9020.800</u>	TEACHERS' RETIREMENT	690,784.00	0.00	690,784.00	588,931.77	0.00	101,852.23
9020	TEACHERS' RETIREMENT	690,784.00	0.00	690,784.00	588,931.77	0.00	101,852.23
<u>A 9030.800</u>	SOCIAL SECURITY	701,000.00	0.00	701,000.00	601,413.46	0.00	99,586.54
9030	SOCIAL SECURITY	701,000.00	0.00	701,000.00	601,413.46	0.00	99,586.54
<u>A 9040.800</u>	WORKERS' COMPENSATION	107,000.00	0.00	107,000.00	104,486.15	0.00	2,513.85
9040	WORKERS' COMPENSATION	107,000.00	0.00	107,000.00	104,486.15	0.00	2,513.85
<u>A 9045.800</u>	LIFE INSURANCE	1,500.00	0.00	1,500.00	55.70	0.00	1,444.30
9045	LIFE INSURANCE	1,500.00	0.00	1,500.00	55.70	0.00	1,444.30
<u>A 9050.80</u>	UNEMPLOYMENT INSURANCE	13,000.00	0.00	13,000.00	8,366.19	0.00	4,633.81
9050	UNEMPLOYMENT INSURANCE	13,000.00	0.00	13,000.00	8,366.19	0.00	4,633.81
<u>A 9060.158-01</u>	HEALTH INS/STIPEND	65,000.00	11,021.00	76,021.00	76,020.77	0.00	0.23
<u>A 9060.801</u>	HEALTH INSURANCE	3,832,174.00	-223,131.00	3,609,043.00	2,925,113.93	0.00	683,929.07
<u>A 9060.801-BR-A</u>	HEALTH INSURANCE HRA/FSA	40,000.00	0.00	40,000.00	29,864.47	3,307.10	6,828.43
<u>A 9060.801-HB</u>	HEALTH INSURANCE BUYOUT	5,000.00	0.00	5,000.00	5,000.00	0.00	0.00
<u>A 9060.803</u>	DENTAL INSURANCE	77,248.00	0.00	77,248.00	72,774.67	1,000.00	3,473.33
9060	HOSPITAL, MEDICAL & DENTAL INS	4,019,422.00	-212,110.00	3,807,312.00	3,108,773.84	4,307.10	694,231.06
<u>A 9089.800</u>	UNDISTRIBUTED EXPENDITURES	3,000.00	0.00	3,000.00	2,695.00	0.00	305.00
9089	OTHER	3,000.00	0.00	3,000.00	2,695.00	0.00	305.00
90		5,821,391.00	-212,110.00	5,609,281.00	4,663,724.88	4,307.10	941,249.02
<u>A 9711.600</u>	SERIAL BONDS/SCHOOL CONST/PRINCIPAL	2,045,000.00	0.00	2,045,000.00	2,045,000.00	0.00	0.00
<u>A 9711.700</u>	SERIAL BONDS/SCHOOL CONST/INTEREST	213,200.00	0.00	213,200.00	213,200.00	0.00	0.00
9711	SERIAL BOND	2,258,200.00	0.00	2,258,200.00	2,258,200.00	0.00	0.00
<u>A 9731.700</u>	BAN-INTEREST-CAPITAL	4,950.00	28,900.00	33,850.00	33,850.00	0.00	0.00
9731		4,950.00	28,900.00	33,850.00	33,850.00	0.00	0.00

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
97		**	2,263,150.00	28,900.00	2,292,050.00	2,292,050.00	0.00	0.00
<u>A 9901.930</u>	TRANSFER TO SCHOOL LUNCH FUND		50,000.00	0.00	50,000.00	50,000.00	0.00	0.00
9901	TRANSFERS - INTERFUND	*	50,000.00	0.00	50,000.00	50,000.00	0.00	0.00
99		**	50,000.00	0.00	50,000.00	50,000.00	0.00	0.00
9		***	8,134,541.00	-183,210.00	7,951,331.00	7,005,774.88	4,307.10	941,249.02
	Fund ATotals:		23,802,607.00	131,280.65	23,933,887.65	22,088,042.13	55,297.25	1,790,548.27
	Grand Totals:		23,802,607.00	131,280.65	23,933,887.65	22,088,042.13	55,297.25	1,790,548.27

TREASURER'S REPORT TO
 BOARD OF EDUCATION
 UNATEGO CENTRAL SCHOOL
P. L. Minerva
 School Lunch Fund Checking

BALANCE ON HAND: June 1, 2023 \$ 39,645.56

VOIDED CHECKS \$ -

RECEIPTS:

INTEREST	0.80
BOCES AID	\$11,903.09
FED LUNCH, BREAKFAST, SNACK ~ FOR APRIL	\$39,690.00
FED LUNCH, BREAKFAST, SNACK ~ FOR MAY	\$55,268.00
MONEY OWED TO SCHOOL LUNCH FROM GENERAL FUND	27,441.55
TRANSFER FROM GENERAL FUND TO SCHOOL LUNCH	20,068.12
FED BREAKFAST AND SNACK ~ FOR JUNE	9,747.00
SCHOOL LUNCH RECEIPTS FOR JUNE	1,659.97

TOTAL RECEIPTS \$ 165,778.53

RECEIPTS & BALANCE \$ 205,424.09

DISBURSEMENTS:

CHECKS	7261-7274	36,649.56	
WIRES	3392	24,693.35	
			TOTAL DISBURSEMENTS \$ 61,342.91

BALANCE ON HAND: June 30, 2023 \$ 144,081.18

BANK BALANCE \$134,334.18

PLUS: BANK ERROR -

PLUS: IN TRANSIT DEPOSITS 9,747.00

LESS: OUTSTANDING CHECKS -

LESS: OUTSTANDING WIRES -

NET BALANCE IN BANK \$144,081.18

August 7, 2023
 DATE SUBMITTED

Orlando Birkdale
 DISTRICT TREASURER



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

Ending Bank Balance:		134,334.18
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	9,747.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	144,081.18
Cash Account Balance:	144,081.18

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
Outstanding Check Total:			0.00

Maura Cooley
Prepared By

Approved By

UNATEGO CSD

Preliminary



Trial Balance Report From 7/1/2022 - 6/30/2023

Account	Description	Debits	Credits	Balance
C 200	CASH	832,683.86	688,602.68	144,081.18
C 391GEN	DUE FROM THE GENERAL FUND	644,986.85	654,733.85	9,747.00 CR
C 4101	STATE AID RECEIVABLE	63,058.03	43,260.39	19,797.64
C 4102	FEDERAL AID RECEIVABLE	577,402.00	542,478.00	34,924.00
C 445	INVENTORY-SUPPLIES	10,006.15	5,609.24	4,396.91
C 446	INVENTORY-FOOD	19,566.86	8,055.75	11,511.11
C 446.1	INVENTORY-USDA	13,364.91	7,434.14	5,930.77
C 510	ESTIMATED REVENUES	603,400.00	0.00	603,400.00
C 521	ENCUMBRANCES	659,786.63	639,266.19	20,520.44
C 522	EXPENDITURES	715,840.07	26,457.81	689,382.26
C 600	ACCOUNTS PAYABLE	17,340.20	24,951.59	7,611.39 CR
C 601	ACCRUED LIABILITIES	5,650.01	12,980.88	7,330.87 CR
C 631	DUE TO OTHER GOVERNMENTS	423.71	454.24	30.53 CR
C 806	NOT IN SPENDABLE FORM	0.00	21,838.79	21,838.79 CR
C 821	RESERVE FOR ENCUMBRANCES	639,266.19	659,786.63	20,520.44 CR
C 915	ASSIGNED UNAPPROPRIATED FUND BAL	739.66	195,646.21	194,906.55 CR
C 960	APPROPRIATIONS	0.00	603,400.00	603,400.00 CR
C 980	REVENUES	0.00	668,558.74	668,558.74 CR
C Fund Totals:		4,803,515.13	4,803,515.13	0.00
Grand Totals:		4,803,515.13	4,803,515.13	0.00

UNATEGO CSD

Revenue Status Report By Function From 7/1/2022 To 6/30/2023



Preliminary

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C 1445</u>	OTHER FOOD SALES	30,000.00	0.00	30,000.00	32,485.22	-2,485.22
<u>C 2401</u>	INTEREST AND EARNINGS	10.00	0.00	10.00	7.67	2.33
<u>C 2701</u>	REFUND OF BOCES AIDED SERVICES	1,000.00	0.00	1,000.00	5,947.91	-4,947.91
<u>C 2770</u>	MISCELLANEOUS REVENUE	1,500.00	0.00	1,500.00	1,271.18	228.82
<u>C 3190..1</u>	STATE BREAKFAST	5,000.00	0.00	5,000.00	3,702.00	1,298.00
<u>C 3190..11</u>	BOCES AID	45,000.00	0.00	45,000.00	39,676.98	5,323.02
<u>C 3190..2</u>	STATE LUNCH	5,000.00	0.00	5,000.00	5,871.00	-871.00
<u>C 3190.SUM</u>	STATE BKFST/LUNCH SUMMER	1,000.00	0.00	1,000.00	706.00	294.00
<u>C 4190..1</u>	FEDERAL BREAKFAST	78,000.00	0.00	78,000.00	104,127.00	-26,127.00
<u>C 4190..2</u>	FEDERAL LUNCH	326,890.00	0.00	326,890.00	332,448.00	-5,558.00
<u>C 4190..2S.N</u>	FEDERAL SNACK	10,000.00	0.00	10,000.00	12,119.00	-2,119.00
<u>C 4190..3</u>	SURPLUS FOOD - FEDERAL	30,000.00	0.00	30,000.00	30,037.78	-37.78
<u>C 4190.SCA</u>	FEDERAL SUPPLY CHAIN ASSISTANCE	0.00	0.00	0.00	29,372.00	-29,372.00
<u>C 4190.SUM</u>	FEDERAL BRKFST/LUNCH SUMMER	20,000.00	0.00	20,000.00	20,787.00	-787.00
<u>C 5031</u>	INTERFUND TRANSFER FROM GEN FUND	50,000.00	0.00	50,000.00	50,000.00	0.00
C Totals:		603,400.00	0.00	603,400.00	668,558.74	-65,158.74
Grand Totals:		603,400.00	0.00	603,400.00	668,558.74	-65,158.74

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023

Preliminary



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>C 2860.161</u>	NONINSTRUCTIONAL WAGES		144,000.00	0.00	144,000.00	150,219.71	0.00	-6,219.71
<u>C 2860.161-SP</u>	NONINSTRUCTIONAL WAGES/SUM PGM		5,000.00	0.00	5,000.00	10,652.00	0.00	-5,652.00
<u>C 2860.163</u>	SUBSTITUTES		3,000.00	0.00	3,000.00	1,973.07	0.00	1,026.93
<u>C 2860.200</u>	EQUIPMENT		3,000.00	0.00	3,000.00	43,721.54	0.00	-40,721.54
<u>C 2860.400</u>	CONTRACTUAL EXPENSE		3,000.00	0.00	3,000.00	6,065.55	0.00	-3,065.55
<u>C 2860.410</u>	FOOD PURCHASES		205,000.00	0.00	205,000.00	271,366.10	17,372.44	-83,738.54
<u>C 2860.411</u>	FOOD - COMMODITIES		30,000.00	0.00	30,000.00	31,541.15	0.00	-1,541.15
<u>C 2860.450</u>	MATERIALS AND SUPPLIES		20,000.00	0.00	20,000.00	25,718.13	0.00	-5,718.13
<u>C 2860.490</u>	BOCES SERVICES		4,500.00	0.00	4,500.00	70,132.07	0.00	-65,632.07
<u>C 2860.490-.1</u>	BOCES SERVICES/MGMT		66,000.00	0.00	66,000.00	0.00	0.00	66,000.00
2860	SUPPLIES/EQUIPMENT/CONTRACTUAL	*	483,500.00	0.00	483,500.00	611,389.32	17,372.44	-145,261.76
28		**	483,500.00	0.00	483,500.00	611,389.32	17,372.44	-145,261.76
2		***	483,500.00	0.00	483,500.00	611,389.32	17,372.44	-145,261.76
<u>C 9030.800</u>	SOCIAL SECURITY		12,100.00	0.00	12,100.00	11,732.06	0.00	367.94
9030	SOCIAL SECURITY	*	12,100.00	0.00	12,100.00	11,732.06	0.00	367.94
<u>C 9040.800</u>	WORKERS' COMPENSATION		5,400.00	0.00	5,400.00	5,393.00	0.00	7.00
9040	WORKERS' COMPENSATION	*	5,400.00	0.00	5,400.00	5,393.00	0.00	7.00
<u>C 9060.801</u>	HEALTH INSURANCE		102,000.00	0.00	102,000.00	64,015.88	0.00	37,984.12
<u>C 9060.802</u>	DENTAL INSURANCE		400.00	0.00	400.00	0.00	0.00	400.00
9060	HOSPITAL, MEDICAL & DENTAL INS	*	102,400.00	0.00	102,400.00	64,015.88	0.00	38,384.12
90		**	119,900.00	0.00	119,900.00	81,140.94	0.00	38,759.06
9		***	119,900.00	0.00	119,900.00	81,140.94	0.00	38,759.06
	Fund CTotals:		603,400.00	0.00	603,400.00	692,530.26	17,372.44	-106,502.70
Grand Totals:			603,400.00	0.00	603,400.00	692,530.26	17,372.44	-106,502.70

School Food Service Statement of Income & Expenditures

2022-2023

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

Unatego Central School

School Food Service Statement of Income & Expenditures

2022-2023

	July/Dec.	January	February	March	April	Totals
Income						
<i>Revenues</i>						
Sale of Type A Lunches	\$ -					\$ -
Other Food Sales	\$ 16,251	3,079	2,737	2,896	2,643	27,605
Interest & Earnings	\$ 4	0	0	1	1	6
State Reimbursement-Breakfast	\$ 1,427	226	313	618	-	2,584
State Reimbursement-Lunch	\$ 2,306	661	515	722	-	4,204
State/Bkfst/Lunch Covid 19	\$ -					-
BOCES Aid	\$ 5,948		9,919		-	15,867
Federal Reimbursements-Breakfast	\$ 40,161	6,347	8,795	17,402	-	72,705
Federal Reimbursements-Lunch	\$ 130,572	37,446	29,162	40,874	-	238,054
Federal Surplus Food	\$ 19,009		3,475	2,315	4,269	29,068
Federal Snack Program	\$ 4,058	1,248	1,086	1,661	-	8,053
Summer Food Service Program	\$ 21,493				-	21,493
Refund of Prior Year Expense	\$ -					-
Miscellaneous Revenue	\$ 1,264			7	-	1,271
Federal Supply Chain Assistance	\$ -			29,372	-	29,372
Interfund Transfers	\$ -	50,000				50,000
Total Revenues	242,493	99,007	56,002	95,868	6,913	500,283
<i>Cost of Food Sold</i>						
Beginning Inventory	21,099	21,099	21,099	21,099	21,099	21,099
Food Purchased	142,530	20,701	25,011	25,519	5,149	218,910
Federal Surplus Food Received	19,009		3,475	2,315	4,269	29,069
Subtotal	182,638	41,801	49,585	48,933	30,518	269,078
<i>Less:</i>						
Ending Inventory	21,099	21,099	21,099	21,099	21,099	21,099
Cost of Food Sold	161,539	20,701	28,486	25,519	5,149	241,394
Gross Income	80,953	78,306	27,516	70,349	1,764	258,889
Expenditures						
<i>Personnel</i>						
Salaries	65,051	13,480	14,753	18,190	12,519	123,993
Employees Retirement	-					-
Social Security	4,700	1,499	1,030	753	913	8,894
Workers' Compensation	2,695	449	449	449	449	4,491
Unemployment Insurance	-					-
Health & Dental Insurance	45,864	7,644	7,644	7,644	7,644	76,440
Total Personnel	118,309	23,072	23,876	27,036	21,525	213,818
<i>Operations</i>						
Equipment	3,811		26,739	3,373	-	33,922
Contractual Expenses	1,778		143	94	1,225	3,240
Materials & Supplies	9,729	1,346	4,354	3,580	1,767	20,776
BOCES Services	28,053	7,013	7,013	7,013	7,013	56,106
Total Operations	43,371	8,359	38,249	14,060	10,006	114,045
Total Expenditures	161,680	31,431	62,125	41,096	31,530	327,862
Net Income	\$ (80,727)	\$ 46,875	\$ (34,609)	\$ 29,254	\$ (29,766)	\$ (68,974)
Unatego Central School						

School Food Service Statement of Income & Expenditures

2022-2023

	July/Apr	May	June	Closing Journal Entry Adj.	Totals
Income					
<i>Revenues</i>					
Sale of Type A Lunches	\$ -				\$ -
Other Food Sales	27,605	3,244	1,635		32,485
Interest & Earnings	6	1	1		8
State Reimbursement-Breakfast	2,584	808	310		3,702
State Reimbursement-Lunch	4,204	1,222	445		5,871
State/Bkfst/Lunch Covid 19	-				-
BOCES Aid	15,867	17,855	11,903		45,625
Federal Reimbursements-Breakfast	72,705	22,714	8,708		104,127
Federal Reimbursements-Lunch	238,054	69,217	25,177		332,448
Federal Surplus Food	29,068	969			30,038
Federal Snack Program	8,053	3,027	1,039		12,119
Summer Food Service Program	21,493				21,493
Refund of Prior Year Expense	-				-
Miscellaneous Revenue	1,271				1,271
Federal Supply Chain Assistance	29,372				29,372
Interfund Transfers	50,000				50,000
Total Revenues	500,283	119,057	49,218		668,559
<i>Cost of Food Sold</i>					
Beginning Inventory	21,099	21,099	21,009		21,099
Food Purchased	218,910	46,738	2,569		268,218
Federal Surplus Food Received	29,069	969	1,503		31,541
Subtotal	269,078	68,807	25,082	-	320,858
Less:					
Ending Inventory	21,099	21,099	21,009		21,009
Cost of Food Sold	241,394	47,708	4,073	-	293,175
Gross Income	258,889	71,349	45,146		375,384
Expenditures					
<i>Personnel</i>					
Salaries	123,993	15,519	23,333		162,845
Employees Retirement	-				-
Social Security	8,894	1,097	1,740		11,732
Workers' Compensation	4,491	449	453		5,393
Unemployment Insurance	-				-
Health & Dental Insurance	76,440	7,644	(20,068)		64,016
Total Personnel	213,818	24,710	5,458		243,986
<i>Operations</i>					
Equipment	33,922	9,799			43,722
Contractual Expenses	3,240	200	2,625		6,066
Materials & Supplies	20,776	1,648	3,274		25,698
BOCES Services	56,106	7,013	7,013		70,132
Total Operations	114,045	18,661	12,912		145,617
Total Expenditures	327,862	43,370	18,370		389,603
Net Income	\$ (68,974)	\$ 27,979	\$ 26,776	\$ -	\$ (14,219)

School Food Service Statement of Income & Expenditures

2022-2023

Year to Date Comparison

	2021-2022	2022-2023	\$ Change	% Change
Income				
<i>Revenues</i>				
Sale of Type A Lunches		\$ -	\$ -	
Other Food Sales	25,957	32,485	6,528	\$ 0
Interest & Earnings	9	8	(1)	\$ (0)
State Reimbursement-Breakfast	4,026	3,702	(324)	\$ (0)
State Reimbursement-Lunch	5,026	5,871	845	\$ 0
State/Bkfst/Lunch Covid 19	4,674		-	\$ -
BOCES Aid	42,052	45,625	3,573	\$ 0
Federal Reimbursements-Breakfast	101,488	104,127	2,639	\$ 0
Federal Reimbursements-Lunch	374,995	332,448	(42,547)	\$ (0)
Federal Surplus Food	40,079	30,038	(10,041)	\$ (0)
Federal Snack Program	9,272	12,119	2,847	\$ 0
Summer Food Service Program	18,872	21,493	2,621	\$ 0
Refund of Prior Year Expense	2,722	-	(2,722)	\$ (1)
Miscellaneous Revenue	1,190	1,271	81	\$ 0
Federal Supply Chain Assistance	18,703	29,372	10,669	\$ 1
Interfund Transfers	50,000	50,000	-	\$ -
Total Revenues	699,065	668,559	(25,832)	\$ (0)
<i>Cost of Food Sold</i>				
Beginning Inventory	23,032	21,099	(1,933)	\$ (0)
Food Purchased	214,248	268,218	53,970	\$ 0
Federal Surplus Food Received	40,079	31,541	(8,538)	\$ (0)
Subtotal	277,359	320,858	43,499	\$ 0
<i>Less:</i>				
Ending Inventory	23,032	21,099	(1,933)	\$ (0)
Cost of Food Sold	254,327	293,175	45,432	\$ 0
Gross Income	444,738	375,384	(71,265)	\$ (0)
Expenditures				
<i>Personnel</i>				
Salaries	142,010	162,845	20,835	\$ 0
Employees Retirement	-	-	-	
Social Security	9,838	11,732	1,894	\$ 0
Workers' Compensation	6,000	5,393	(607)	\$ (0)
Unemployment Insurance			-	
Health & Dental Insurance	93,015	64,016	(28,999)	\$ (0)
Total Personnel	250,863	243,986	(6,877)	\$ (0)
<i>Operations</i>				
Equipment	3,600	43,722	40,122	\$ 11
Contractual Expenses	2,942	6,066	3,124	\$ 1
Materials & Supplies	22,853	25,698	2,845	\$ 0
BOCES Services	64,798	70,132	5,334	\$ 0
Total Operations	94,193	145,617	51,424	\$ 1
Total Expenditures	345,056	389,603	44,547	\$ 0
Net Income	\$ 99,682	\$ (14,219)	\$ (115,812)	\$ (1)

TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL
Preliminary
Special Aid Fund Checking

BALANCE ON HAND: June 1, 2023 \$ 535,868.80

VOIDED CHECKS \$ -

RECEIPTS:

INTEREST	3.08
TRANSFER FROM GENERAL - TITLE II	5,569.00
TRANSFER FROM GENERAL - TITLE I	51,258.00
TRANSFER FROM GENERAL - UPK	12,341.00
TRANSFER FROM GENERAL - TITLE IV	3,070.00
TRANSFER FROM GENERAL - LOST LEARNING TIME	31,268.00
TRANSFER FROM GENERAL - 611	47,077.00
TRANSFER FROM GENERAL - ESSER 3	94,955.00
TRANSFER FROM GENERAL - ESSER 2	33,329.00
OTSEGO COUNTY - ELC GRANT	215.50

TOTAL RECEIPTS \$ 279,085.58

RECEIPTS & BALANCE \$ 814,954.38

DISBURSEMENTS:

CHECKS	3555-3559	28,455.50
WIRES		588,718.73

TOTAL DISBURSEMENTS \$ 617,174.23

BALANCE ON HAND: June 30, 2023 \$ 197,780.15

BANK BALANCE \$206,185.65

PLUS: BANK ERROR -

PLUS: IN TRANSIT DEPOSITS -

LESS: OUTSTANDING CHECKS 8,405.50

LESS: OUTSTANDING WIRES -

NET BALANCE IN BANK \$197,780.15

August 7, 2023
DATE SUBMITTED


DISTRICT TREASURER

UNATEGO CSD

Bank Reconciliation for period ending on 6/30/2023



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

Ending Bank Balance:		206,185.65
Outstanding Checks (See listing below):	-	8,405.50
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	197,780.15
Cash Account Balance:	197,780.15

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
06/29/2023	3558	THE ARC OTSEGO	8,190.00
06/30/2023	3559	DELAWARE-CHENANGO-MADISON-OTSEGO BOCES	215.50
Outstanding Check Total:			8,405.50

Kym B. Beane 7/17/23
Prepared By

Approved By

Account	Description	Debits	Credits	Balance
F 200	CASH - CHECKING	2,152,348.71	1,954,568.56	197,780.15
F 391GEN	DUE FROM GENERAL FUND	1,798,647.39	1,798,643.50	3.89
F 4102	FEDERAL AID RECEIVABLE	302,509.94	293,435.29	9,074.65
F 510	ESTIMATED REVENUES	3,457,172.64	0.00	3,457,172.64
F 521	ENCUMBRANCES	1,087,921.68	1,039,891.83	48,029.85
F 522	EXPENDITURES	2,324,710.73	4,757.48	2,319,953.25
F 600	ACCOUNTS PAYABLE	9,365.42	11,165.42	1,800.00 CR
F 601	ACCRUED LIABILITIES	165.11	6,681.86	6,516.75 CR
F 630GEN	DUE TO GENERAL FUND	410,029.45	1,140,186.13	730,156.68 CR
F 821	RESERVE FOR ENCUMBRANCES	1,039,891.83	1,087,921.68	48,029.85 CR
F 915	ASSIGNED UPAPPROPRIATED FUND BAL	3,985.99	3,461,158.63	3,457,172.64 CR
F 980	REVENUES	30,936.52	1,819,275.03	1,788,338.51 CR
F Fund Totals:		12,617,685.41	12,617,685.41	0.00
Grand Totals:		12,617,685.41	12,617,685.41	0.00

UNATEGO CSD

Revenue Status Report By Function From 7/1/2022 To 6/30/2023

Preliminary



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>F 3289.49.23</u>	UPK ~ Universal Pre-K	155,313.00	0.00	155,313.00	77,656.00	77,657.00
<u>F 3289.-22.23</u>	SUMMER HANDICAPPED 22-23	0.00	0.00	0.00	61,841.20	-61,841.20
<u>F 3289.HWB</u>	HEALTHCARE WORKER BONUS	16,147.50	0.00	16,147.50	16,147.50	0.00
<u>F 4126.-21.22</u>	TITLE I A&D IMPRV (BASIC) 21-22	3,609.12	0.00	3,609.12	0.00	3,609.12
<u>F 4126.-21.23</u>	TITLE I A&D IMPRV (BASIC) 22-23	267,836.00	0.00	267,836.00	236,546.00	31,290.00
<u>F 4256.-32.22</u>	PL94-142 IDEA/SEC 611 21-22	21,195.70	0.00	21,195.70	0.00	21,195.70
<u>F 4256.-32.22.ARP</u>	PL94-142 IDEA/SEC 611 21-22 IDEA ARP	664.30	0.00	664.30	664.30	0.00
<u>F 4256.-32.23</u>	PL94-142 IDEA/SEC 611 22-23	0.00	290,226.00	290,226.00	261,203.00	29,023.00
<u>F 4256.-33.22</u>	PL99-457 IDEA/SEC 619 21-22	269,030.00	-269,030.00	0.00	0.00	0.00
<u>F 4256.-33.22.ARP</u>	PL99-457 IDEA/SEC 619 21-22 IDEA ARP	4,575.00	0.00	4,575.00	4,575.00	0.00
<u>F 4256.-33.23</u>	PL99-457 IDEA/SEC 619 22-23	6,758.00	0.00	6,758.00	6,080.00	678.00
<u>F 4286.218.1</u>	ARP HOMELESS 20-24	5,724.00	0.00	5,724.00	3,724.00	2,000.00
<u>F 4286.802.1</u>	ESSER 3 03/13/20-9/30/23	1,258,273.48	0.00	1,258,273.48	541,740.48	716,533.00
<u>F 4286.882.1</u>	ARP ESSER 1%-SUMMER LEARNING & ENRICHMENT	109,940.69	0.00	109,940.69	43,828.69	66,112.00
<u>F 4286.883.1</u>	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL	130,535.13	0.00	130,535.13	28,118.13	102,417.00
<u>F 4286.884.1</u>	ARP ESSER 5%-LOST INSTRUCTIONAL TIME	599,728.75	0.00	599,728.75	225,270.00	374,458.75
<u>F 4286.912.1</u>	ESSER 2 03/13/20-9/30/23	313,425.00	0.00	313,425.00	82,929.00	230,496.00
<u>F 4286.962.1</u>	GEER 2 03/13/20-9/30/23	49.71	0.00	49.71	49.71	0.00
<u>F 4289..UP.K</u>	ARP-UPK ALL DAY	187,200.00	0.00	187,200.00	149,942.00	37,258.00
<u>F 4289.-04.22</u>	TITLE IVA ALLOCATION 21-22	12,384.29	0.00	12,384.29	922.00	11,462.29
<u>F 4289.-04.23</u>	TITLE IVA ALLOCATION 22-23	18,470.00	0.00	18,470.00	16,623.00	1,847.00
<u>F 4289.-47.22</u>	TITLE II (A) TEACH/PRINCIPAL TRAINING/RECRUITMENT 21-22	1,343.43	0.00	1,343.43	0.00	1,343.43
<u>F 4289.-47.23</u>	TITLE II (A) TEACH/PRINCIPAL TRAINING/RECRUITMENT 22-23	33,626.00	0.00	33,626.00	30,263.00	3,363.00
<u>F 4289.ELC</u>	ELC GRANT	20,147.54	0.00	20,147.54	215.50	19,932.04
F Totals:		3,435,976.64	21,196.00	3,457,172.64	1,788,338.51	1,668,834.13
Grand Totals:		3,435,976.64	21,196.00	3,457,172.64	1,788,338.51	1,668,834.13

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023



Preliminary

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
F 0422.150-57	TITLE IVA PROFESSIONAL SALARIES 21-22	7,730.26	0.00	7,730.26	0.00	0.00	7,730.26
F 0422.400-58	TITLE IVA PURCHASED SERVICES 21-22	720.20	0.00	720.20	0.00	0.00	720.20
F 0422.450-58	TITLE IVA SUPPLIES & MATERIALS 21-22	3,933.83	0.00	3,933.83	33.49	0.00	3,900.34
F 0422.800-58	TITLE IVA BENEFITS 21-22	0.00	0.00	0.00	887.51	0.00	-887.51
0422	*	12,384.29	0.00	12,384.29	921.00	0.00	11,463.29
F 0423.150-57	TITLE IVA PROFESSIONAL SALARIES 22-23	17,846.00	0.00	17,846.00	17,835.31	0.00	10.69
F 0423.450-57	TITLE IVA SUPPLIES & MATERIALS 22-23	624.00	0.00	624.00	598.00	0.00	26.00
0423	*	18,470.00	0.00	18,470.00	18,433.31	0.00	36.69
04	**	30,854.29	0.00	30,854.29	19,354.31	0.00	11,499.98
0	***	30,854.29	0.00	30,854.29	19,354.31	0.00	11,499.98
F 2110.40-0-AESS	ARP-ESSER 3	97,329.48	0.00	97,329.48	71,970.00	0.00	25,359.48
F 2110.45-0-AESS	ARP-ESSER 3	19,234.00	0.00	19,234.00	0.00	0.00	19,234.00
F 2110.150-0A-ESS	ARP-ESSER 3 PROF SALARY	733,923.00	0.00	733,923.00	410,834.25	0.00	323,088.75
F 2110.160-0A-ESS	ARP-ESSER 3 PROF SUPPORT STAFF	16,000.00	0.00	16,000.00	8,000.00	0.00	8,000.00
2110	ARP - SUMMER	866,486.48	0.00	866,486.48	490,804.25	0.00	375,682.23
F 2112.150-AR-PEXT	AFTER SCHOOL PROGRAM TEACHER SALARIES	0.00	0.00	0.00	14,925.42	0.00	-14,925.42
F 2112.150-AR-PSUM	ARP-SUMMER SALARIES	0.00	0.00	0.00	0.00	0.00	0.00
F 2112.160-AR-PEXT	AFTER SCHOOL PROGRAM SALARIES	0.00	0.00	0.00	31,533.40	0.00	-31,533.40
F 2112.160-AR-PSUM	ARP-SUMMER SALARIES	0.00	0.00	0.00	12,360.04	0.00	-12,360.04
F 2112.450-57	TITLE IA EQUIPMENT & SUPPLIES	2,014.89	0.00	2,014.89	0.00	2,079.89	-65.00
2112	ARP SUMMER	2,014.89	0.00	2,014.89	58,818.86	2,079.89	-58,883.86
F 2122.150-57	TITLE 1 - A&D IMPROV/PROF SALARY 21-22	1,594.23	0.00	1,594.23	0.00	0.00	1,594.23
2122	*	1,594.23	0.00	1,594.23	0.00	0.00	1,594.23
F 2123.150-57	TITLE 1 - A&D IMPROV/PROF SALARY 22-23	220,245.00	-30,335.00	189,910.00	189,889.88	0.00	20.12
F 2123.450-57	TITLE I - A&D IMPROV/SUPPLIES 22-23	5,819.00	0.00	5,819.00	5,686.00	0.00	133.00
F 2123.800-57	TITLE I - A&D IMPROV BENEFITS 22-23	41,772.00	30,335.00	72,107.00	72,127.00	0.00	-20.00
2123	*	267,836.00	0.00	267,836.00	267,702.88	0.00	133.12
21	**	1,137,931.60	0.00	1,137,931.60	817,325.99	2,079.89	318,525.72
F 2250.080-0A-ESS	ESSER 3 03/13/20-9/30/23	391,787.00	0.00	391,787.00	184,958.00	0.00	206,829.00
2250	PROGRAMS-STUDENTS W/ DISABIL	391,787.00	0.00	391,787.00	184,958.00	0.00	206,829.00
F 2253.160-57-2123	SUMMER SCH TRANSPORTATION/SALARY 2022-23	0.00	0.00	0.00	10,650.38	0.00	-10,650.38
F 2253.400-57-2123	SUMMER SCH TRANSPORTATION/CONTRACTUAL 22-23	0.00	0.00	0.00	27,335.00	0.00	-27,335.00

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>F 2253.472-57-2223</u>	SUMMER/TUITION/RESIDENTIAL 22-23	0.00	0.00	0.00	18,409.60	0.00	-18,409.60
<u>F 2253.490-57-2223</u>	BOCES SUMMER SCHOOL 22-23	0.00	0.00	0.00	27,925.20	0.00	-27,925.20
<u>F 2253.800-57-2123</u>	SUMMER SCH TRANSPORTATION/BENEFITS 22-23	0.00	0.00	0.00	5,620.07	0.00	-5,620.07
2253	TUITION/MAINTENANCE	0.00	0.00	0.00	89,940.25	0.00	-89,940.25
22		391,787.00	0.00	391,787.00	274,898.25	0.00	116,888.75
<u>F 2815..16</u>	ELC GRANT-SALARIES	6,520.75	0.00	6,520.75	0.00	0.00	6,520.75
<u>F 2815..40</u>	ELC GRANT-CONTRACTUAL	7,638.92	0.00	7,638.92	215.50	0.00	7,423.42
<u>F 2815..45</u>	ELC GRANT-SUPPLIES	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>F 2815..80</u>	ELC GRANT-BENEFITS	3,987.87	0.00	3,987.87	0.00	0.00	3,987.87
<u>F 2815.160-HW-B</u>	HWB HEALTH SERVICE	11,000.00	0.00	11,000.00	11,000.00	0.00	0.00
<u>F 2815.800-HW-B</u>	HWB HEALTH BENEFITS	841.50	0.00	841.50	841.50	0.00	0.00
2815		31,989.04	0.00	31,989.04	12,057.00	0.00	19,932.04
<u>F 2820.150-HW-B</u>	HWB PSYCH SERVICE	2,000.00	0.00	2,000.00	2,000.00	0.00	0.00
<u>F 2820.800-HW-B</u>	HWB PSYCH BENEFITS	153.00	0.00	153.00	153.00	0.00	0.00
2820		2,153.00	0.00	2,153.00	2,153.00	0.00	0.00
<u>F 2825.150-HW-B</u>	HWB SOCIAL WORKER SERVICES	2,000.00	0.00	2,000.00	2,000.00	0.00	0.00
<u>F 2825.800-HW-B</u>	HWB SOCIAL WORK BENEFITS	153.00	0.00	153.00	153.00	0.00	0.00
2825		2,153.00	0.00	2,153.00	2,153.00	0.00	0.00
28		36,295.04	0.00	36,295.04	16,363.00	0.00	19,932.04
2		1,566,013.64	0.00	1,566,013.64	1,108,587.24	2,079.89	455,346.51
<u>F 3222.150-57</u>	IDEA-PT B/SEC 611/PROF SALARY 21-22	5,795.70	0.00	5,795.70	0.00	0.00	5,795.70
<u>F 3222.150-57-ARP</u>	IDEA-PT B/SEC 611/PROF SALARY 21-22 IDEAARP	664.30	0.00	664.30	664.30	0.00	0.00
<u>F 3222.400-57</u>	IDEA-PT B/SEC 611/PUR SERVICES 20-21	15,400.00	0.00	15,400.00	0.00	0.00	15,400.00
3222		21,860.00	0.00	21,860.00	664.30	0.00	21,195.70
<u>F 3223.150-57</u>	IDEA-PT B/SEC 611/PROF SALARY 22-23	243,155.00	1,323.06	244,478.06	242,999.18	0.00	1,478.88
<u>F 3223.400-57</u>	IDEA-PT B/SEC 611/PUR SERVICES 22-23	25,875.00	-1,323.06	24,551.94	14,290.00	0.00	10,261.94
<u>F 3223.800-57</u>	IDEA-PT B/SEC 611/EMPLOYEE BENEFITS 22-23	0.00	21,196.00	21,196.00	21,196.00	0.00	0.00
3223		269,030.00	21,196.00	290,226.00	278,485.18	0.00	11,740.82
32		290,890.00	21,196.00	312,086.00	279,149.48	0.00	32,936.52
<u>F 3322.150-57-ARP</u>	IDEA-PT B/SEC 619/PROFSALARIES/ 21-22 IDEAARP	4,575.00	4,575.00	9,150.00	4,575.00	0.00	4,575.00

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>F 3322.160-57</u>	IDEA-PT B/SEC 619/SUPPORT STAFF 21-22	6,758.00	-6,758.00	0.00	0.00	0.00	0.00
<u>F 3322.160-57-ARP</u>	IDEA-PT B/SEC 619/SUPPORT STAFF 21-22 IDEAARP	0.00	-4,575.00	-4,575.00	0.00	0.00	-4,575.00
3322	*	11,333.00	-6,758.00	4,575.00	4,575.00	0.00	0.00
<u>F 3323.160-57</u>	IDEA-PT B/SEC 619/SUPPORT STAFF 22-23	0.00	6,758.00	6,758.00	6,758.00	0.00	0.00
3323	*	0.00	6,758.00	6,758.00	6,758.00	0.00	0.00
33	**	11,333.00	0.00	11,333.00	11,333.00	0.00	0.00
3	***	302,223.00	21,196.00	323,419.00	290,482.48	0.00	32,936.52
<u>F 4722.150-57</u>	TITLE IIA - PROFESSIONAL SALARIES 21-22	193.47	0.00	193.47	0.00	0.00	193.47
<u>F 4722.450-57</u>	TITLE IIA - PROFESSIONAL SALARIES 21-22	1,149.96	0.00	1,149.96	0.00	1,149.96	0.00
4722	*	1,343.43	0.00	1,343.43	0.00	1,149.96	193.47
<u>F 4723.150-57</u>	TITLE IIA - PROFESSIONAL SALARIES 22-23	32,488.00	0.00	32,488.00	32,491.89	0.00	-3.89
<u>F 4723.450-57</u>	TITLE IIA - PROFESSIONAL SALARIES 22-23	1,138.00	0.00	1,138.00	1,134.11	0.00	3.89
4723	*	33,626.00	0.00	33,626.00	33,626.00	0.00	0.00
47	**	34,969.43	0.00	34,969.43	33,626.00	1,149.96	193.47
<u>F 4922.150</u>	ARP-FULL DAY UPK	0.00	0.00	0.00	0.00	0.00	0.00
<u>F 4922.160</u>	ARP-FULL DAY UPK	0.00	0.00	0.00	0.00	0.00	0.00
<u>F 4922.800</u>	ARP-FULL DAY UPK	0.00	0.00	0.00	0.00	0.00	0.00
4922	ARP-FULL DAY UPK *	0.00	0.00	0.00	0.00	0.00	0.00
<u>F 4923.150-22-23</u>	STATE EXPENSE UPK 2022-23	800.00	0.00	800.00	0.00	0.00	800.00
<u>F 4923.150-UP-K</u>	ARP-FULL DAY UPK	139,745.00	0.00	139,745.00	139,745.00	0.00	0.00
<u>F 4923.160-22-23</u>	STATE EXPENSE UPK 2022-23	41,887.00	1,986.12	43,873.12	41,852.84	0.00	2,020.28
<u>F 4923.160-UP-K</u>	ARP-FULL DAY UPK	0.00	0.00	0.00	0.00	0.00	0.00
<u>F 4923.200-22-23</u>	STATE EXP UPK EQUIPMENT	41,341.00	2,683.68	44,024.68	0.00	44,800.00	-775.32
<u>F 4923.400-22-23</u>	STATE EXP UPK PURCHASED SERVICES	7,520.00	-4,669.80	2,850.20	0.00	0.00	2,850.20
<u>F 4923.450-22-23</u>	STATE EXP UPK SUPPLIES	14,652.00	0.00	14,652.00	10,101.76	0.00	4,550.24
<u>F 4923.800-22-23</u>	STATE EXP UPK EMPLOYEE BENEFITS	49,113.00	0.00	49,113.00	35,346.98	0.00	13,766.02
<u>F 4923.800-UP-K</u>	ARP-FULL DAY UPK	47,455.00	0.00	47,455.00	47,455.00	0.00	0.00
4923	*	342,513.00	0.00	342,513.00	274,501.58	44,800.00	23,211.42
49	**	342,513.00	0.00	342,513.00	274,501.58	44,800.00	23,211.42
4	***	377,482.43	0.00	377,482.43	308,127.58	45,949.96	23,404.89

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
F 5218.160	ARP HOMELESS	3,724.00	0.00	3,724.00	3,724.02	0.00	-0.02
F 5218.450	ARP HOMELESS	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
5218	*	5,724.00	0.00	5,724.00	3,724.02	0.00	1,999.98
52	**	5,724.00	0.00	5,724.00	3,724.02	0.00	1,999.98
F 5882..15-0	ARP ESSER 1%-SUMMER LEARNIGN & ENRICHMENT	80,767.71	0.00	80,767.71	31,469.10	0.00	49,298.61
F 5882..16-0	ARP ESSER 1%-SUMMER LEARNING & ENRICHMENT	18,000.00	0.00	18,000.00	0.00	0.00	18,000.00
F 5882..80-0	ARP ESSER 1%-SUMMER LEARNING & ENRICHMENT	11,172.98	0.00	11,172.98	8,025.00	0.00	3,147.98
5882	ARP ESSER 1%-SUMMER LEARNING & ENRICHMENT	109,940.69	0.00	109,940.69	39,494.10	0.00	70,446.59
F 5883..15-0	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL SALARIES	13,287.49	24,327.00	37,614.49	159.00	0.00	37,455.49
F 5883..16-0	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL	0.00	58,844.00	58,844.00	2,009.71	0.00	56,834.29
F 5883..40-0	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL	114,000.00	-114,000.00	0.00	0.00	0.00	0.00
F 5883..45-0	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL	982.00	15,137.00	16,119.00	1,225.46	0.00	14,893.54
F 5883..80-0	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL	2,265.64	15,692.00	17,957.64	9,120.00	0.00	8,837.64
5883	ARP ESSER 1% COMPREHENSIVE AFTER SCHOOL	130,535.13	0.00	130,535.13	12,514.17	0.00	118,020.96
F 5884..15-0	ARP ESSER 5%-LOST INSTRUCTIONAL TIME	387,595.68	0.00	387,595.68	171,267.64	0.00	216,328.04
F 5884..80-0	ARP ESSER 5%-LOST INSTRUCTIONAL TIME	212,133.07	0.00	212,133.07	94,755.00	0.00	117,378.07
5884	ARP ESSER 5% LOST INSTRUCTIONAL TIME	599,728.75	0.00	599,728.75	266,022.64	0.00	333,706.11
58	**	840,204.57	0.00	840,204.57	318,030.91	0.00	522,173.66
5	***	845,928.57	0.00	845,928.57	321,754.93	0.00	524,173.64
F 9121.150	ESSER 2 03/13/20-9/30/23	0.00	196,406.00	196,406.00	174,474.00	0.00	21,932.00
F 9121.400	ESSER 2 03/13/20-9/30/23	163,000.00	-76,200.00	86,800.00	74,400.00	0.00	12,400.00
F 9121.490	ESSER 2 03/13/20-9/30/23	150,425.00	-122,000.00	28,425.00	20,929.00	0.00	7,496.00
F 9121.800	ESSER 2 Benefits 03/13/20-9/30/23	0.00	1,794.00	1,794.00	1,794.00	0.00	0.00
9121	ESSER 2	313,425.00	0.00	313,425.00	271,597.00	0.00	41,828.00

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
91		**	313,425.00	0.00	313,425.00	271,597.00	0.00	41,828.00
F 9621.450	GEER 2 03/13/20-09/30/23		49.71	0.00	49.71	49.71	0.00	0.00
9621		*	49.71	0.00	49.71	49.71	0.00	0.00
96		**	49.71	0.00	49.71	49.71	0.00	0.00
9		***	313,474.71	0.00	313,474.71	271,646.71	0.00	41,828.00
	Fund FTotals:		3,435,976.64	21,196.00	3,457,172.64	2,319,953.25	48,029.85	1,089,189.54
	Grand Totals:		3,435,976.64	21,196.00	3,457,172.64	2,319,953.25	48,029.85	1,089,189.54

**TREASURER'S REPORT TO
 BOARD OF EDUCATION
 UNATEGO CENTRAL SCHOOL**
Preliminary
Capital Fund Checking

BALANCE ON HAND: June 1, 2023 \$ 354,748.87

VOIDED CHECKS 9416, 9418, 9462 \$ -

RECEIPTS: INTEREST 2.55

TOTAL RECEIPTS \$ 2.55

RECEIPTS & BALANCE \$ 354,751.42

DISBURSEMENTS: EFT/Wire Trans. \$ -
Checks 2000-2006 \$ 104,777.60

TOTAL DISBURSEMENTS \$ 104,777.60

BALANCE ON HAND: June 30, 2023 \$ 249,973.82

BANK BALANCE \$277,399.82

PLUS: BANK ERROR -

PLUS: IN TRANSIT DEPOSITS -

LESS: OUTSTANDING CHECKS 27,426.00

LESS: OUTSTANDING WIRES -

NET BALANCE IN BANK \$249,973.82

August 7, 2023
 DATE SUBMITTED


 DISTRICT TREASURER

UNATEGO CSD

Bank Reconciliation for period ending on 6/30/2023



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

Ending Bank Balance:		277,399.82
Outstanding Checks (See listing below):	-	27,426.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:		249,973.82
Cash Account Balance:		249,973.82

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
06/08/2023	2000	A-VERDI LLC	1,636.00
06/29/2023	2005	A-VERDI LLC	340.00
06/29/2023	2006	DELTA ENGINEERS, ARCHITECTS & LAND SURVEYORS	25,450.00
Outstanding Check Total:			27,426.00

Kene Babcock 7/17/23
Prepared By

Approved By

UNATEGO CSD

Preliminary



Trial Balance Report From 7/1/2022 - 6/30/2023

Account	Description	Debits	Credits	Balance
H 200	CASH	1,971,503.87	1,721,530.05	249,973.82
H 391GEN	DUE FROM GENERAL FUND	349,194.16	4,650.00	344,544.16
H 521	ENCUMBRANCES	11,384,526.15	254,562.00	11,129,964.15
H 522	EXPENDITURES	266,821.80	0.00	266,821.80
H 599	APPROPRIATED FUND BALANCE	1,229,922.00	0.00	1,229,922.00
H 600	ACCOUNTS PAYABLE	29,208.25	99,058.25	69,850.00 CR
H 626	BOND ANTICIPATION NOTES PAYABLE	1,500,000.00	3,000,000.00	1,500,000.00 CR
H 630DEBT	DUE TO DEBT SERVICE	0.00	1,220.18	1,220.18 CR
H 821	RESERVE FOR ENCUMBRANCES	254,562.00	11,384,526.15	11,129,964.15 CR
H 915	ASSIGNED UNAPPROPRIATED FUND BAL	0.00	1,229,922.00	1,229,922.00 CR
H 917.2021PRERE	2021 PRE-REFERRENDUM TO CAPITAL PROJ.	837,012.09	0.00	837,012.09
H 917.SSB	SMART SCHOOL BOND FUND BALANCE	1,102,640.31	0.00	1,102,640.31
H 960	APPROPRIATIONS	0.00	1,229,922.00	1,229,922.00 CR
H Fund Totals:		18,925,390.63	18,925,390.63	0.00
Grand Totals:		18,925,390.63	18,925,390.63	0.00

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023

Preliminary



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
H 1519.240-1	A-VERDI/STORAGE	0.00	0.00	0.00	3,612.00	1,764.00	-5,376.00
1519	*	0.00	0.00	0.00	3,612.00	1,764.00	-5,376.00
H 1521.244	FERRARA FIORENZA PC/LEGAL EPC	0.00	0.00	0.00	3,484.80	0.00	-3,484.80
1521	*	0.00	0.00	0.00	3,484.80	0.00	-3,484.80
15	**	0.00	0.00	0.00	7,096.80	1,764.00	-8,860.80
1	***	0.00	0.00	0.00	7,096.80	1,764.00	-8,860.80
H 2018.240-6-1	DELTA/2019 CAPITAL PROHJECT (ARCHITECT & ENGINEER EXPENSES)	0.00	589,838.00	589,838.00	270,950.00	386,888.00	-68,000.00
H 2018.240-6-3	R.G. TIMBS /2019 CAPITAL (FINANCIAL ADVISOR)	0.00	0.00	0.00	6,625.00	0.00	-6,625.00
H 2018.240-6-6	SCHOOL HOUSE	0.00	640,084.00	640,084.00	48,000.00	592,084.00	0.00
H 2018.244-61	ORRICK, HERRINGTON, & SUTCLIFFE, LLP LEGAL SERVICES	0.00	0.00	0.00	2,150.00	0.00	-2,150.00
H 2018.245-6-1SSB	DELTA/SMART SCHOOLS (ARCHITECT FEE)	0.00	0.00	0.00	-68,000.00	0.00	68,000.00
H 2018.293	GENERAL CONSTRUCTION - PHASE 1	0.00	0.00	0.00	0.00	4,767,000.00	-4,767,000.00
H 2018.294	MECHANICAL CONTRACT - PHASE 1	0.00	0.00	0.00	0.00	1,687,000.00	-1,687,000.00
H 2018.295	PLUMBING CONTRACT - PHASE 1	0.00	0.00	0.00	0.00	1,117,000.00	-1,117,000.00
H 2018.296	ELECTRICAL CONSTRUCTION CONTRACT - PHASE 1	0.00	0.00	0.00	0.00	2,266,690.00	-2,266,690.00
2018	2019 CAPITAL PROJECT	0.00	1,229,922.00	1,229,922.00	259,725.00	10,816,662.00	-9,846,465.00
20	**	0.00	1,229,922.00	1,229,922.00	259,725.00	10,816,662.00	-9,846,465.00
2	***	0.00	1,229,922.00	1,229,922.00	259,725.00	10,816,662.00	-9,846,465.00
H 5006.293-1	VEHICLE SERVICE GROUP LLC/BUS LIFT	0.00	0.00	0.00	0.00	311,538.15	-311,538.15
5006	*	0.00	0.00	0.00	0.00	311,538.15	-311,538.15
50	**	0.00	0.00	0.00	0.00	311,538.15	-311,538.15
5	***	0.00	0.00	0.00	0.00	311,538.15	-311,538.15
Fund HTotals:		0.00	1,229,922.00	1,229,922.00	266,821.80	11,129,964.15	-10,166,863.95
Grand Totals:		0.00	1,229,922.00	1,229,922.00	266,821.80	11,129,964.15	-10,166,863.95

TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL
Preliminary
Trust & Agency Fund Checking

BALANCE ON HAND: June 1, 2023 \$ 207,992.49

VOIDED CHECKS \$ 535.00

RECEIPTS:

INTEREST	3.00
PAYROLL FOR 6/8/23	611,070.62
HEALTH INSURANCE	3,609.54
HEALTH INSURANCE	3,921.54
HEALTH INSURANCE	2,544.46
AWARDS - MISC	5,575.00
AWARDS - DODD	100.00
AWARDS - LEPINE	20,000.00
WIRE TRANSFERS - SCHOLARSHIPS	7,663.00
PAYROLL FOR 6/22/23	1,183,658.07
HEALTH INSURANCE	1,165.70
HEALTH INSURANCE	15,772.34
TRANSFER FROM SCHOOL LUNCH	6,548.34

TOTAL RECEIPTS \$ 1,861,631.61

RECEIPTS & BALANCE \$ 2,069,624.10

DISBURSEMENTS:

CHECKS	9648-9707	18,951.82
WIRES	3386-3391; 3396-3402	1,798,167.43

TOTAL DISBURSEMENTS \$ 1,817,119.25

BALANCE ON HAND: June 30, 2023 \$ 252,504.85

BANK BALANCE \$258,684.85

PLUS: BANK ERROR -

PLUS: IN TRANSIT DEPOSITS -

LESS: OUTSTANDING CHECKS 6,180.00

LESS: OUTSTANDING WIRES -

LESS: OUTSTANDING ERS -

NET BALANCE IN BANK \$ 252,504.85

August 7, 2023


DISTRICT TREASURER

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

Ending Bank Balance:		258,684.85
Outstanding Checks (See listing below):	-	6,180.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	252,504.85
Cash Account Balance:	252,504.85

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
05/25/2023	9638	KAITLYN HENN	25.00
06/01/2023	9648	ADRIAN BROWN	40.00
06/01/2023	9650	KOLTON DECKER	10.00
06/01/2023	9651	HUNTER ELLIS	10.00
06/01/2023	9652	NICK ELLIS	100.00
06/01/2023	9653	LUCAS ETZL	25.00
06/01/2023	9655	ISABELLA GROVES	25.00
06/01/2023	9656	EMMA KLEHR	20.00
06/01/2023	9657	ETHAN LEBOURVEAU	25.00
06/01/2023	9658	EMILI LUNA	25.00
06/01/2023	9659	KYLIE MUSSAW	40.00
06/01/2023	9660	KYLIE MUSSAW	50.00
06/01/2023	9661	PAISLEY NICHOLS	10.00
06/01/2023	9665	HOLLY SMITH	10.00
06/01/2023	9666	HAILEY VANBLARCOM	40.00
06/16/2023	9677	SHELBY BOECKE	200.00
06/16/2023	9678	SHELBY BOECKE	500.00
06/16/2023	9680	EMILY BRANDT	250.00
06/16/2023	9687	EMMA KLEHR	1,000.00
06/16/2023	9689	KYLIE MUSSAW	1,000.00
06/16/2023	9690	KYLIE MUSSAW	150.00
06/16/2023	9691	KYLIE MUSSAW	150.00
06/16/2023	9694	SAMUEL REYDA	125.00
06/16/2023	9695	SAMUEL REYDA	250.00
06/16/2023	9696	SAMUEL REYDA	300.00
06/16/2023	9698	ALEXIS THAYER	500.00
06/16/2023	9699	NATASHA THORNE	500.00
06/16/2023	9700	LOGAN UTTER	500.00
06/16/2023	9701	BRANDON VAN TASSEL	300.00
Outstanding Check Total:			6,180.00



Prepared By

Approved By

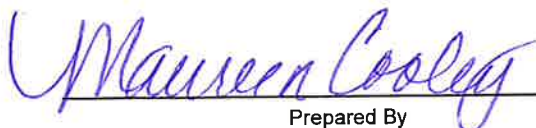
Account: Community Bank Payroll
Cash Account(s): TA 203

Ending Bank Balance:		115,574.75
Outstanding Checks (See listing below):	-	114,742.90
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	831.85
Cash Account Balance:	831.85

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
05/25/2023	89593	MARY E. SLOAN	919.01
06/08/2023	89670	TARA J. NICHOLS	415.10
06/08/2023	89671	MARY E. SLOAN	917.66
06/08/2023	89702	KIMBERLY C. GASCON	1,246.22
06/08/2023	89711	KIMBERLY M. PLATT	1,553.76
06/08/2023	89712	KIMBERLY M. PLATT	651.42
06/08/2023	89719	JACQUELINE L. SMITH	1,670.42
06/08/2023	89720	KENNETH M. SNIDER	1,499.56
06/08/2023	89724	MICHELE L. WILSON	660.99
06/08/2023	89734	KATRINA N. PRINCIPE	1,198.02
06/08/2023	89740	BETH ANNE WISWELL	829.27
06/22/2023	89747	ERICA GRANGER	7,905.35
06/22/2023	89761	EMILY S. BROWNELL	10,630.88
06/22/2023	89762	CHRISTINA C. BUTCHER	6,839.83
06/22/2023	89769	KIMBERLY C. GASCON	9,571.16
06/22/2023	89781	KIMBERLY M. PLATT	8,216.57
06/22/2023	89787	JACQUELINE L. SMITH	8,832.34
06/22/2023	89790	KELLEE J. WAGNER	8,419.18
06/22/2023	89794	JENNIFER B. WYCOFF	8,349.07
06/22/2023	89799	JEROME M. DEGAN	9,626.45
06/22/2023	89802	ANNE M. NELSON	10,390.92
06/22/2023	89806	BETH ANNE WISWELL	7,996.11
06/22/2023	89807	LUKE D. JOHNSON	201.66
06/22/2023	89820	TARA J. NICHOLS	348.43
06/22/2023	89821	MARY E. SLOAN	920.94
06/22/2023	89823	CLAUDIA FALLOT	92.35
06/22/2023	89831	KALEIGH A. BARBER	134.02
06/22/2023	89838	KENNETH M. SNIDER	2,691.11
06/22/2023	89839	TIMMIE L. SIMONDS	2,015.10
Outstanding Check Total:			114,742.90



Prepared By

Approved By

UNATEGO CSD

Preliminary



Trial Balance Report From 7/1/2022 - 6/30/2023

Account	Description	Debits	Credits	Balance
TA 200	CASH - CHECKING - TA	14,719,072.52	14,466,567.67	252,504.85
TA 200BRA	CASH - CHECKING - BENEFIT REIMBURSEMENT - TA	33,754.96	31,726.39	2,028.57
TA 203	CASH CHECKING - PAYROLL	1,926.40	1,094.55	831.85
TA 204	CASH IN EXTRA CLASSROOM ACCOUNTS	96,656.11	0.00	96,656.11
TA 218.1	EMPLOYEES RETIREMENT	52,260.94	52,272.92	11.98 CR
TA 220.1	HEALTH INSURANCE	4,092,372.17	4,198,505.08	106,132.91 CR
TA 220.2	DENTAL INSURANCE	91,636.12	99,824.80	8,188.68 CR
TA 228	EXTRA CLASSROOM	0.00	96,656.11	96,656.11 CR
TA 391GEN	DUE FROM GENERAL FUND	37,832.15	37,454.72	377.43
TA 630GEN	DUE TO GENERAL FUND	65,780.52	65,799.41	18.89 CR
TA 850.1	STUDENT MATH COLLEGE COURSE	0.00	1,190.00	1,190.00 CR
TA 850.10	FLEXIBLE SPENDING/MEDICAL	17,519.93	34,141.44	16,621.51 CR
TA 850.14	6TH GRADE PICTURES	0.00	166.25	166.25 CR
TA 850.20	FLEXIBLE SPENDING/DEPENDANT CARE	1,053.23	2,106.46	1,053.23 CR
TA 850.2021	CLASS 2021	0.00	50.00	50.00 CR
TA 850.22	CLASS 2013/2014/2015	0.00	95.00	95.00 CR
TA 850.23	DONATIONS/OLYMPIA-TARGET	0.00	178.87	178.87 CR
TA 850.24	HS LIBRARY FUND	0.00	2,038.75	2,038.75 CR
TA 850.25	SCHOLASTIC BOOK FAIR	0.00	2,332.88	2,332.88 CR
TA 850.5	AWARDS	19,295.00	23,280.96	3,985.96 CR
TA 850.51	GIBSON ESTATE - LEPINE SCHOLARSHIP	25,000.00	45,000.00	20,000.00 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	0.00	6,062.93	6,062.93 CR
TA 850BBB	BOYS BASKETBALL	0.00	999.19	999.19 CR
TA 850BC	BOOSTER CLUB	0.00	1,053.05	1,053.05 CR
TA 850BOOKS	THOUSAND BOOKS/DONATION	0.00	3,264.94	3,264.94 CR
TA 850BRA	BENEFIT REIMBURSEMENT ACCOUNT	43,433.49	68,886.64	25,453.15 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	200.00	298.35	98.35 CR
TA 850GSB	GIRLS SOFTBALL	0.00	292.24	292.24 CR
TA 850GSOC	GIRLS SOCCER	0.00	1,329.02	1,329.02 CR
TA 850GVB	GIRLS VOLLEYBALL	1,000.00	3,886.55	2,886.55 CR
TA 850HELP	HELPING HANDS	767.43	4,826.06	4,058.63 CR
TA 850INTERACT	INTERACT CLUB	363.79	2,004.79	1,641.00 CR
TA 850JACKETS	UNATEGO SPARTAN JACKETS	0.00	7.16	7.16 CR
TA 850MUSIC	MUSIC DEPT	0.00	2,000.00	2,000.00 CR

UNATEGO CSD



Trial Balance Report From 7/1/2022 - 6/30/2023

Account	Description	Debits	Credits	Balance	
TA 850PARCE	DONATION/ANY USE/PARCE	0.00	1,000.00	1,000.00	CR
TA 850REIMB	REIMBURSEMENT	61.00	122.00	61.00	CR
TA 850SF	SCIENCE FUND	320.00	7,887.52	7,567.52	CR
TA 850SFSCH	SCIENCE FUND SCHOLARSHIP	3,000.00	17,179.22	14,179.22	CR
TA 850SSD	SOUND SYSTEM DONATIONS	0.00	918.21	918.21	CR
TA 850UCC	UNATEGO COMMUNITY CHURCH	0.00	150.00	150.00	CR
TA 850UFT	UNADILLA FIELD TRIPS	0.00	103.50	103.50	CR
TA 850WREST	WRESTLING	3,182.32	5,049.60	1,867.28	CR
TA 850XC	CROSS COUNTRY	0.00	1,645.05	1,645.05	CR
TA Fund Totals:		19,306,588.08	19,306,588.08	0.00	
Grand Totals:		19,306,588.08	19,306,588.08	0.00	

TREASURER'S REPORT TO
 BOARD OF EDUCATION
 UNATEGO CENTRAL SCHOOL
Preliminary
Benefit Reimbursement Account

BALANCE ON HAND:	June 1, 2023	\$	2,644.07
VOIDED CHECKS:		\$	-
RECEIPTS:	INTEREST	\$	-
	SEE CASH DISBURSEMENT SCHEDULE 57		1,050.00
	DIRECT PAYMENTS FROM BRA ACCOUNT		27.99
	TRANSFER FROM GENERAL TO BRA ACCOUNT		-

TOTAL RECEIPTS \$ 1,077.99

RECEIPTS & BALANCE \$ 3,722.06

DISBURSEMENTS:	CHECKS	3409-3429	1,282.64
	WIRES	3386-3402	410.85

TOTAL DISBURSEMENTS \$ 1,693.49

BALANCE ON HAND: June 30, 2023 \$ 2,028.57

BANK BALANCE \$2,118.54

PLUS: BANK ERROR -

PLUS: IN TRANSIT DEPOSITS -

LESS: OUTSTANDING CHECKS 89.97

LESS: OUTSTANDING WIRES -

NET BALANCE IN BANK \$2,028.57

August 7, 2023
DATE SUBMITTED


DISTRICT TREASURER



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

Ending Bank Balance:		2,118.54
Outstanding Checks (See listing below):	-	89.97
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	2,028.57
Cash Account Balance:	2,028.57

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
06/30/2023	3429	LIFETIME BENEFIT SOLUTIONS	89.97
Outstanding Check Total:			89.97

Maureen Cooney
Prepared By

Approved By



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

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

Adjusted Ending Bank Balance:	9,861.09
Cash Account Balance:	9,861.09

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
Outstanding Check Total:			0.00


Prepared By

Approved By

UNATEGO CSD



Check Warrant Report For A - 73: GENERAL WARRANT 5/30 - 6/2/23 For Dates 6/1/2023 - 6/30/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
34850	06/01/2023	5985	AMAZON CAPITAL SERVICES		220476	1,978.50
34851	06/01/2023	4022	B & H PHOTO-VIDEO		220367	67.38
34852	06/01/2023	6113	BAINBRIDGE-GUILFORD CSD		220501	21,359.40
34853	06/01/2023	4530	BRANDOW'S FEED AND SEED		220305	84.90
34854	06/01/2023	4300	BROOKS' HOUSE OF BAR-B-Q'S INCORPORATED		220768	1,404.96
34855	06/01/2023	58	COLLEGE BOARD			4,755.00
34856	06/01/2023	475	FLINN SCIENTIFIC, INC.		220738	614.68
34857	06/01/2023	582	HILL & MARKES INC		220311	149.80
34858	06/01/2023	3149	HOME DEPOT CREDIT SERVICES		*See Detail Report	782.75
34859	06/01/2023	3394	JB'S LINE CLEANING & PLUMBING LLC		220289	590.00
34860	06/01/2023	698	KOPERNIK OBSERVATORY & SCIENCE CENTER		220765	750.00
34861	06/01/2023	6178	SIMONDS, BRANDON		220511	200.00
34862	06/01/2023	6060	REBECCA TOWNDROW		220678	63.54
34863	06/01/2023	1423	WARD'S SCIENCE		220737	176.45
34864	06/01/2023	7227	ALLISON WORMAN		220767	19.65

Number of Transactions: 15

Warrant Total:	32,997.01
Vendor Portion:	32,997.01
Payroll Portion:	0.00

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

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 15 in number, in the total amount of \$ 32,997.01. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

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

UNATEGO CSD

Check Warrant Report For A - 74: GENERAL WARRANT 6/5 - 6/9/23 For Dates 6/1/2023 - 6/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
34722	06/06/2023	4440	**VOID** LOWE'S	**VOID**	220313	-211.76
34865	06/08/2023	22	ADVANCED FIRE PROTECTION INC		220285	63.00
34866	06/08/2023	5985	AMAZON CAPITAL SERVICES		220775	298.00
34867	06/08/2023	4022	B & H PHOTO-VIDEO		220367	310.61
34868	06/08/2023	4585	BLUEOX CORPORATION		220327	794.06
34869	06/08/2023	6221	CONSTELLATION NEWENERGY, INC		220718	8,110.48
34870	06/08/2023	291	COUNTRY CLUB MOTORS		220330	586.96
34871	06/08/2023	6109	CRCS ATHLETICS		220741	100.00
34872	06/08/2023	2240	DECKER EQUIPMENT		220692	68.95
34873	06/08/2023	4339	DELAWARE ACADEMY ATHLETICS		220727	250.00
34874	06/08/2023	73	DELAWARE-CHENANGO -MADISON-OTSEGO BOCES		220005	3,840.78
34875	06/08/2023	388	DROGEN ELECTRIC SUPPLY		220307	306.84
34876	06/08/2023	469	FIRST NATIONAL BANK OF OMAHA			760.75
34877	06/08/2023	6108	GREENER WORLD LANDSCAPE MAINTENANCE LLC		210676	4,400.00
34878	06/08/2023	582	HILL & MARKES INC		*See Detail Report	17,419.33
34879	06/08/2023	2451	JULIE LAMBIASO			55.70
34880	06/08/2023	4440	LOWE'S		220313	211.76
34881	06/08/2023	3374	MATTHEWS BUSES INC		220356	815.68
34882	06/08/2023	831	MUNSON BUILDING SUPPLY		220314	175.01
34883	06/08/2023	4343	ZACHARY NAGES		220383	41.18
34884	06/08/2023	5865	SHEILA NOLAN		220677	134.28
34885	06/08/2023	4166	NORWICH CITY SCHOOL DISTRICT		220728	150.00
34886	06/08/2023	936	NYSEG		*See Detail Report	5,858.35
34886	06/08/2023	936	**VOID** NYSEG	**VOID**	*See Detail Report	-5,858.35
34887	06/08/2023	1404	ONEONTA VARSITY O CLUB		220733	175.00
34888	06/08/2023	5807	PRESENTATION SYSTEMS INC.		220715	835.00
34889	06/08/2023	1038	PRICE CHOPPER OPER CO INC		220695	148.41
34890	06/08/2023	4244	RENTALS TO GO		220297	260.00
34891	06/08/2023	1150	SCHOLASTIC SPORTS SALES, LTD.		220044	281.90
34892	06/08/2023	3523	SIDNEY CENTRAL SCHOOL DISTRICT		220726	200.00
34893	06/08/2023	1224	STAPLES CONTRACT & COMMERCIAL		220349	156.22
34894	06/08/2023	6060	REBECCA TOWNDROW		220678	50.83
34895	06/08/2023	1412	VILLAGE VARIETY, LTD.		220343	92.87
34896	06/08/2023	3517	WINDSOR TRACK & FIELD CLUB		220725	300.00

UNATEGO CSD

Check Warrant Report For A - 74: GENERAL WARRANT 6/5 - 6/9/23 For Dates 6/1/2023 - 6/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
34897	06/09/2023	698	KOPERNIK OBSERVATORY & SCIENCE CENTER		220780	750.00
34898	06/09/2023	936	NYSEG		*See Detail Report	5,840.35
Number of Transactions: 36					Warrant Total:	47,772.19
					Vendor Portion:	47,772.19
					Payroll Portion:	0.00

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

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 36 in number, in the total amount of \$ 47,772.19. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

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

UNATEGO CSD



Check Warrant Report For A - 76: GENERAL WARRANT DASNY BOND PMTS 6/8/2023 For Dates 6/1/2023 - 6/8/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
3393	06/08/2023	5948	DASNY		220032	996,050.00
3394	06/08/2023	5948	DASNY		220032	263,050.00
Number of Transactions: 2						
Warrant Total:						1,259,100.00
Vendor Portion:						1,259,100.00
Payroll Portion:						0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$ 1,259,100.00. 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.

6-12-23
Date

Debra A Whaley
Signature

Clemens Ruelito
Title

UNATEGO CSD



Check Warrant Report For A - 77: GENERAL WIRES/MANUAL CHECKS 6/12 - 6/16/23 For Dates 6/1/2023 - 6/30/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
3395	06/12/2023	2268	DEPOSITORY TRUST COMPANY		220031	892,500.00

Number of Transactions: 1

Warrant Total:	892,500.00
Vendor Portion:	892,500.00
Payroll Portion:	0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 892,500.00. 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.

6/15/23
Date

Debra A Whaley
Signature

Claims Auditor
Title

UNATEGO CSD



Check Warrant Report For A - 78: GENERAL WARRANT 6/12 - 6/16/23 For Dates 6/1/2023 - 6/30/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
34861	06/14/2023	6178	**VOID** SIMONDS, BRANDON	**VOID**	220511	-200.00
34899	06/16/2023	4439	ADVANCE AUTO PARTS		220352	218.65
34900	06/16/2023	7229	TINA CASWELL			875.00
34901	06/16/2023	326	THE DAILY STAR		220004	492.37
34902	06/16/2023	355	DELL MARKETING L.P.		*See Detail Report	4,007.85
34903	06/16/2023	478	FOLLETT CONTENT SOLUTIONS LLC		220694	889.99
34904	06/16/2023	582	HILL & MARKES INC		220311	497.61
34905	06/16/2023	4701	KEY GOVERNMENT FINANCE, INC.			92,101.19
34906	06/16/2023	3165	NCS PEARSON INC.			211.58
34907	06/16/2023	1038	PRICE CHOPPER OPER CO INC		220695	39.45
34908	06/16/2023	4232	SANTANDER BANK			97,229.00
34909	06/16/2023	4232	SANTANDER BANK			87,758.00
34910	06/16/2023	6178	SIMONDS, BRANDON		220511	200.00
34911	06/16/2023	1224	STAPLES CONTRACT & COMMERCIAL		220349	92.44
34912	06/16/2023	6060	REBECCA TOWNDROW		220678	76.24
34913	06/16/2023	3272	JEFFREY E. UTTER		220450	200.00
34914	06/16/2023	1423	WARD'S SCIENCE		220737	61.85
34915	06/16/2023	5841	WELLNOW UC		220341	400.00
34916	06/16/2023	7227	ALLISON WORMAN		220767	45.85

Number of Transactions: 19

Warrant Total:	285,197.07
Vendor Portion:	285,197.07
Payroll Portion:	0.00

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

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 19 in number, in the total amount of \$ 285,197.07. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

6/20/23 Debra A Whaley Claims Auditor
 Date Signature Title

UNATEGO CSD



Check Warrant Report For A - 79: GENERAL WARRANT 6/19 - 6/23/23 For Dates 6/1/2023 - 6/30/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
34917	06/22/2023	6123	AFTON CENTRAL SCHOOL			33,991.00
34918	06/22/2023	1042	AIRGAS USA, LLC.		220286	40.33
34919	06/22/2023	6054	ALARM & SUPPRESSION, INC.		220282	3,600.00
34920	06/22/2023	4747	MARILYN BUSH		220431	200.00
34921	06/22/2023	1984	CAMP HILLTOP			1,584.00
34922	06/22/2023	4306	CASELLA WASTE MANAGEMENT OF NY INC		*See Detail Report	636.42
34923	06/22/2023	234	THE CITY OF ONEONTA			50.00
34924	06/22/2023	73	DELAWARE-CHENANGO -MADISON-OTSEGO BOCES		220577	489,625.45
34925	06/22/2023	6203	FERRARA FIORENZA, PC		220604	3,317.08
34926	06/22/2023	2978	FINGER LAKES SYSTEM CHEMISTRY		220351	999.70
34927	06/22/2023	481	FOUR WINDS HOSPITALS INC		220748	504.00
34928	06/22/2023	1639	GRAINGER		220566	543.51
34929	06/22/2023	582	HILL & MARKES INC		220311	1,490.33
34930	06/22/2023	4440	LOWE'S		220313	69.00
34931	06/22/2023	3374	MATTHEWS BUSES INC		220356	1,221.85
34932	06/22/2023	6214	PRESENCELEARNING, INC.		220654	1,103.00
34933	06/22/2023	1051	PUTNAM PEST CONTROL		220337	40.00
34934	06/22/2023	5782	SAFELITE FULFILLMENT, INC		220339	518.00
34935	06/22/2023	5837	JEFF SMITH		220447	200.00
34936	06/22/2023	1386	SPRINGBROOK NY, INC.		220022	6,903.90
34937	06/22/2023	1224	STAPLES CONTRACT & COMMERCIAL		*See Detail Report	1,236.77
34938	06/22/2023	4512	SURVEILLANCE247, LLC		220333	1,620.00

Number of Transactions: 22

Warrant Total: 549,494.34
Vendor Portion: 549,494.34
Payroll Portion: 0.00

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

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 22 in number, in the total amount of \$ 549,494.34. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

6/30/23 _____
 Date Signature Title

UNATEGO CSD



Check Warrant Report For A - 80: GENERAL WARRANT 6/26 - 6/30/23 For Dates 6/1/2023 - 6/30/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
34939	06/29/2023	4439	ADVANCE AUTO PARTS		220352	97.83
34940	06/29/2023	4585	BLUEOX CORPORATION		220327	1,275.35
34941	06/29/2023	221	CHERRY VALLEY - SPRINGFIELD CS		220742	3,909.66
34942	06/29/2023	2743	CINTAS CORPORATION		220329	54.80
34943	06/29/2023	4698	CHERYL ERNST			200.00
34944	06/29/2023	1639	GRAINGER		220310	296.14
34945	06/29/2023	6143	GRASSLAND EQUIPMENT AND IRRIGATION CORP		220774	9,218.00
34946	06/29/2023	582	HILL & MARKES INC		*See Detail Report	5,545.52
34947	06/29/2023	3149	HOME DEPOT CREDIT SERVICES		220309	396.17
34948	06/29/2023	4212	J & M TROPHIES ENGRAVING & SPECIALTY GIFTS		*See Detail Report	420.00
34949	06/29/2023	6220	KRUEGER POTTERY SUPPLY		220704	377.49
34950	06/29/2023	4475	L3G SOLUTIONS LTD		220326	2,785.00
34951	06/29/2023	3374	MATTHEWS BUSES INC		220356	91.10
34952	06/29/2023	5988	MODULAR COMFORT SYSTEMS		220523	2,028.00
34953	06/29/2023	4010	NEW YORK SCHOOLS INSURANCE RECIPROCAL			204.00
34954	06/29/2023	905	NYS DEPT OF ENVIRONMENTAL CONSERVATION		220295	100.00
34955	06/29/2023	4246	PIONEER MANUFACTURING COMPANY		220315	485.00
34956	06/29/2023	1014	PITNEY BOWES INC.		220016	119.04
34957	06/29/2023	5895	JENNIFER S POTRZEBA			89.74
34958	06/29/2023	1038	PRICE CHOPPER OPER CO INC			1,270.45
34959	06/29/2023	1051	PUTNAM PEST CONTROL		*See Detail Report	95.00
34960	06/29/2023	5785	RSLL INC		220776	5,690.00
34961	06/29/2023	1157	SCHOOL SPECIALTY LLC		*See Detail Report	1,733.15
34962	06/29/2023	1841	SCOVILLE-MENO		220354	210.02
34963	06/29/2023	1224	STAPLES CONTRACT & COMMERCIAL		*See Detail Report	269.62
34964	06/29/2023	5917	TEACHER SYNERGY LLC		220740	38.89
34965	06/29/2023	2003	UNATEGO CENTRAL SCHOOL		220635	100.00
34966	06/29/2023	3272	JEFFREY E. UTTER		220450	300.00
34967	06/29/2023	1412	VILLAGE VARIETY, LTD.		220319	103.87

UNATEGO CSD



Check Warrant Report For A - 80: GENERAL WARRANT 6/26 - 6/30/23 For Dates 6/1/2023 - 6/30/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
Number of Transactions: 29					Warrant Total:	37,503.84
					Vendor Portion:	37,503.84
					Payroll Portion:	0.00

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

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 29 in number, in the total amount of \$ 37,503.84. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

6/30/23 Kim Baber Claims Auditor
Date Signature Title

UNATEGO CSD



Check Warrant Report For C - 44: SCHOOL LUNCH WARRANT 6/5 - 6/9/23 For Dates 6/1/2023 - 6/30/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount	
7261	06/08/2023	3901	RENA BARKMAN		220758	200.00	
7262	06/08/2023	96	BEHLOG & SON PRODUCE INC		220261	3,372.01	
7263	06/08/2023	160	BIMBO BAKERIES USA		220262	1,414.46	
7264	06/08/2023	6161	CATSKILLS AGRARIAN ALLIANCE INC		220259	56.41	
7265	06/08/2023	520	GINSBERG'S INSTITUTIONAL FOODS, INC		220265	12,643.78	
7266	06/08/2023	6043	HEADWATER FOODS, INC.		220266	1,861.28	
7267	06/08/2023	582	HILL & MARKES INC		220268	1,773.30	
7268	06/08/2023	2214	INSTANT WHIP- EASTERN NY INC		220269	7,191.59	
7269	06/08/2023	4638	MCCRAITH BEVERAGES INC		220270	265.20	
7270	06/08/2023	5901	OSTERHOUDT COMMERCIAL REF		220273	167.66	
7271	06/08/2023	6115	TISHA DEGNER		220275	200.00	
Number of Transactions: 11						Warrant Total:	29,145.69
						Vendor Portion:	29,145.69
						Payroll Portion:	0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 11 in number, in the total amount of \$ 29,145.69. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

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

UNATEGO CSD



Check Warrant Report For C - 45: SCHOOL LUNCH SALES TAX Q1 6/9/23 For Dates 6/1/2023 - 6/30/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
3392	06/09/2023	877	NEW YORK STATE	SALES TAX		114.68

Number of Transactions: 1

Warrant Total:	114.68
Vendor Portion:	114.68
Payroll Portion:	0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 114.68. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

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

UNATEGO CSD



Check Warrant Report For C - 46: SCHOOL LUNCH WARRANT 6/19 - 6/23/23 For Dates 6/1/2023 - 6/30/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
7272	06/22/2023	4039	A. TREFFEISEN & SONS LLC			368.00
7273	06/22/2023	73	DELAWARE-CHENANGO -MADISON-OTSEGO BOCES		220577	7,013.20
7274	06/22/2023	3087	DANIELLE WHITAKER		220279	122.67
Number of Transactions: 3						
Warrant Total:						7,503.87
Vendor Portion:						7,503.87
Payroll Portion:						0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 3 in number, in the total amount of \$ 7,503.87. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

6/30/23 Debra A Whaley Claims Auditor
Date Signature Title

UNATEGO CSD



Check Warrant Report For F - 30: FEDERAL WARRANT 6/5 - 6/9/23 For Dates 6/1/2023 - 6/30/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount	
3555	06/08/2023	5966	NEW DIRECTIONS SOLUTIONS		220584	4,500.00	
3556	06/08/2023	7228	UPSTATE SECURITY CONSULTANTS, LLC			12,400.00	
Number of Transactions: 2							
						Warrant Total:	16,900.00
						Vendor Portion:	16,900.00
						Payroll Portion:	0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$ 16,900.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

6-12-23

Date

Debra A Whaley

Signature

Claims Auditor

Title

UNATEGO CSD

Check Warrant Report For F - 31: FEDERAL WARRANT 6/19 - 6/23/23 For Dates 6/1/2023 - 6/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
3557	06/22/2023	5966	NEW DIRECTIONS SOLUTIONS		220584	3,150.00

Number of Transactions: 1

Warrant Total:	3,150.00
Vendor Portion:	3,150.00
Payroll Portion:	0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 3,150.00. 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.

6/30/23
Date

Debra A Whaley
Signature

Claims Auditor
Title

UNATEGO CSD

Check Warrant Report For F - 32: FEDERAL WARRANT 6/26 - 6/30/23 For Dates 6/1/2023 - 6/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
3558	06/29/2023	3150	THE ARC	OTSEGO		8,190.00
Number of Transactions: 1					Warrant Total:	8,190.00
					Vendor Portion:	8,190.00
					Payroll Portion:	0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 8,190.00. 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.

6/30/23 Kym Baber Claims Auditor
Date Signature Title

UNATEGO CSD



Check Warrant Report For F - 33: FEDERAL ASAP WARRANT 6/29/23 For Dates 6/1/2023 - 6/30/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
3559	06/30/2023	73	DELAWARE-CHENANGO -MADISON-OTSEGO BOCES			215.50

Number of Transactions: 1

Warrant Total:	215.50
Vendor Portion:	215.50
Payroll Portion:	0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 215.50. 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.

6/30/23
Date

Debra A Whaley
Signature

Claims Auditor
Title

UNATEGO CSD



Check Warrant Report For H - 13: CAPITAL WARRANT 6/5 - 6/9/23 For Dates 6/1/2023 - 6/30/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
2000	06/08/2023	5953	A-VERDI LLC		220764	1,636.00
2001	06/08/2023	4704	DELTA ENGINEERS, ARCHITECTS & LAND SURVEYORS		210460	42,800.00
2002	06/08/2023	5909	SCHOOLHOUSE CONSTRUCTION SERVICES LLC		210177	30,500.00
Number of Transactions: 3					Warrant Total:	74,936.00
					Vendor Portion:	74,936.00
					Payroll Portion:	0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 3 in number, in the total amount of \$ 74,936.00. 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.

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

Check Warrant Report For H - 15: CAPITAL WARRANT 6/26 - 6/30/23 For Dates 6/1/2023 - 6/30/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
2005	06/29/2023	5953	A-VERDI LLC		220764	340.00
2006	06/29/2023	4704	DELTA ENGINEERS, ARCHITECTS & LAND SURVEYORS		210460	25,450.00

Number of Transactions: 2

Warrant Total:	25,790.00
Vendor Portion:	25,790.00
Payroll Portion:	0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$ 25,790.00. 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.

6/30/23 *Kim Baber* Claims Auditor
Date Signature Title

UNATEGO CSD



Check Warrant Report For TA - 55: TRUST & AGENCY WARRANT 5/30 - 6/2/23 For Dates 6/1/2023 - 6/30/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
9648	06/01/2023	7239	ADRIAN BROWN			40.00
9649	06/01/2023	7242	GABRIEL CUTTING			100.00
9650	06/01/2023	7235	KOLTON DECKER			10.00
9651	06/01/2023	7234	HUNTER ELLIS			10.00
9652	06/01/2023	7244	NICK ELLIS			100.00
9653	06/01/2023	7236	LUCAS ETZL			25.00
9654	06/01/2023	6006	RAEGAN GOODSPEED			25.00
9655	06/01/2023	7237	ISABELLA GROVES			25.00
9656	06/01/2023	7247	EMMA KLEHR			20.00
9657	06/01/2023	7238	ETHAN LEBOURVEAU			25.00
9658	06/01/2023	7241	EMILI LUNA			25.00
9659	06/01/2023	7243	KYLIE MUSSAW			40.00
9660	06/01/2023	7243	KYLIE MUSSAW			50.00
9661	06/01/2023	7233	PAISLEY NICHOLS			10.00
9662	06/01/2023	7245	DANIEL O'CONNOR JR			250.00
9663	06/01/2023	3576	ONEONTA BOYS & GIRLS CLUB			200.00
9664	06/01/2023	6009	JESSICA PARTRIDGE			20.00
9665	06/01/2023	7232	HOLLY SMITH			10.00
9666	06/01/2023	7240	HAILEY VANBLARCOM			40.00
9667	06/01/2023	7246	MADISON WILSEY			40.00

Number of Transactions: 20

Warrant Total:	1,065.00
Vendor Portion:	1,065.00
Payroll Portion:	0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 20 in number, in the total amount of \$ 1,065.00. 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.

7-6-23
Date

Debra A Whaley
Signature

Claims Auditor
Title

UNATEGO CSD



Check Warrant Report For TA - 57: June 2023 Payroll For Dates 6/1/2023 - 6/30/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
3386	06/08/2023	919	NYS TAX DEPARTMENT	Trust & Agency Payment		22,585.23
3387	06/08/2023	955	US OMNI & TSACG COMPLIANCE SERVICES, INC.	Trust & Agency Payment		13,409.00
3388	06/08/2023	1365	UNATEGO PAYROLL ACCOUNT	Trust & Agency Payment		420,249.91
3389	06/08/2023	1503	UNITED STATES TREASURY	Trust & Agency Payment		128,909.78
3390	06/08/2023	4326	LIFETIME BENEFIT SOLUTIONS	Trust & Agency Payment		525.00
3391	06/08/2023	6200	NYSDCP RECEIPTS	Trust & Agency Payment		260.00
3396	06/22/2023	910	NYS & LOCAL RETIREMENT SYSTEM	Trust & Agency Payment		4,310.66
3397	06/22/2023	919	NYS TAX DEPARTMENT	Trust & Agency Payment		50,209.51
3398	06/22/2023	955	US OMNI & TSACG COMPLIANCE SERVICES, INC.	Trust & Agency Payment		13,409.00
3399	06/22/2023	1365	UNATEGO PAYROLL ACCOUNT	Trust & Agency Payment		842,361.44
3400	06/22/2023	1503	UNITED STATES TREASURY	Trust & Agency Payment		273,949.37
3401	06/22/2023	4326	LIFETIME BENEFIT SOLUTIONS	Trust & Agency Payment		525.00
3402	06/22/2023	6200	NYSDCP RECEIPTS	Trust & Agency Payment		260.00
9668	06/08/2023	220	CHEN-DEL-O FEDERAL CREDIT UNION	Trust & Agency Payment - N/CL-DUE		198.87
9669	06/08/2023	2172	NYS CHILD SUPPORT PROCESS CTR	Trust & Agency Payment - GAR-SUPP		98.00
9670	06/08/2023	946	NYSUT MEMBER BENEFIT	Trust & Agency Payment - NYSUT		278.77
9671	06/08/2023	975	OTSEGO COUNTY SHERIFF'S OFFICE	Trust & Agency Payment - GAR-SHER		108.76
9672	06/08/2023	1187	SIDNEY FEDERAL CREDIT UNION			3,924.76
9673	06/08/2023	4364	VOTE-COPE	Trust & Agency Payment - VOTE-COPE		5.00
9705	06/22/2023	2172	NYS CHILD SUPPORT PROCESS CTR	Trust & Agency Payment - GAR-SUPP		98.00
9706	06/22/2023	920	NYS TEACHERS' RETIREMENT SYSTEM	Trust & Agency Payment - TRSLN		1,242.00
9707	06/22/2023	975	OTSEGO COUNTY SHERIFF'S OFFICE	Trust & Agency Payment - GAR-SHER		92.66

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
Number of Transactions: 22					Warrant Total:	1,777,010.72
					Vendor Portion:	1,777,010.72
					Payroll Portion:	0.00

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 \$ 1,777,010.72. 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.

6/22/23 Debra A Whaley Claims Auditor
Date Signature Title



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
9674	06/16/2023	7256	NATHAN ACKERLEY			200.00
9675	06/16/2023	7256	NATHAN ACKERLEY			250.00
9676	06/16/2023	7254	HENRY BARNES			2,000.00
9677	06/16/2023	7251	SHELBY BOECKE			200.00
9678	06/16/2023	7251	SHELBY BOECKE			500.00
9679	06/16/2023	7263	MICHAEL BRANDENBURG			100.00
9680	06/16/2023	7257	EMILY BRANDT			250.00
9681	06/16/2023	7250	HEZEKIAH CLARKE			1,000.00
9682	06/16/2023	7250	HEZEKIAH CLARKE			400.00
9683	06/16/2023	7242	GABRIEL CUTTING			150.00
9684	06/16/2023	7242	GABRIEL CUTTING			100.00
9685	06/16/2023	7253	SAMANTHA DEMORIER			100.00
9686	06/16/2023	7253	SAMANTHA DEMORIER			100.00
9687	06/16/2023	7247	EMMA KLEHR			1,000.00
9688	06/16/2023	7260	KATELYN MONTGOMERY			200.00
9689	06/16/2023	7243	KYLIE MUSSAW			1,000.00
9690	06/16/2023	7243	KYLIE MUSSAW			150.00
9691	06/16/2023	7243	KYLIE MUSSAW			150.00
9692	06/16/2023	6009	JESSICA PARTRIDGE			100.00
9693	06/16/2023	6009	JESSICA PARTRIDGE			100.00
9694	06/16/2023	7252	SAMUEL REYDA			125.00
9695	06/16/2023	7252	SAMUEL REYDA			250.00
9696	06/16/2023	7252	SAMUEL REYDA			300.00
9697	06/16/2023	7258	JAMES SPEENBURGH			100.00
9698	06/16/2023	7261	ALEXIS THAYER			500.00
9699	06/16/2023	7262	NATASHA THORNE			500.00
9700	06/16/2023	7259	LOGAN UTTER			500.00
9701	06/16/2023	7255	BRANDON VAN TASSEL			300.00
9702	06/16/2023	7246	MADISON WILSEY			150.00
9703	06/16/2023	7246	MADISON WILSEY			100.00
9704	06/16/2023	7246	MADISON WILSEY			1,500.00

Number of Transactions: 31

Warrant Total: 12,375.00
 Vendor Portion: 12,375.00
 Payroll Portion: 0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 31 in number, in the total amount of \$ 12,375.00. 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.

6/20/23 *Debra A Whaley* *Claims Auditor*
 Date Signature Title

UNATEGO CSD



Check Warrant Report For TA - 60: TRUST & AGENCY 6/26 - 6/30/23 VOIDED STALE SCHOLARSHIP
CHECKS For Dates 6/1/2023 - 6/30/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
9416	06/23/2023	6140	**VOID** ABBY-ANN BURCH	**VOID**		-25.00
9418	06/26/2023	6136	**VOID** EMMA GERAGHTY	**VOID**		-10.00
9462	06/26/2023	6146	**VOID** AVA REED	**VOID**		-500.00
Number of Transactions: 3						
						Warrant Total: -535.00
						Vendor Portion: -535.00
						Payroll Portion: 0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 3 in number, in the total amount of \$ -535.00. 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.

6/30/23 Kym Babson Claims Auditor
Date Signature Title

UNATEGO CSD**Check Warrant Report For TA - 61: TRUST & AGENCY WARRANT JUNE 2023 LIFETIME BENEFIT REIMBURSEMENTS For Dates 6/1/2023 - 6/30/2023**

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
3409	06/02/2023	4326	LIFETIME BENEFIT SOLUTIONS			10.00
3410	06/06/2023	4326	LIFETIME BENEFIT SOLUTIONS			14.35
3411	06/07/2023	4326	LIFETIME BENEFIT SOLUTIONS			45.00
3412	06/05/2023	4326	LIFETIME BENEFIT SOLUTIONS			15.00
3413	06/08/2023	4326	LIFETIME BENEFIT SOLUTIONS			80.58
3414	06/09/2023	4326	LIFETIME BENEFIT SOLUTIONS			38.19
3415	06/11/2023	4326	LIFETIME BENEFIT SOLUTIONS			20.00
3416	06/13/2023	4326	LIFETIME BENEFIT SOLUTIONS			45.00
3417	06/19/2023	4326	LIFETIME BENEFIT SOLUTIONS			15.00
3418	06/17/2023	4326	LIFETIME BENEFIT SOLUTIONS			483.09
3419	06/16/2023	4326	LIFETIME BENEFIT SOLUTIONS			22.44
3420	06/15/2023	4326	LIFETIME BENEFIT SOLUTIONS			5.00
3421	06/20/2023	4326	LIFETIME BENEFIT SOLUTIONS			130.00
3422	06/21/2023	4326	LIFETIME BENEFIT SOLUTIONS			10.00
3423	06/22/2023	4326	LIFETIME BENEFIT SOLUTIONS			18.06
3424	06/23/2023	4326	LIFETIME BENEFIT SOLUTIONS			10.00
3425	06/24/2023	4326	LIFETIME BENEFIT SOLUTIONS			10.00
3426	06/25/2023	4326	LIFETIME BENEFIT SOLUTIONS			38.36
3427	06/27/2023	4326	LIFETIME BENEFIT SOLUTIONS			2.65
3428	06/28/2023	4326	LIFETIME BENEFIT SOLUTIONS			119.95
3429	06/30/2023	4326	LIFETIME BENEFIT SOLUTIONS			89.97
3433	06/08/2023	4326	LIFETIME BENEFIT SOLUTIONS			10.00
3434	06/09/2023	4326	LIFETIME BENEFIT SOLUTIONS			50.00

UNATEGO CSD



Check Warrant Report For TA - 61: TRUST & AGENCY WARRANT JUNE 2023 LIFETIME BENEFIT REIMBURSEMENTS For Dates 6/1/2023 - 6/30/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
Number of Transactions: 23					Warrant Total:	1,282.64
					Vendor Portion:	1,282.64
					Payroll Portion:	0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 23 in number, in the total amount of \$ 1,282.64. 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.

7/24/23
Date

Debra A Whaley
Signature

Claims Auditor
Title

Unatego Central School District

Unatego, NY 13825

MEMO

To: Dr. Richards

From: Patti Loker, School Business Manager 

Date: August 3, 2023

Re: Reserve funding

Again this year, the ability to supplant current expenditures through the new Federal Stimulus grants has allowed us to better prepare the district for the possible fiscal cliff that may occur when these grants end.

With that said, I would like to recommend the following amounts to be added to our reserves:

Repair Reserve	\$100,000
TRS Reserve	\$135,000
Retirement Reserve	\$100,000
EBLAR	\$ 81,000
New Capital Reserve	\$1,000,000

The capital reserve funding shown above is for the new reserve that was just approved by voters this past December. The main focus of this reserve is to help the district with additional costs that will be incurred as part of the new electric bus mandate (this may include the buses themselves as well as costs to equip the bus garage to accommodate the buses).

Unatego Central School

District-Wide School Safety Plan 2023-2024



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

Policies and procedures for responding to implied or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school	7
Response Protocols	8
Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident	8
Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal.	8
Protective Action Options	9
SECTION IV: COMMUNICATION WITH OTHERS	10
Obtaining assistance during emergencies from emergency services organizations and local government agencies	10
Procedures for Obtaining Advice and Assistance from Local Government Officials	10
A system for informing all educational agencies within a school district of a disaster	111
Unatego will maintain certain information about each educational agency located in the school district	11
SECTION V: PREVENTION AND INTERVENTION STRATEGIES	11
Policies and procedures for the dissemination of informative materials	11
Prevention and intervention strategies	11
Strategies for improving communication among students, between students and staff and reporting of potentially violent incidents	11
Section VI- Recovery	12
District Support for Buildings	12
Disaster Mental Health Services.....	12
Appendix 1: Buildings and Population Data	14
Appendix 2: Policies dealing with violence on school property	15
VISITORS TO THE SCHOOL	16
CODE OF CONDUCT ON SCHOOL PROPERTY	18
UNLAWFUL POSSESSION OF A WEAPON UPON SCHOOL GROUNDS	23
THREATS OF VIOLENCE IN SCHOOL	24
EMERGENCY CLOSINGS	25
SAFETY AND SECURITY	26
SCHOOL SAFETY PLANS	27
Appendix 3: UPDATE -Training modules at Unatego- 2022-2023	1
Appendix 4: District Incident Command Structure	2
Appendix 5: Sites and potential emergencies	3
Appendix 6: PROTECTIVE ACTION OPTIONS	4
Appendix 7: Response Protocols to specific incidents	8
Appendix 8: Names and contacts of educational agencies	102
Appendix 9: Threat Assessment	113
Appendix 10: Adoption of Plan	124
Appendix "A": Communicable Disease-Pandemic Plan.....	15

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

Commissioner’s Regulation 155.17

INTRODUCTION

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

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

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

• **Purpose**

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

A. Identification of School Teams

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

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

B. Concept of Operations

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

C. Plan Review and Public Comment

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

SECTION II: GENERAL EMERGENCY RESPONSE PLANNING

A. Identification of sites of potential emergency

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

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

B. Actions in response to an emergency

Multi-Hazard Response

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

Emergencies include, but are not limited to:

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

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

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

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

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

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

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

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

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

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

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

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

F. Hall Monitors and other school safety personnel

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

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

Additional School safety personnel within the Unatego district include:

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

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

G. Implementation of School Security

The following building security measures are taken at Unatego;

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

SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE

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

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

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

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

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

B. Response Protocols

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

• 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	Victor Jones/Damon West (607) 547-4227

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

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

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

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

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

Appendix 1 includes information as noted above.

SECTION V: PREVENTION AND INTERVENTION STRATEGIES

A. Policies and procedures for the dissemination of informative materials

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

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

B. Prevention and intervention strategies

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

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

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

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

SECTION VI- RECOVERY

A. District Support for Buildings

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

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

B. Disaster Mental Health Services

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

APPENDICES

Appendix 1: Buildings and Population Data

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

Population Statistics

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

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

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

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

Appendix 2: Policies dealing with violence on school property

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

Community Relations

SUBJECT: VISITORS TO THE SCHOOL

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

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

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

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

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

a) Disruptive Individual Must Leave School Grounds

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

b) Directions to Staff in Dealing with Abusive Material

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

(Continued)

Community Relations

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

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

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

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

c) Provide Policy and Report Incident

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

Education Law Section 2801
Penal Law Sections 140.10 and 240.35

Adopted: 1/25/16

Community Relations

SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY

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

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

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

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

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

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

(Continued)

Community Relations

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

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

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

(Continued)

Community Relations

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

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

(Continued)

Community Relations

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

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

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

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

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

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

(Continued)

Community Relations

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

Privacy Rights

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

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

NOTE: Refer also to *District Code of Conduct*

Adopted: 1/25/16

Community Relations

SUBJECT: UNLAWFUL POSSESSION OF A WEAPON UPON SCHOOL GROUNDS

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

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

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

Penal Law Sections 265.01-265.06

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

Adopted: 1/25/16

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

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

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

District-Wide School Safety Plan

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

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

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

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

(Continued)

Non-Instructional/Business
Operations**SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)**

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

(Continued)

Non-Instructional/Business
Operations

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

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

Non-Instructional/Business
Operations

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

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

Building-Level Emergency Response Plan

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

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

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

Education Law § 2801-a
8 NYCRR § 155.17

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

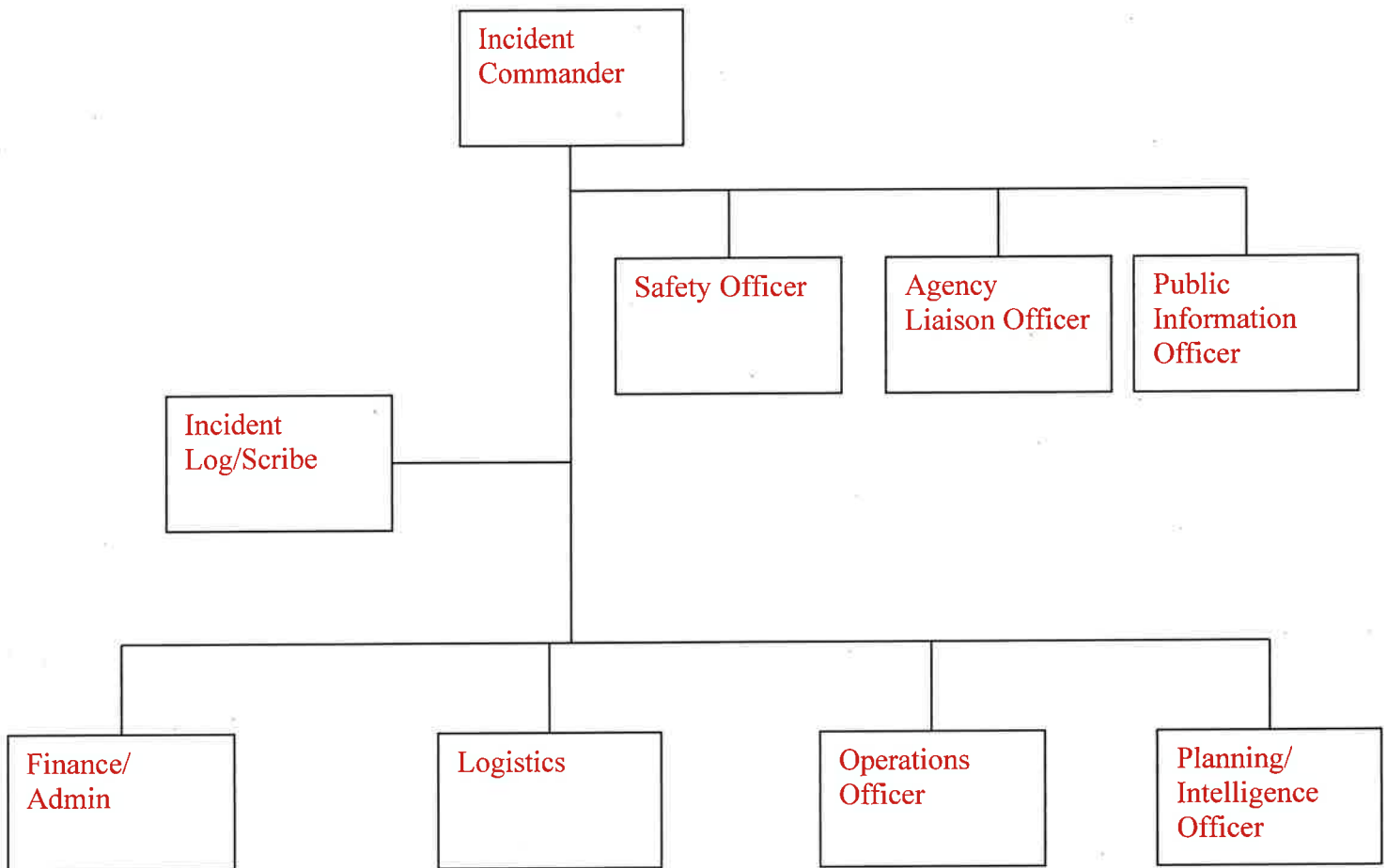
Appendix 3: UPDATE -Training modules at Unatego- 2022-2023

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

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

Annual training of all staff at Building level faculty meetings.

Appendix 4: District Incident Command Structure



Staff Assignments-

Incident Commander-Dave Richards

Operations Officer-Building Principal

Planning/Intelligence Officer- Rhonda Burnside

Logistics-Brian Trask

Finance/Administration-Patti Loker

Safety Officer-Brian Trask

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

Public Information Officer-Dave Richards

Incident Log/Scribe-Sheila Nolan

Appendix 5: Sites and potential emergencies

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

District Resources Available for use during an emergency

Buses (see Appendix 1)

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

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

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

Medical Equipment (First Aid supplies, cots, blankets)

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

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

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

Appendix 6: PROTECTIVE ACTION OPTIONS

A. Definitions of Protective Action Options

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

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

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

B. Introduction

Upon notification of an emergency, the Incident Commander will:

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

C. Procedures of Protective Action Options

School Cancellation

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

Early Dismissal

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

Evacuations (before, during and after school hours)

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

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

Sheltering sites (internal and external)

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

Appendix 7: Response Protocols to Specific Incidents

HOSTAGE

Response Action:

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

BOMB THREAT

Response Action:

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

Recovery Action:

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

INTRUDER

Response Action:

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

KIDNAPPED PERSON

Response Action:

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

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

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

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

Appendix 10: Adoption of Plan

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

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

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

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

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

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

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

Date Revisions adopted by District Wide Safety Committee: September 2018

Annual Update and Board Approval: November 2018

Annual Update and Board Approval: August 17, 2020

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

Annual Update and Board Approval: August 16, 2021

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

Annual Update and Board Approval: August 1, 2022

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

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

Annual Update and Board Approval:

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

APPENDIX A

Communicable Disease - Pandemic Plan



Communicable Disease - Pandemic Plan

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

Prevention/Mitigation

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

Protection/Preparedness

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

Response

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

Prevention/Mitigation:

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

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

(2) Essential Positions/Titles

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

- Mechanic's Helper

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

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

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

Justification:

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

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

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

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

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

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

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

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

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

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

(2) Protocols Allowing Non-Essential Employees to Telecommute

Ensure Digital Equity for Employees

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

Technology & Connectivity for Students - Mandatory Requirements:

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

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

Mobile Devices Delivery:

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

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

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

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

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

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

Protection (Preparedness):

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

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

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

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

Brian Trask	Primary Logistics Officer	Director of Support Services
Will Clark	Alternate Logistics Officer	District Lead Custodian
Julie Lambiaso	Primary Operations Officer	Building Principal
Mike Snider	Alternate Operations Officer	Building Principal
Rhonda Burnside	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>Heidi Bond</i>	<i>Director of Public Health Otsego County</i>	<i>bondh@otsegocounty.com</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 Week	300	150	75
Teachers/Staff	25	300	150	75
Nurse/Health Staff	25	300	150	75

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

Response:

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

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

(5) Preventing Spread, Contact Tracing and Disinfection

Confirmed Infection Case Requirements & Protocols

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

CDC and NYSDOH Recommendations:

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

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

Return to School After Illness:

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

Staff Absenteeism

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

Employee Assistance Program (EAP)

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

Medical Accommodations

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

New York State Contact Tracing Program

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

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

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

The following information will be communicated to all District Employees:

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

A contact tracer will:

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

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

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

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

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

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

Facilities: Cleaning and Sanitizing

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

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

Routine cleaning of school settings includes:

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

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

Classroom/Therapy Rooms:

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

Common Areas:

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

Disinfecting:

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

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

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

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

- Shared telephones.

Hand Sanitizing:

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

Trash removal:

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

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

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

(7) Emergency Housing for Essential Employees

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

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

Recovery:

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

SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST



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

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

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

I. Planning and Coordination:

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

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.

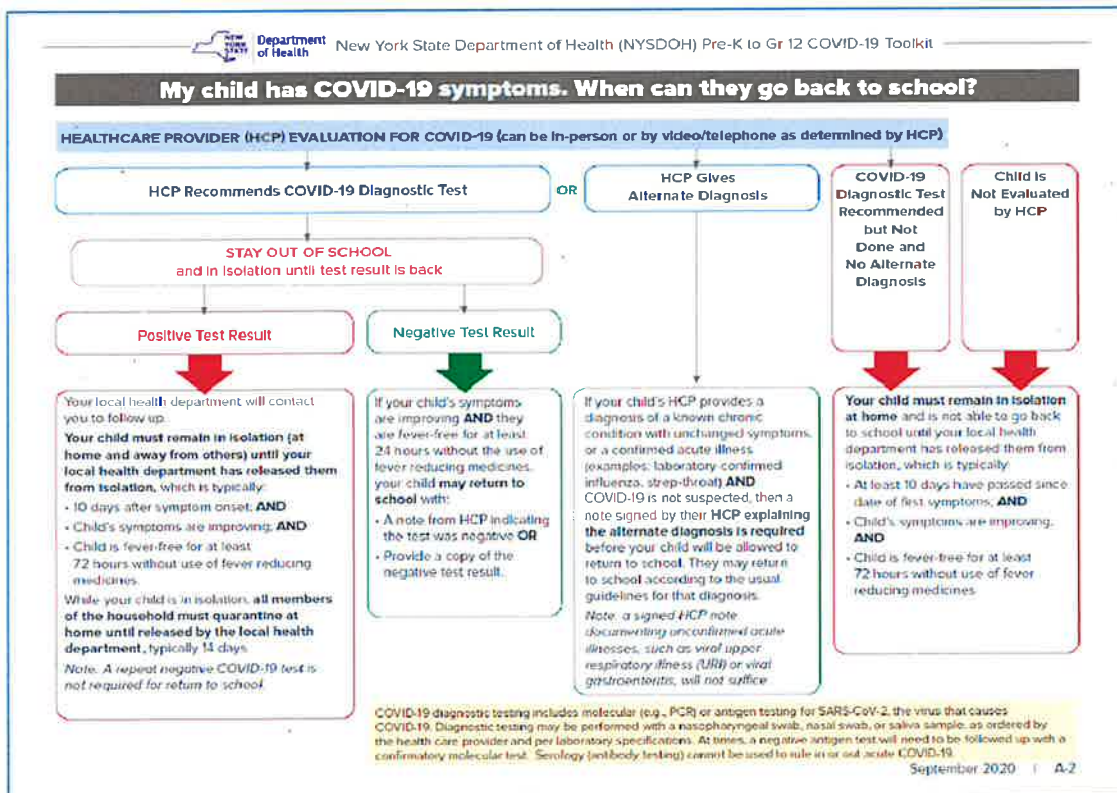
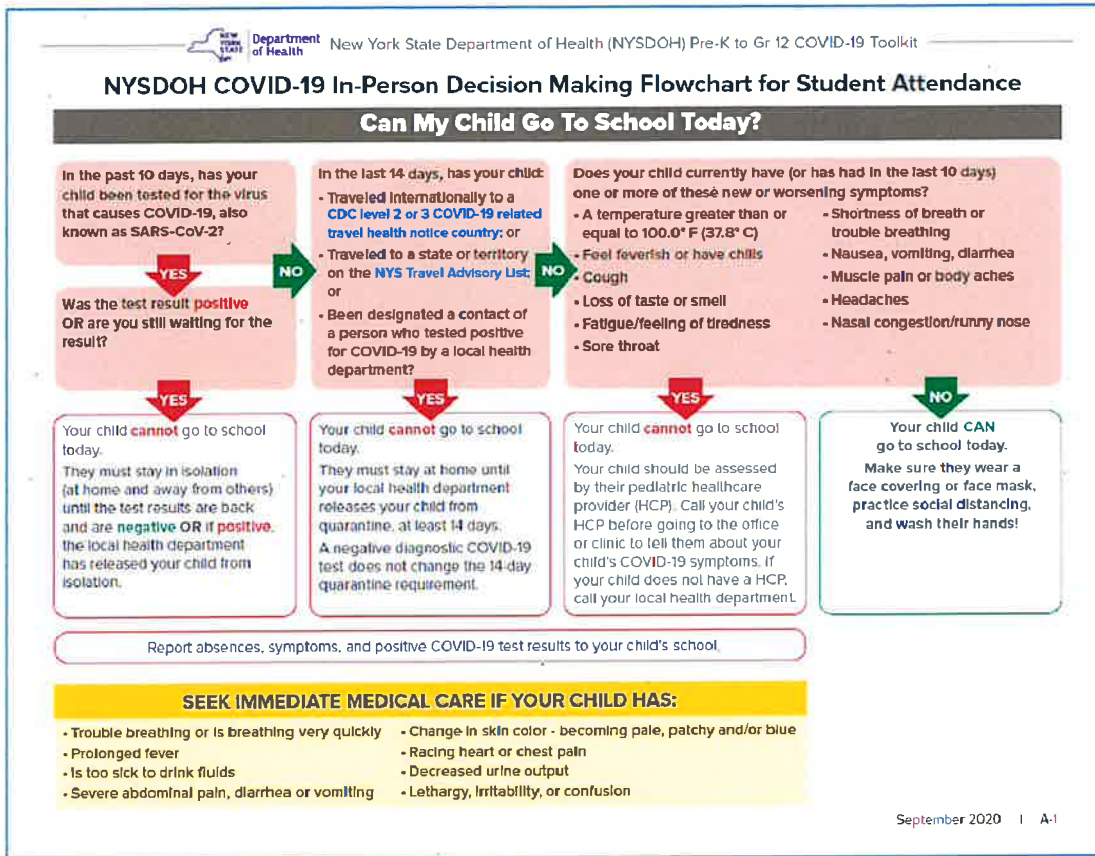
4. Communications Planning (cont.):

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.



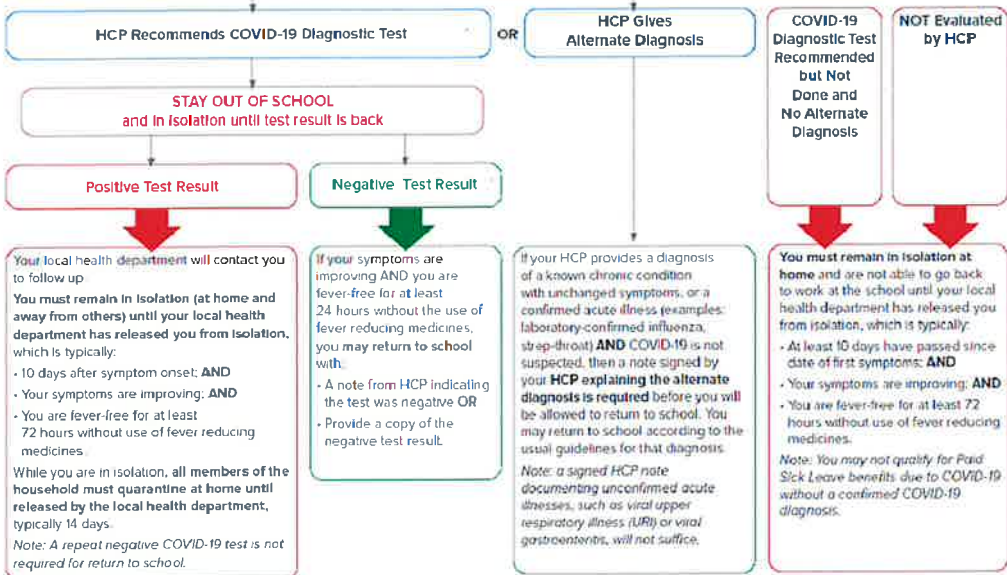


Flowcharts for COVID-19 Decision Making



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)

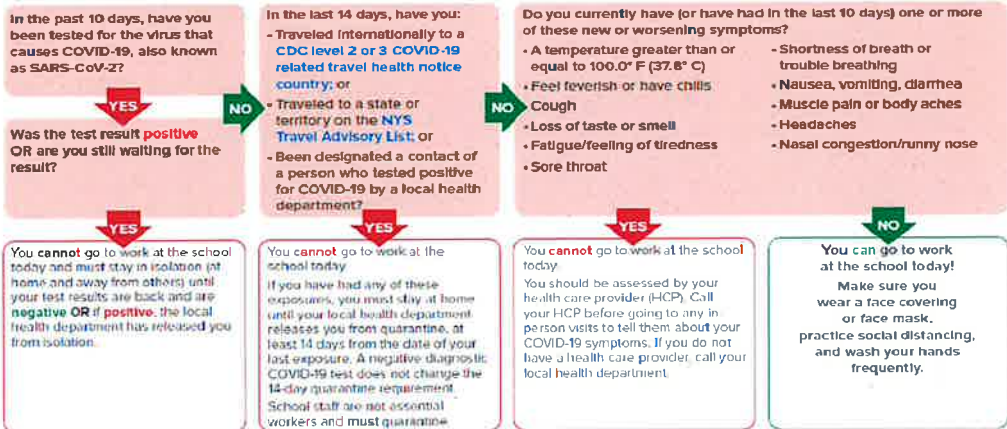


COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. At times, 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

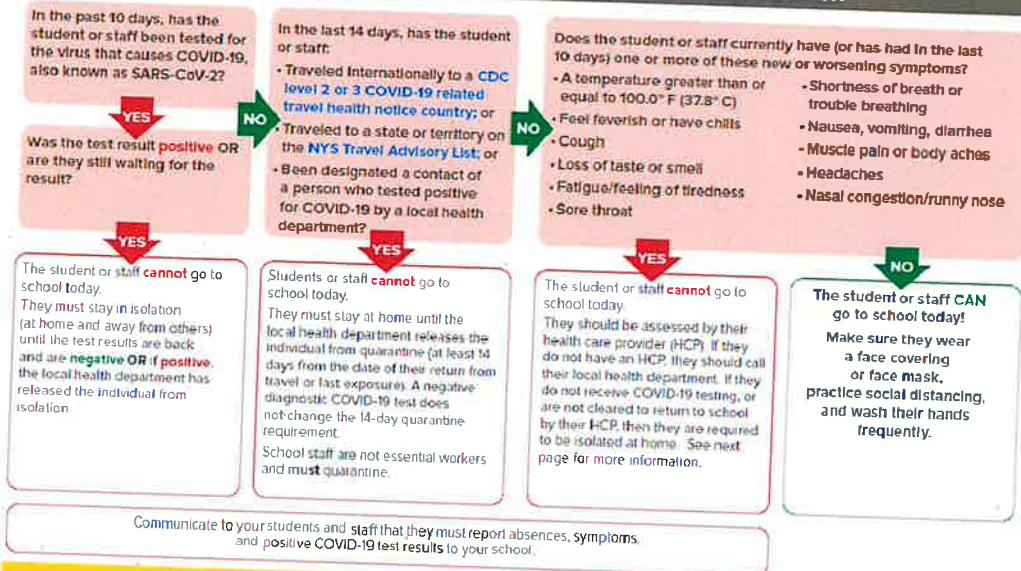
SEEK IMMEDIATE MEDICAL CARE IF YOU HAVE:

- 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

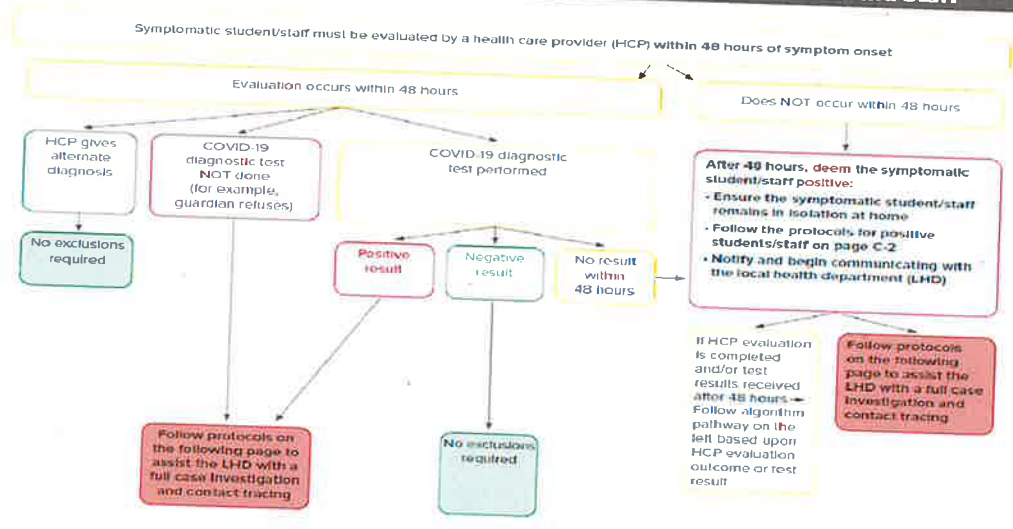
COVID-19 Screening Flowsheet for Students and Staff



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

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





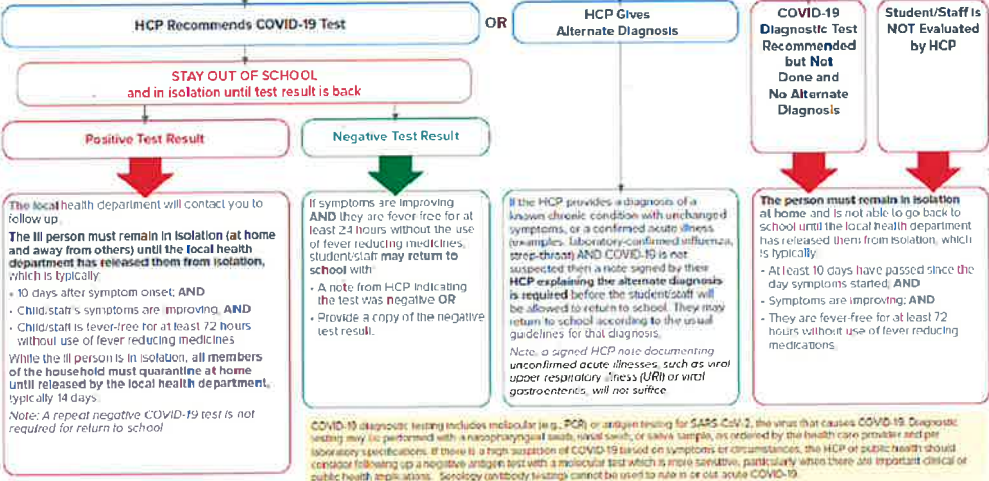
COVID-19 Flowsheet for Student or Staff with COVID-19 Symptoms

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)



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.

- 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 pre-established communication plan in consultation with LHD (e.g., notifying the school community of confirmed cases), 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.

Surplus

IT Tag	Serial	Device
IT0000058857	507K4D2	Dell C7017T Interactive TV
IT0000104159	BMKR5D2	Dell C7017T Interactive TV
IT0000104165	9MKR5D2	Dell C7017T Interactive TV
	3B7PJP2	Dell C7017T Interactive TV
IT0000104635	BS9XKN2	Dell C7017T Interactive TV
	2DP25D2	Dell C7017T Interactive TV
IT0000104137	LFTRVRLT4101168	Vizio 70" TV
IT0000104167	LFTRVRLU1900121	Vizio 70" TV
IT0000058888	LTT7VNBT1904405	Vizio 43" TV
	BFKHX12	Dell 9020 desktop
	BF8SX12	Dell 9020 desktop
	1ZHBS52	Dell 9020 desktop
	1Z39S52	Dell 9020 desktop
	BC9TX12	Dell 9020 desktop
	BF3JX12	Dell 9020 desktop
	BDFGX12	Dell 9020 desktop
	BD9GX12	Dell 9020 desktop
	BFDJX12	Dell 9020 desktop
IT0000017584	sb680-r2-661489	Smart SB680
IT0000033810	SB680-R2-839138	Smart SB680
IT0000033842	2W17CT1	Dell Precision M4600
	8xh9ht2	Dell Chromebook 5190
	fg4sft2	Dell Chromebooks 5190
	77d7ht2	Dell Chromebooks 5190
	b1d7ht2	Dell Chromebooks 5190
	dl7sft2	Dell Chromebooks 5190
	74d7ht2	Dell Chromebooks 5190
	g2d7ht2	Dell Chromebooks 5190
	5c7sft2	Dell Chromebooks 5190
	f6d7ht2	Dell Chromebooks 5190
	8th9ht2	Dell Chromebooks 5190
	8x6sft2	Dell Chromebooks 5190
IT0000104103	DCMOPJM6PFK10	IPAD model a1474
it0000033489	IDMQPGNNQFK10	IPAD model a1474
IT0000017362	H75LG12	DELL LATitude E6440
	607sft2	Dell Chromebook 5190
	gxh9ht2	Dell Chromebook 5190
	fxh9ht2	Dell Chromebook 5190
	1r6sft2	Dell Chromebook 5190
	5ph9ht2	Dell Chromebook 5190
	bwh9ht2	Dell Chromebook 5190
	g26sft2	Dell Chromebook 5190
IT0000033754	FYBHKB2	Dell Precision 3620
	C2QMFX2	DELL OPTIPLEX 5060
		DELL MONITOR
		2 KEYBOARDS, POWER CABLE,
IT0000105043	3J23C73	Dell Chromebook 3100 (broken MB/war exp)
	6306 DMRG3DL	IPAD a135
it0000058478		Ipad a1474
IT0000033657	DMQPDQ3PFK10	A1395
IT0000104256	DMQYN9SBHFBJ	ipad A1893
it0000033523	DMPPFNTK10	Ipad a1474
IT0000058428	F9FTBHEHLF9	IPAD A1822
IT0000058340	JPDCF1P009	Hewlett Packard Color Laserjet CP4025
IT0000058345	QAU33298	Canon Faxphone L100

The 2023-2024 LINKS team

Dr. David Richards

Mike Snider

Tim Simonds

Julie Lambiaso

Rhonda Burnside

Tracey Robinson

Katie James

Anne Nelson

Hannah Baskin

Jeanne Butler

Kim Trask

Mike Carson

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 26, 2023

Dear Board of Education:

Upon the recommendation of the Superintendent please approve the following non-resident tuition students for the 2023-2024 school year:

Justice Palmer (Gr.12) – Tuition Charged
Chase Simonds (Gr.11) – Tuition Charged

Thank you,



David S. Richards, Ph.D.
Superintendent of Schools

Forward to: Section IV Athletic Association
276 State Hwy 7
Sidney, NY 13838
mcweenej@dcmoboces.com

by: **January 30, 2022** for Football
August 30, 2021 for Fall activity
November 22, 2021 for Winter activity
March 21, 2022 for Spring activity

COMBINING OF TEAMS - The joining together of students from two or more member schools in the same district or close proximity to form a single team shall be permitted subject to the following conditions:
The joining together of students from two or more-member schools in the same district or proximity to form a single team shall be permitted subject to the following conditions:

1. Permission must be obtained from their league and section on an annual basis.
2. Section approval must be reported to the NYSPHSAA, Inc., Executive Committee. NOTE: If a combined school team goes beyond sectional level competition their boys and girls grade 9-11 enrollment shall be combined, using the below criteria, for state level competition.

The graduated scale is used for up to 3 "team" mergers and mergers with 4 or more "teams" take 100% of their BEDS; ONLY in team sports. (July 2017)

NOTE: If two or more schools are located within the same physical building, 100% of their BEDS will be used if they are following the Combining of Teams process. (Feb. 2019)

The school(s) with the higher(est) classification number will have a percentage of the other school(s) classification number added according to the graduated scale below.

Beginning in 2019-2020 The percentages is dependent upon the association's "Sport Specific classification cut-off numbers" (July 2018)
Five Classes (100%, 100%, 100%, 40%, 30%)
Four Classes (100%, 100%, 40%, 30%)
Three Classes (100%, 40%, 30%)
Two Divisions (100%, 40%)

3. Section shall determine the deadlines for schools to merge or demerge programs.
4. If a non-public school is part of the merger, the "merged" team may be subject to the Section's Classification of Non-Public School Committee.
5. If a merger is denied by the Section, schools have the ability to resubmit a merger using 100% of all schools BEDS enrollment numbers. (July 2016)

Reporting Procedure: All violations shall be reported to the League and Section.

=====

Action of Section IV Merger Committee

The above request for merger is _____ Approved
_____ Not Approved

for the activity of _____

for the school year _____

Classification AA A B C D

_____ Chairperson _____ Date

SECTION IV MERGER COMMITTEE

Application for Merger of Schools for Athletic Activity

This application form must:

- (A) Be completed by each school involved in the sport described.
- (B) Be reviewed and approved by the athletic league involved.
- (C) Be submitted to the Section IV Merger Committee after A and B have been resolved.

A separate application must be submitted for each activity. Requests should be for a one-year period of time only.

School District **Unatego Central School District**
 Address of School Involved **2641 St. Hwy 7**
Otego, NY 13825
 Athletic Director of School Involved **Matt Hafele**
 Phone Number **607-988-5023**
 Other School(s) Involved **Franklin**
 Sport to be considered **Football**
 Level(s) being merged (circle) **Varsity** **IV** **Modified**
 School Year **2023-24**

Describe conditions which prompted your school to request or support a merger--provide all appropriate rationale which will assist the league and merger committee in reaching a decision considered most beneficial to all:

This merger will allow Franklin students to compete in football, which Franklin does not offer

What will be the identity of the combined team? **Unatego/Franklin**

Where will practices be held? **Unatego**

Where will competition be held? **Unatego**

Attach a copy of the action item from your school Board of Education meeting minutes which includes the approval of this application.

Signed: Principal _____
 Superintendent _____
 Board of Education See Attached Minutes _____
 Date: _____

Submit to Athletic League (This step must precede the Section action!):

League Action _____ Approved
 _____ Not Approved
 Date _____
 League Secretary _____

Forward to: Section IV Athletic Association
276 State Hwy 7
Sidney, NY 13838
mcweenej@dcmoboces.com

by: **January 30, 2022** for Football
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Reporting Procedure: All violations shall be reported to the League and Section.

=====

Action of Section IV Merger Committee

The above request for merger is _____ Approved
_____ Not Approved

for the activity of _____

for the school year _____

Classification AA A B C D

_____ Chairperson _____ Date

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Athletic Director of School Involved **Matt Hafele**
Phone Number **607-988-5023**
Other School(s) Involved **Franklin**
Sport to be considered **Boys Soccer**
Level(s) being merged (circle) **Varsity** **IV** **Modified**
School Year **2023-24**

Describe conditions which prompted your school to request or support a merger--provide all appropriate rationale which will assist the league and merger committee in reaching a decision considered most beneficial to all:

This merger will allow both schools to continue to offer Boys Soccer to students from both districts. Due to declining enrollment and participation.

What will be the identity of the combined team? **Unatego/Franklin**

Where will practices be held? **Both**

Where will competition be held? **Both**

Attach a copy of the action item from your school Board of Education meeting minutes which includes the approval of this application.

Signed: Principal _____
Superintendent _____
Board of Education See Attached Minutes
Date: _____

Submit to Athletic League (This step **must** precede the Section action!):

League Action ___ Approved
 ___ Not Approved
Date _____
League Secretary _____

Forward to: Section IV Athletic Association
276 State Hwy 7
Sidney, NY 13838
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=====

Action of Section IV Merger Committee

The above request for merger is _____ Approved
_____ Not Approved

for the activity of _____

for the school year _____

Classification AA A B C D

_____ Chairperson _____ Date

Unatego Central School

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

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

Patricia Loker
Business Manager
(607) 988-5038

August 3, 2023

I am recommending that the Unatego School District surplus the old metal bleachers at the elementary school.

Thank you,



Brian Trask

Unatego Central School District

Unatego, NY 13825

MEMO

To: Dr. Richards

From: Patti Loker, School Business Manager 

Date: August 3, 2023

Re: Building Condition Survey Proposal

The district is required to conduct their Building Condition Survey (BCS) in 2023.

Attached is a proposal from Delta Engineers, Architects, & Land Surveyors, DPC to provide the BCS service for a total fee of \$49,500.

The district will be receive building aid for expenses up to \$.31/sq ft. The attached proposal is less than the \$.31/sq ft limit, so we would receive building aid on the entire proposal amount.

I recommend that the Board of Education approve the BCS proposal.

August 2, 2023

David S. Richards, Ph.D.
Superintendent of Schools
Unatego Central School District
P.O. Box 483, State HWY 7
Otego, NY 13825

RE: Proposal to Provide Professional Architectural and Engineering Services for: 2023 Building Condition Survey

Dear Dr. Richards;

Delta Engineers, Architects, & Land Surveyors, DPC (Delta) appreciates the opportunity to submit this proposal to provide architectural and engineering services for the 2023 Unatego CSD Building Condition Survey.

1.0 PROJECT DESCRIPTION

1.1 It is the understanding of Delta that the scope of work includes:

- A. Complete the State Education Department (S.E.D.) Mandated Building Condition Survey.
- B. Inspect all District Facilities as outlined by S.E.D. requirements.
- C. District Facilities consist of the following buildings and respective square footages:
 - I. Student Occupied Facilities:
 - a. Unatego Elementary 62,403 s.f.
 - b. Unatego Middle/High School 166,071 s.f.
 - Sub-Total 228,474 s.f.
 - II. Non-Student Occupied Facilities:
 - c. Bus Garage 6,400 s.f.
 - III. Total 234,874 s.f.
- D. State Education Department:
 - II. Submit all S.E.D. required project forms.
- E. Documentation and Design:
 - II. Document existing conditions.
- F. Project Report:
 - II. Provide the building survey for each of the District Facilities.

1.2 Arc flash study for all buildings.

- A. Complete field work to document the electrical system and components in the field to be included in this study.
- B. Input the single line diagram into the SKM software.
- C. Perform the Arc Flash Hazard Study
- D. Prepare report and labels of findings.

1.3 Thermal roof scans and analysis of roofs not being replaced during Phase 1 & Phase 2 of the Capital Improvement Project.

1.4 We anticipate utilizing a sub-consultant for the thermal roof scan.

2.0 TIME SCHEDULE

We anticipate completion of the design services 1.1 through 1.3 within twelve (12) weeks from receipt of this signed proposal. If the services covered by this proposal have not been completed within this time, through no fault of Delta, a time extension to complete our services may be renegotiated.

3.0 PROPOSAL ASSUMPTIONS

3.2 Obtaining access to the site for all site related field work and investigations will not delay the schedule to complete the services in this scope proposal.

4.0 EXCLUSIONS

4.2 Unless specifically identified under the project scope all other services have been excluded.

5.0 DELIVERABLES

5.2 Issued For SED Submission

- One (1) set of the complete Building Condition Survey.

5.3 Arc Flash Study

- PDF format.

5.4 Thermal Roof Scan Analysis

- PDF format.

6.0 COMPENSATION

Delta proposes to provide the above-described services according to the following breakdown:

1.1	Building Conditions Survey	\$ 11,700	LS
1.2	Arc Flash Study		
	• Elementary School	\$ 5,700	LS
	• Middle School/High School	\$ 20,700	LS
	• Bus Garage	\$ 900	LS
1.3	Thermal Roof Scan and Analysis		
	• Elementary School	\$ 2,500	LS
	• Middle School/High School	\$ 7,000	LS
	• Bus Garage	\$ 1,000	LS
Total Design Fee		\$ 49,500	LS

7.0 REIMBURSABLE EXPENSES

Direct expenses are included in the lump sum fees.

8.0 EXTRA WORK REQUESTS

If work on this project is believed by Delta to be beyond, or in addition to, the Scope of Services, we will notify you immediately. Upon your written approval we will proceed with this additional work and bill the time expended at our current hourly rates.

This project will be billed monthly on a percent complete basis, with the invoiced amount representing the actual amount of work completed.

Invoices unpaid after 60 days may be sent to a collection agency. Client will be responsible for all costs of collection, including attorney's fees, in addition to the original invoiced amount.

If the services covered by this proposal have not been completed within the scheduled time, through reasons beyond the control of Delta, the anticipated completion date and/or the proposed compensation may be renegotiated.

If the above conditions are acceptable this proposal can become contractual by signing and dating below. The Terms and Conditions on the enclosed Exhibit A are incorporated and made a part of this Agreement.

Please return one signed copy of this Agreement to our office to serve as your authorization for us to proceed on this work. This proposal is valid for thirty (30) days from the date of this letter.

Thank you for your consideration of this proposal. Please contact me if you have any questions or comments.

Respectfully,

DELTA ENGINEERS, ARCHITECTS, LAND SURVEYORS, & LANDSCAPE ARCHITECTS, DPC



Christopher Lynch, RA
Project Manager

Accepted this _____ day of _____, 2023

By: _____
Signature Printed or Typed

Title: _____



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: David Richards, Ph.D., Superintendent of Schools
FROM: Mike Snider
DATE: July 17, 2023
RE: Recommendation for Kindergarten Screening – Kaleigh Barber

I would like to recommend Kaleigh Barber to serve as the greeter and parent coordinator for the 2023 kindergarten screening. Kaleigh will be paid per the Unatego Clerical Contract for screening hours. I estimate 10-12 hours.

The screening will be conducted the week of July 24 – 27 at the conclusion of the summer academic program.

Please let me know if you need any additional information.

Unatego Central School

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2641 STATE HIGHWAY 7
OTEGO, NEW YORK 13825-9795
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FAX (607) 988 -1039

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

Patricia Loker
Business Manager
(607) 988-5038

August 1, 2023

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 2023-2024 Fall Sports Season.

Kaleigh Barber
John Collins
Jennifer Barnes
Sherry Maruszewski
Kelli Hafele
Matt Hafele
Richard Platt
Brenda Birdsall
Crystal Nordberg
Jeanne Butler
Rich Rosener
Sally Halbert
Melissa Washburn
Nancy Hinkley
Kelly Post
Amber Birdsall
Katie James
Cooper Maney
Anita Grays
Rebecca Towndrow
Jessica Strauss
Marah Seward
Ashley Fisher
Nancy Hinkley

Sincerely,

Matt Hafele
Athletic Director

Unatego Central School

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OTEGO, NEW YORK 13825-9795
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FAX (607) 988 -1039

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

Patricia Loker
Business Manager
(607) 988-5038

August 1, 2023

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 Asst Varsity Football (Step 4)
RJ Platt Modified Football (Step 4)
Mike Hamilton Modified Football (Step 4)
Brittney Gregg Varsity Girls Soccer (Step 1)
Sierra Birdsall JV 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)
Leanne McKee Volleyball Volunteer
Rob Birdsall Football Volunteer
Shawn Clow Football Volunteer
Nathan Vibbard Football Volunteer

Thank you,

Matthew J. Hafele

July 23, 2023

To: Board of Education

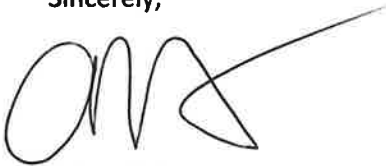
RE: Recommendations for the 2023 Unatego After School Care Program

I would like to recommend the following people for full-time employment during the 2023-4 After School Care program: Deborah Ritchey, Mari Ruff, McKenzie Rutherford, and Kerri Frailey.

I would like to recommend the following people as a substitute for the 2023-24 After School Care Program: Irene Murphy, Kim Renwick, Rena Barkman, Savannah Jackson, Nancy Dalton, Kelly DeMorie, Sherri Lapp, Kristen Sousa, Becci Cutting, Michelle Holcomb, McKenzie Rutherford, Gina Boliski and Danielle Whitaker.

Thank you for your time and consideration on this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'CD', with a long horizontal stroke extending to the right.

Carrie DeJoy

Director, ASCP

Unatego Central School

PO BOX 483
2641 STATE HIGHWAY 7
OTEGO, NEW YORK 13825-9795
www.unatego.org
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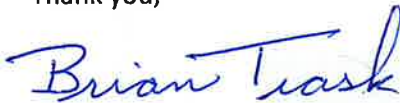
To: Dr. David Richards, Superintendent of Schools

From: Brian Trask, Buildings & Grounds Supervisor

Date: July 24, 2023

I am recommending Robert Palmer, permanent appointment as a cleaner, effective August 22, 2023.

Thank you,



Brian Trask
Buildings & Grounds Supervisor

To: Dr. David Richards, Board of Education
From: Luci Hopps Cook/Manager, DCMO BOCES
Re: Cook/Manager
Date: 07/25/2023

I would like to recommend Tisha Degner for the permanent position of FSH at the MS/HS. She has finished her probationary time.

Thank You,



Luci Hopps

Cook/Manager, DCMO BOCES

(607)988-5035

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Kim Ryan

POSITION: 1:1 RN - OCA

REPLACES: Susan Dulkis

EFFECTIVE DATE: 9/5/23

EDUCATION LEVEL: _____

YEARS OF EXPERIENCE: 20+

SALARY: \$35/hr

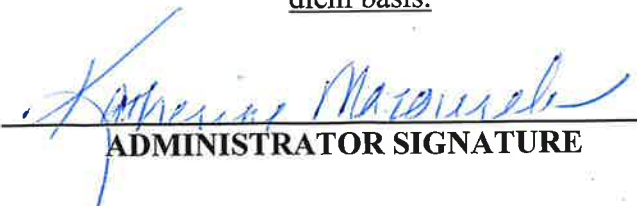
CERTIFICATION: Registered Nurse

COLLEGE: NA

REFERENCES CONTACTED:

1. KMazourek
- 2.

COMMENTS: Ms. Ryan has served as a 1:1 Nurse with this particular student in the past. She has agreed to work with her again on an hourly, per diem basis.



ADMINISTRATOR SIGNATURE

7/10/23

DATE

Sheila Nolan

From: Martha Vanderlip
Sent: Tuesday, August 1, 2023 12:32 PM
To: David Richards; Sheila Nolan
Cc: Mike Snider
Subject: Resignation

AUG 01 2023

I am resigning from the position as cafeteria aide effective June 30, 2023.

Respectfully,
Martha Vanderlip

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Unatego Central School

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August 2, 2023

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

Bonnie Barr (Nurse)
Jayne Bolton (Clerical)
Raven Henry (LTA/Aide)

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

Raven Henry



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: David Richards, Ph.D., Superintendent of Schools
FROM: Mike Snider
DATE: July 17, 2023
RE: Recommendations for Kindergarten Screening

I would like to recommend the following teachers for the 2023 kindergarten screening. They will be paid per the Unatego Teachers Contract for screening hours. I estimate 10-12 hours per teacher.

The screening will be conducted the week of July 24 – 27 and start after the summer academic program.

Debra Davies

Courtenay O'Hara

Hannah Pleban

Kate Webb

Please let me know if you need any additional information.

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: RHONDA Burkside

POSITION: DIRECTOR OF SPECIAL PROGRAMS

REPLACES: Katherine Mazourek

EFFECTIVE DATE: 7/31/23 (PER DIEM 7/24-7/27/23)

EDUCATION LEVEL: BS ELEM EDUCATION
~~BS SPEC EDUCATION~~
CAS EDUCATIONAL LEADERSHIP

YEARS OF EXPERIENCE: 14

SALARY: STEP LEVEL \$ 80,000 per year

CERTIFICATION: ELEM ED; STUDENTS W/DISABILITIES; SCHOOL DIST. LEADER

COLLEGE: SUNY ONEONTA; GRAND CANYON UNIV.; SUNY CORTLAND

REFERENCES CONTACTED:

1. Kelly Zimmerman, Supt. @ Delhi
2. Dawn Hoyer, HS PRINCIPAL, OXFORD

COMMENTS: SIGNIFICANT BACKGROUND IN SPECIAL
EDUCATION. GOOD EXPERIENCE AS
CSE CHAIR in Delhi


ADMINISTRATOR SIGNATURE

7/19/23
DATE

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: Ashley Searing

POSITION: School Counselor-Middle School

REPLACES: Ashley Benz

EFFECTIVE DATE: 8-21-23

EDUCATION LEVEL: Master's Degree

YEARS OF EXPERIENCE: 0

SALARY: STEP 1 LEVEL MA \$ 54,792

CERTIFICATION: School Counselor

COLLEGE: NYIT, SUNY-Ontario

REFERENCES CONTACTED:

1. John Pisillo - Supervisor - Internship H.S.
2. Jacqueline Lener - Supervisor Internship M.S.

COMMENTS: Committee #1 pick

Outstanding references



ADMINISTRATOR SIGNATURE

7/20/2023

DATE

CSE and CPSE Committees

Chairperson: Ronda Burnside, 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
NEW EMPLOYEE APPOINTMENT FORM

NAME: Tracey Parker

POSITION: Summer School Regents Review

REPLACES: N/A

EFFECTIVE DATE: 8/8/23 - 8/15/23

EDUCATION LEVEL: _____

YEARS OF EXPERIENCE: 26

SALARY: STEP _____ LEVEL _____ \$ 41.34/hour

CERTIFICATION: Elementary Education with Math extension

COLLEGE: _____

REFERENCES CONTACTED:

1. Teresa Glavin

2. _____

COMMENTS: Tracey is an experienced teacher who will help our students prepare to retake the Geometry Regents exam.

Julie Lambert
ADMINISTRATOR SIGNATURE

8/27/23
DATE

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Justin Lichtenwalner

POSITION: Elementary Physical Education Teacher

REPLACES: Jen Barnes (moving to the MS/HS)

EFFECTIVE DATE: September 1, 2023

EDUCATION LEVEL: Bachelors Degree - Physical Education and Health

YEARS OF EXPERIENCE: 0

SALARY: STEP ¹ LEVEL ^B \$ 51,623

CERTIFICATION: Pending NYSED approval - Physical Education certification

COLLEGE: Lock Haven University - Bachelors Degree

REFERENCES CONTACTED:

1. Christine Nichols - Superintendent, Edmeston
2. Brett Everhart, Dept. Chair, Lock Haven University

COMMENTS: Excellent teacher, great guy, he works well with kids

He loves physical education and is very encouraging to kids.

He would be a great fit for your program.



ADMINISTRATOR SIGNATURE

8-1-2023

DATE