

**UNATEGO CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION AGENDA  
TENTATIVE  
MONDAY, SEPTEMBER 23, 2019  
EXEMPT SESSION  
TO DISCUSS CSE RESOMMENDATIONS  
BOARD OF EDUCATION MEETING  
6:30 P.M.  
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 September 9, 2019
- 1.8 Adopt Agenda

**2. PUBLIC COMMENT**

**3. PRESENTATIONS**

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

**4. ADMINISTRATIVE ACTION**

- 4.1 Warrants (Information Only)
- 4.2 Budget Status Reports (Information Only)
- 4.3 Approve Treasurer's Reports (9.23.19 G1)
- 4.4 Approve CSE Recommendations (9.23.19 G2)
- 4.5 Approve 2019-2020 District Safety Plan (9.23.19 G3)
- 4.6 Approve Surplus of vehicles and equipment (9.23.19 G4)
- 4.7 Approve Teresa Katehis as a substitute aide and LTA (9.23.19 UC1)
- 4.8 Approve James McElroy as a substitute teacher and LTA (9.23.19 UC2)
- 4.9 Approve Piper Umbra as a substitute teacher, LTA and aide (9.23.19 UC3)
- 4.10 Approve After School Care Program workers for the 2019-2020 school year (9.23.19 UC4)
- 4.11 Approve Allison Lasher as a substitute aide and food service worker (9.23.19 UC5)

**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 9.23.19**

**PG: 3**

**4.3**

**9.23.19 G1**

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

**4.4**

**9.23.19 G2**

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

**4.5**

**9.23.19 G3**

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

**4.6**

**9.23.19 G4**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve surplus of vehicles and equipment as presented.

**4.7**

**9.23.19 UC1**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Teresa Katehis as a returning substitute aide and LTA for the 2019-2020 school year as presented.

**4.8**

**9.23.19 UC2**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve James McElroy as a substitute teacher and LTA for the 2019-2020 school year pending fingerprinting and criminal history review as presented.

**4.9**

**9.23.19 UC3**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Piper Umbra as a substitute teacher, LTA, and aide (K-8 for now) for the 2019-2020 school year as presented.

**4.10**

**9.23.19 UC4**

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

**4.11**

**9.23.19 UC5**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Allison Lasher as a substitute aide and food service worker for the 2019-2020 school year pending fingerprinting and criminal history review as presented.

UNATEGO CENTRAL SCHOOL TREASURER'S REPORT

AUGUST 2019

	GENERAL FUND	CAFETERIA FUND	TRUST & AGENCY FUND	FEDERAL FUND	CAPITAL FUND	PAYROLL FUND	BENEFIT REIMB	DEBT SERVICE RESERVE
BEGINNING BALANCE	\$ 2,580,420.97	\$ 30,298.19	\$ 132,287.33	\$ 141.57	\$ 1,505.14	\$ 814.74	\$ 1,779.48	16239.89
RECEIPTS	\$ 460,670.77	\$ 78.86	\$ 859,484.91	\$ 291,247.28	\$ 0.81	\$ 531,918.00	\$ 20.00	0
DISBURSEMENTS	\$ 2,110,671.79	\$ 22,877.14	\$ 937,271.73	\$ 148,823.00	\$ -	\$ 631,918.40	\$ 631.06	0
ENDING BALANCE	\$ 1,250,419.00	\$ 7,568.61	\$ 64,500.63	\$ 145,765.85	\$ 1,505.18	\$ 815.14	\$ 1,168.42	16239.89

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

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

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

TREASURER'S REPORT TO  
BOARD OF EDUCATION  
UNATEGO CENTRAL SCHOOL

General Fund Checking

BALANCE ON HAND: July 31, 2019

\$ 2,880,420.07

VOIDED CHECKS:

\$ -

RECEIPTS: INTEREST

20.22

SUMMER PROGRAM  
SALE OF SCRAP  
DEPOSIT 08/13/19  
AUG EXCESS COST  
FINGERPRINTING/EFFNER  
WINTER MILEAGE REIMBURSEMENT  
HCCLAIMPMT NYS DOH  
NYS/STATE-FED-SUM PRGM/JUL-AUG 2019  
SUMMER PROGRAM  
TUITION/ATHLETIC SUPPLIES  
TRANSFER AND CORRECTION

\$4,505.00  
\$220.68  
\$2,200.00  
\$276,140.45  
\$40.80  
\$220.80  
\$6,330.65  
\$9,696.00  
\$3,678.00  
\$1,996.50  
\$145,623.00

TOTAL RECEIPTS \$ 450,670.77

RECEIPTS & BALANCE \$ 3,331,090.84

DISBURSEMENTS: CHECKS  
WIRES

1,286,435.83  
824,235.92

TOTAL DISBURSEMENTS \$ 2,110,671.75

BALANCE ON HAND: August 31, 2019

\$ 1,220,419.09

BANK BALANCE

\$2,129,138.88

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

-  
-  
908,717.79  
-

NET BALANCE IN BANK

\$1,220,419.09

August 31, 2019  
DATE SUBMITTED

  
DISTRICT TREASURER

## UNATEGO CSD

Trial Balance Report From 7/1/2018 - 8/31/2019



Tentative

Account	Description	Debits	Credits	Balance
A 200	CASH - CHECKING	26,761,063.16	25,540,644.07	1,220,419.09
A 2002NYG	NY CLASS GENERAL	100.72	0.00	100.72
A 210	PETTY CASH	1,339.23	0.00	1,339.23
A 391CAP	DUE FROM CAPITAL FUND	214,482.45	9,115.00	205,367.45
A 391FED	DUE FROM FEDERAL FUND	284,516.23	40,001.88	244,514.35
A 391SL	DUE FROM SCHOOL LUNCH FUND	212,140.55	192,230.35	19,910.20
A 391TA	DUE FROM TRUST & AGENCY	596,786.72	588,560.85	8,225.87
A 4101	STATE AID RECEIVABLE	2,120,291.34	1,334,760.07	785,531.27
A 500	PAYROLL CLEARING	8,189,606.82	7,988,980.28	200,626.54
A 510	ESTIMATED REVENUES	44,751,471.18	22,091,299.71	22,660,171.47
A 521	ENCUMBRANCES	27,352,183.51	23,423,893.05	3,928,290.46
A 522	EXPENDITURES	23,119,149.24	21,395,636.62	1,723,512.62
A 599	APPROPRIATED FUND BALANCE	455,931.70	274,176.89	181,754.81
A 601	ACCRUED LIABILITIES	75,283.42	221,915.47	146,632.05 CR
A 630DEBT	DUE TO DEBT SERVICE	0.00	61.75	61.75 CR
A 630SL	DUE TO SCHOOL LUNCH FUND	500,934.26	510,629.26	9,695.00 CR
A 630TA	DUE TO TRUST & AGENCY	4,083.95	4,687.65	603.70 CR
A 632	DUE TO TEACHER RETIREMENT	644,705.70	1,299,217.97	654,512.27 CR
A 637	DUE TO EMPLOYEES' RETIREMENT SYSTEM	59,932.75	118,287.25	58,354.50 CR
A 821	RESERVE FOR ENCUMBRANCES	23,397,862.24	27,326,152.70	3,928,290.46 CR
A 827	RETIREMENT CONTRIBUTION RESERVE	143,672.00	653,466.00	509,794.00 CR
A 828	TRS RETIREMENT RESERVE	0.00	50,000.00	50,000.00 CR
A 867	EMPLOYEE LIABILITY RESERVE	17,968.00	184,254.70	166,286.70 CR
A 878	CAPITAL RESERVE	0.00	1,300,000.00	1,300,000.00 CR
A 882	RESERVE FOR REPAIRS	0.00	300,000.00	300,000.00 CR
A 917	UNASSIGNED FUND BALANCE	993,075.37	2,186,009.69	1,192,934.32 CR
A 960	APPROPRIATIONS	22,365,476.80	45,207,402.88	22,841,926.28 CR
A 980	REVENUES	22,207,048.54	22,227,721.59	20,673.05 CR
A Fund Totals:		204,469,105.68	204,469,105.68	0.00
Grand Totals:		204,469,105.68	204,469,105.68	0.00

# UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 8/31/2019



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1010.400	BOE CONTRACTUAL	3,800.00	1,075.00	4,875.00	1,075.00	400.00	3,400.00
A 1010.450	BOE GENERAL SUPPLIES	500.00	0.00	500.00	0.00	0.00	500.00
1010	BOARD OF EDUCATION *	4,300.00	1,075.00	5,375.00	1,075.00	400.00	3,900.00
A 1040.160	CLASSIFIED SALARIES-DISTRICT CLERK	3,500.00	0.00	3,500.00	0.00	0.00	3,500.00
1040	DISTRICT CLERK *	3,500.00	0.00	3,500.00	0.00	0.00	3,500.00
A 1060.400	DISTRICT MEETING CONTRACTUAL	2,000.00	0.00	2,000.00	0.00	1,175.00	825.00
1060	DISTRICT MEETING *	2,000.00	0.00	2,000.00	0.00	1,175.00	825.00
10	**	9,800.00	1,075.00	10,875.00	1,075.00	1,575.00	8,225.00
A 1240.150	CERTIFIED SALARIES	142,978.00	0.00	142,978.00	21,727.08	0.00	121,250.92
A 1240.160	CLASSIFIED SALARIES	48,464.00	0.00	48,464.00	6,610.00	0.00	41,854.00
A 1240.400	MISCELLANEOUS CONTRACTUAL	3,000.00	0.00	3,000.00	0.00	833.00	2,167.00
A 1240.450	GENERAL SUPPLIES	300.00	0.00	300.00	0.00	87.00	213.00
1240	CHIEF SCHOOL ADMINISTRATOR *	194,742.00	0.00	194,742.00	28,337.08	920.00	165,484.92
12	**	194,742.00	0.00	194,742.00	28,337.08	920.00	165,484.92
A 1310.160	CLASSIFIED SALARIES	95,190.00	0.00	95,190.00	14,293.08	0.00	80,896.92
A 1310.400	MISCELLANEOUS CONTRACTUAL	5,000.00	0.00	5,000.00	1,104.51	1,825.00	2,070.49
A 1310.450	GENERAL SUPPLIES	500.00	0.00	500.00	158.11	1,053.60	-711.71
A 1310.490	BOCES SERVICES-FINANCIAL	185,379.84	0.00	185,379.84	0.00	0.00	185,379.84
1310	BUSINESS ADMINISTRATION *	286,069.84	0.00	286,069.84	15,555.70	2,878.60	267,635.54
A 1320.400	MISCELLANEOUS CONTRACTUAL	25,000.00	0.00	25,000.00	0.00	24,550.00	450.00
1320	AUDITING *	25,000.00	0.00	25,000.00	0.00	24,550.00	450.00
A 1325.160	CLASSIFIED SALARIES	49,020.00	0.00	49,020.00	6,787.36	0.00	42,232.64
1325	TREASURER *	49,020.00	0.00	49,020.00	6,787.36	0.00	42,232.64
A 1330.160	CLASSIFIED SALARIES	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
A 1330.400	MISCELLANEOUS CONTRACTUAL	1,000.00	0.00	1,000.00	0.00	500.00	500.00
A 1330.450	GENERAL SUPPLIES	2,000.00	0.00	2,000.00	300.00	1,400.00	300.00
1330	TAX COLLECTOR *	7,000.00	0.00	7,000.00	300.00	1,900.00	4,800.00
A 1345.490	BOCES - DCMO	6,266.00	0.00	6,266.00	0.00	0.00	6,266.00
1345	PURCHASING *	6,266.00	0.00	6,266.00	0.00	0.00	6,266.00
A 1380.400	MISCELLANEOUS CONTRACTUAL	6,000.00	0.00	6,000.00	0.00	7,500.00	-1,500.00
1380	FISCAL AGENT FEE *	6,000.00	0.00	6,000.00	0.00	7,500.00	-1,500.00
13	**	379,355.84	0.00	379,355.84	22,643.06	36,828.60	319,884.18
A 1420.400	MISCELLANEOUS CONTRACTUAL	13,000.00	0.00	13,000.00	1,171.68	14,240.00	-2,411.68

## UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 8/31/2019



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<b>1420</b>	<b>LEGAL</b>	*	<b>13,000.00</b>	<b>0.00</b>	<b>13,000.00</b>	<b>1,171.68</b>	<b>14,240.00</b>	<b>-2,411.68</b>
<u>A 1430.400</u>	MISCELLANEOUS CONTRACTUAL		3,000.00	0.00	3,000.00	685.25	3,916.00	-1,601.25
<u>A 1430.490</u>	BOCES SERVICES - DCMO		41,729.45	0.00	41,729.45	0.00	0.00	41,729.45
<b>1430</b>	<b>PERSONNEL</b>	*	<b>44,729.45</b>	<b>0.00</b>	<b>44,729.45</b>	<b>685.25</b>	<b>3,916.00</b>	<b>40,128.20</b>
<u>A 1460.490</u>	BOCES SERVICES-RECORD RETENTION		7,327.00	0.00	7,327.00	0.00	0.00	7,327.00
<b>1460</b>	<b>RECORDS MANAGEMENT OFFICER</b>	*	<b>7,327.00</b>	<b>0.00</b>	<b>7,327.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,327.00</b>
<u>A 1480.475</u>	MAILING-DISTRICT		500.00	0.00	500.00	0.00	0.00	500.00
<u>A 1480.490</u>	BOCES SERVICES		25,375.00	0.00	25,375.00	0.00	0.00	25,375.00
<b>1480</b>	<b>PUBLIC INFORMATION &amp; SERVICES</b>	*	<b>25,875.00</b>	<b>0.00</b>	<b>25,875.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,875.00</b>
<b>14</b>		**	<b>90,931.45</b>	<b>0.00</b>	<b>90,931.45</b>	<b>1,856.93</b>	<b>18,156.00</b>	<b>70,918.52</b>
<u>A 1620.160</u>	CLASSIFIED SALARIES		253,650.00	0.00	253,650.00	39,988.72	0.00	213,661.28
<u>A 1620.162</u>	CLASSIFIED SALARIES: OVERTIME		28,000.00	0.00	28,000.00	1,563.78	0.00	26,436.22
<u>A 1620.163</u>	CLASSIFIED SALARIES: SUBSTITUTES		24,000.00	0.00	24,000.00	13,056.39	0.00	10,943.61
<u>A 1620.200</u>	EQUIPMENT		35,000.00	0.00	35,000.00	0.00	398.00	34,602.00
<u>A 1620.400</u>	MISCELLANEOUS CONTRACTUAL		146,154.00	15,250.00	161,404.00	10,653.13	97,401.09	53,349.78
<u>A 1620.401</u>	HEALTH AND SAFETY		2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 1620.450</u>	GENERAL SUPPLIES		96,381.58	0.00	96,381.58	9,358.67	51,226.14	35,796.77
<u>A 1620.463</u>	REFUSE REMOVAL		11,000.00	0.00	11,000.00	1,166.66	7,633.34	2,200.00
<u>A 1620.473-1</u>	WATER-OTEGO		0.00	0.00	0.00	0.00	1,200.00	-1,200.00
<u>A 1620.473-2</u>	WATER-UNADILLA		3,000.00	0.00	3,000.00	0.00	2,720.00	280.00
<u>A 1620.477-1</u>	ELECTRIC-OTEGO		0.00	0.00	0.00	247.92	1,752.08	-2,000.00
<u>A 1620.477-2</u>	ELECTRIC-UNADILLA		52,000.00	0.00	52,000.00	1,400.79	44,899.21	5,700.00
<u>A 1620.477-3</u>	ELECTRIC-HIGH SCHOOL		100,000.00	0.00	100,000.00	5,406.77	99,593.23	-5,000.00
<u>A 1620.554-2</u>	HEATING FUEL-UNADILLA		2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 1620.554-3</u>	HEATING FUEL-HIGH SCHOOL		107,000.00	0.00	107,000.00	0.00	103,000.00	4,000.00
<u>A 1620.555-2</u>	BOTTLED GAS-UNADILLA		38,920.00	0.00	38,920.00	0.00	40,000.00	-1,080.00
<u>A 1620.555-3</u>	BOTTLED GAS-HIGH SCHOOL		4,865.00	0.00	4,865.00	0.00	0.00	4,865.00
<u>A 1620.571</u>	GAS AND FUEL		2,000.00	0.00	2,000.00	247.61	2,752.39	-1,000.00
<b>1620</b>	<b>OPERATION OF PLANT</b>	*	<b>906,470.58</b>	<b>15,250.00</b>	<b>921,720.58</b>	<b>83,090.44</b>	<b>452,575.48</b>	<b>386,054.66</b>
<u>A 1621.160</u>	CLASSIFIED SALARIES		77,700.00	0.00	77,700.00	12,289.04	0.00	65,410.96
<u>A 1621.400</u>	MISCELLANEOUS CONTRACTUAL		7,000.00	5,773.58	12,773.58	0.00	5,773.58	7,000.00
<u>A 1621.450</u>	GENERAL SUPPLIES		4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
<b>1621</b>	<b>MAINTENANCE OF PLANT</b>	*	<b>88,700.00</b>	<b>5,773.58</b>	<b>94,473.58</b>	<b>12,289.04</b>	<b>5,773.58</b>	<b>76,410.96</b>



## UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 8/31/2019



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1670.400</u>	CONTRACTUAL	12,500.00	0.00	12,500.00	79.05	11,500.00	920.95
<u>A 1670.450</u>	MATERIALS & SUPPLIES	30,000.00	0.00	30,000.00	0.00	0.00	30,000.00
<u>A 1670.490</u>	BOCES	125,000.00	0.00	125,000.00	0.00	0.00	125,000.00
<b>1670</b>	<b>CENTRAL PRINTING &amp; MAILING</b>	<b>167,500.00</b>	<b>0.00</b>	<b>167,500.00</b>	<b>79.05</b>	<b>11,500.00</b>	<b>155,920.95</b>
<u>A 1680.490</u>	BOCES SERVICES - BROOME-TIOGA	606,587.00	0.00	606,587.00	0.00	0.00	606,587.00
<b>1680</b>	<b>CENTRAL DATA PROCESSING</b>	<b>606,587.00</b>	<b>0.00</b>	<b>606,587.00</b>	<b>0.00</b>	<b>0.00</b>	<b>606,587.00</b>
<b>16</b>		<b>1,769,257.58</b>	<b>21,023.58</b>	<b>1,790,281.16</b>	<b>95,458.53</b>	<b>469,849.06</b>	<b>1,224,973.57</b>
<u>A 1910.454</u>	LIABILITY AND BOND INSURANCE	61,000.00	0.00	61,000.00	55,451.00	9,190.00	-3,641.00
<u>A 1910.455</u>	STUDENT ACCIDENT	10,000.00	0.00	10,000.00	0.00	9,500.00	500.00
<b>1910</b>	<b>UNALLOCATED INSURANCE</b>	<b>71,000.00</b>	<b>0.00</b>	<b>71,000.00</b>	<b>55,451.00</b>	<b>18,690.00</b>	<b>-3,141.00</b>
<u>A 1920.400</u>	SCHOOL ASSOCIATION DUES	11,000.00	0.00	11,000.00	750.00	7,200.00	3,050.00
<b>1920</b>	<b>SCHOOL ASSOCIATION DUES</b>	<b>11,000.00</b>	<b>0.00</b>	<b>11,000.00</b>	<b>750.00</b>	<b>7,200.00</b>	<b>3,050.00</b>
<u>A 1964.400</u>	REFUND ON REAL PROPERTY TAXES	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
<b>1964</b>	<b>REFUND ON REAL PROPERTY TAXES</b>	<b>8,000.00</b>	<b>0.00</b>	<b>8,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,000.00</b>
<u>A 1981.490</u>	BOCES SERVICES - DCMO	168,154.00	0.00	168,154.00	0.00	0.00	168,154.00
<b>1981</b>	<b>BOCES ADMINISTRATIVE COSTS</b>	<b>168,154.00</b>	<b>0.00</b>	<b>168,154.00</b>	<b>0.00</b>	<b>0.00</b>	<b>168,154.00</b>
<u>A 1983.490</u>	BOCES CAPITAL EXPENSES	322,186.00	0.00	322,186.00	0.00	0.00	322,186.00
<b>1983</b>	<b>BOCES CAPITAL EXPENSES</b>	<b>322,186.00</b>	<b>0.00</b>	<b>322,186.00</b>	<b>0.00</b>	<b>0.00</b>	<b>322,186.00</b>
<b>19</b>		<b>580,340.00</b>	<b>0.00</b>	<b>580,340.00</b>	<b>56,201.00</b>	<b>25,890.00</b>	<b>498,249.00</b>
<b>1</b>		<b>3,024,426.87</b>	<b>22,098.68</b>	<b>3,046,525.45</b>	<b>205,571.60</b>	<b>553,218.66</b>	<b>2,287,735.19</b>
<u>A 2020.150</u>	CERTIFIED SALARIES	326,835.00	0.00	326,835.00	50,412.92	0.00	276,422.08
<u>A 2020.160</u>	CLASSIFIED SALARIES	86,900.00	0.00	86,900.00	13,074.86	0.00	73,825.14
<u>A 2020.160-SC</u>	CLASSIFIED SALARIES: SUB-REG	5,800.00	0.00	5,800.00	0.00	0.00	5,800.00
<u>A 2020.400</u>	MISC CONTRACTUAL	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 2020.400-2</u>	MISC CONTRACTUAL-UNADILLA	1,300.00	0.00	1,300.00	0.00	0.00	1,300.00
<u>A 2020.400-3</u>	MISC CONTRACTUAL-HIGH SCHOOL	2,800.00	0.00	2,800.00	0.00	1,789.52	1,010.48
<u>A 2020.400-4</u>	MISC CONTRACTUAL - JUNIOR HIGH	1,300.00	0.00	1,300.00	0.00	0.00	1,300.00
<u>A 2020.450-2</u>	GENERAL SUPPLIES-UNADILLA	2,000.00	0.00	2,000.00	30.92	510.75	1,458.33
<u>A 2020.450-3</u>	GENERAL SUPPLIES-HIGH SCHOOL	2,000.00	0.00	2,000.00	0.00	147.60	1,852.40
<u>A 2020.450-4</u>	GENERAL SUPPLIES-JR HIGH	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 2020.490</u>	BOCES SERVICES - DCMO	40,333.00	0.00	40,333.00	0.00	0.00	40,333.00
<b>2020</b>	<b>SUPERVISION-REGULAR SCHOOL</b>	<b>472,268.00</b>	<b>0.00</b>	<b>472,268.00</b>	<b>63,518.70</b>	<b>2,447.87</b>	<b>406,301.43</b>
<u>A 2060.490</u>	RESEARCH, PLANNING, EVALUATION	1,832.00	0.00	1,832.00	0.00	0.00	1,832.00

## UNATEGO CSD

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2060	RESEARCH, PLANNING & EVALUAT *	1,832.00	0.00	1,832.00	0.00	0.00	1,832.00
A 2070.400	MISCELLANEOUS CONTRACTUAL	5,000.00	0.00	5,000.00	0.00	4,000.00	1,000.00
A 2070.400-2	CONFERENCES-UNADILLA	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 2070.400-3	CONFERENCES-SR HIGH	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 2070.400-4	CONFERENCES - JUNIOR HIGH	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
2070	INSERVICE TRAINING-INSTRUCTION *	8,000.00	0.00	8,000.00	0.00	4,000.00	4,000.00
20	**	482,100.00	0.00	482,100.00	63,518.70	6,447.87	412,133.43
A 2110.120	CERTIFIED SALARIES: K-6	1,653,855.00	0.00	1,653,855.00	53,021.62	0.00	1,600,833.38
A 2110.121	CERTIFIED SALARIES: LTA'S - K-6	97,191.00	0.00	97,191.00	1,081.13	0.00	96,109.87
A 2110.130	CERTIFIED SALARIES: 7-12	2,148,646.00	0.00	2,148,646.00	50,913.00	0.00	2,097,733.00
A 2110.132	CERTIFIED SALARIES: AIS/AE	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
A 2110.132-CS	CERTIFIED SALARIES: COMMUNITY SCHOOLS/AFTERSCHOOL	50,000.00	0.00	50,000.00	5,126.02	0.00	44,873.98
A 2110.140	SUBSTITUTES-TEACHERS	130,000.00	0.00	130,000.00	0.00	0.00	130,000.00
A 2110.160-CS	CLASSIFIED SALARIES: COMMUNITY SCHOOLS	0.00	0.00	0.00	493.95	0.00	-493.95
A 2110.161	CLASSIFIED SALARIES: AIDES	187,729.00	0.00	187,729.00	1,979.75	0.00	185,749.25
A 2110.163	SUBSTITUTES-AIDES	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00
A 2110.400	CONTRACTUAL EXPENSE	0.00	0.00	0.00	0.00	1,300.00	-1,300.00
A 2110.400-2	CONTRACTUAL EXPENSE-UNADILLA	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
A 2110.400-3	CONTRACTUAL EXPENSE-HIGH SCHOOL	8,000.00	0.00	8,000.00	2,820.00	1,525.00	3,655.00
A 2110.400-4	CONTRACTUAL EXPENSE-JUNIOR HIGH	5,000.00	0.00	5,000.00	2,280.00	0.00	2,720.00
A 2110.400-CS	COMMUNITY SCHOOLS/CONTRACTUAL EXPENSE	0.00	0.00	0.00	535.61	1,250.00	-1,785.61
A 2110.450-1	MATERIALS/SUPPLIES-OTEGO	0.00	0.00	0.00	0.00	1,185.55	-1,185.55
A 2110.450-2	MATERIALS/SUPPLIES-UNADILLA	30,000.00	0.00	30,000.00	6.98	4,470.34	25,522.68
A 2110.450-3	MATERIALS/SUPPLIES-HIGH SCHOOL	32,000.00	0.00	32,000.00	3,823.69	9,613.92	18,562.39
A 2110.450-4	MATERIALS/SUPPLIES/JR HIGH	20,000.00	0.00	20,000.00	6,283.11	1,656.51	12,060.38
A 2110.471	TUITION PAYMENTS	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
A 2110.472	TUITION PAYMENTS	3,000.00	0.00	3,000.00	0.00	2,000.00	1,000.00
A 2110.480-0	HDCVR-TXTBKS PBKS	68,000.00	0.00	68,000.00	0.00	0.00	68,000.00
A 2110.480-4	HDCVR-TXTBKS PBKS/JUNIOR HIGH	0.00	1,820.00	1,820.00	0.00	2,488.58	-668.58
A 2110.490	BOCES - DCMO	269,128.50	0.00	269,128.50	0.00	0.00	269,128.50
2110	TEACHING-REGULAR SCHOOL *	4,758,549.50	1,820.00	4,760,369.50	128,364.86	25,489.90	4,606,514.74

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Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<b>21</b>		<b>**</b>	<b>4,768,549.50</b>	<b>1,820.00</b>	<b>4,760,369.50</b>	<b>128,364.86</b>	<b>25,489.90</b>	<b>4,606,514.74</b>
<u>A 2250.150</u>	CERTIFIED SALARIES		695,595.00	0.00	695,595.00	37,191.95	0.00	658,403.05
<u>A 2250.151</u>	CERTIFIED SALARIES - LTA's		117,202.00	0.00	117,202.00	3,094.24	0.00	114,107.76
<u>A 2250.160</u>	CLASSIFIED SALARIES		300,319.00	0.00	300,319.00	8,009.00	0.00	292,310.00
<u>A 2250.400</u>	CONTRACTUAL EXPENSES		130,000.00	0.00	130,000.00	301.60	8,400.00	121,298.40
<u>A 2250.450</u>	GENERAL SUPPLIES		8,500.00	0.00	8,500.00	1,011.60	1,542.53	5,945.87
<u>A 2250.471</u>	TUITION PAYMENTS		280,000.00	0.00	280,000.00	0.00	187,634.00	92,366.00
<u>A 2250.472</u>	TUITION PAYMENTS		230,000.00	0.00	230,000.00	0.00	211,000.00	19,000.00
<u>A 2250.490</u>	BOCES - DCMO		1,927,254.10	0.00	1,927,254.10	0.00	0.00	1,927,254.10
<b>2250</b>	<b>PROGRAMS-STUDENTS W/ DISABIL</b>	<b>*</b>	<b>3,688,870.10</b>	<b>0.00</b>	<b>3,688,870.10</b>	<b>49,608.39</b>	<b>408,576.53</b>	<b>3,230,685.18</b>
<u>A 2280.490</u>	BOCES SERVICES - DCMO		641,706.00	0.00	641,706.00	0.00	0.00	641,706.00
<b>2280</b>	<b>OCCUPATIONAL EDUCATION</b>	<b>*</b>	<b>641,706.00</b>	<b>0.00</b>	<b>641,706.00</b>	<b>0.00</b>	<b>0.00</b>	<b>641,706.00</b>
<b>22</b>		<b>**</b>	<b>4,330,576.10</b>	<b>0.00</b>	<b>4,330,576.10</b>	<b>49,608.39</b>	<b>408,576.53</b>	<b>3,872,391.18</b>
<u>A 2330.490</u>	BOCES SERVICES		23,210.00	0.00	23,210.00	0.00	0.00	23,210.00
<b>2330</b>	<b>TEACHING-SPECIAL SCHOOLS</b>	<b>*</b>	<b>23,210.00</b>	<b>0.00</b>	<b>23,210.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,210.00</b>
<b>23</b>		<b>**</b>	<b>23,210.00</b>	<b>0.00</b>	<b>23,210.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,210.00</b>
<u>A 2610.150</u>	CERTIFIED SALARIES		70,574.00	0.00	70,574.00	2,011.00	0.00	68,563.00
<u>A 2610.450-1</u>	MATERIALS & SUPPLIES-ELEMENTARY		5,000.00	0.00	5,000.00	0.00	3,437.60	1,562.40
<u>A 2610.450-2</u>	MATERIALS & SUPPLIES-SECONDARY		5,000.00	1,057.23	6,057.23	1,140.05	69.66	4,847.52
<u>A 2610.460-1</u>	LIBRARY AV LOAN-ELEMENTARY		3,100.00	0.00	3,100.00	0.00	0.00	3,100.00
<u>A 2610.460-2</u>	LIBRARY AV LOAN-SECONDARY		3,100.00	0.00	3,100.00	0.00	0.00	3,100.00
<u>A 2610.490</u>	BOCES SERVICES - DCMO		95,684.00	0.00	95,684.00	0.00	0.00	95,684.00
<b>2610</b>	<b>SCHOOL LIBRARY &amp; AUDIOVISUAL</b>	<b>*</b>	<b>182,458.00</b>	<b>1,057.23</b>	<b>183,515.23</b>	<b>3,151.05</b>	<b>3,507.26</b>	<b>176,856.92</b>
<u>A 2630.151</u>	CERTIFIED SALARIES - LTA's		55,413.00	0.00	55,413.00	1,554.00	0.00	53,859.00
<u>A 2630.220</u>	STATE AIDED HARDWARE		19,000.00	0.00	19,000.00	78.56	2,544.33	16,377.11
<u>A 2630.400</u>	MISCELLANEOUS CONTRACTUAL		5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 2630.450</u>	COMPUTER MATERIALS & SUPPLIES		10,000.00	0.00	10,000.00	0.00	7,319.64	2,680.36
<u>A 2630.460</u>	STATE AIDED SOFTWARE		16,000.00	0.00	16,000.00	294.00	3,975.00	11,731.00
<u>A 2630.490</u>	BOCES-COMPUTER ASSISTED INSTRUCTION		161,148.00	0.00	161,148.00	0.00	0.00	161,148.00
<b>2630</b>	<b>COMPUTER ASSISTED INSTRUCTION</b>	<b>*</b>	<b>266,561.00</b>	<b>0.00</b>	<b>266,561.00</b>	<b>1,926.56</b>	<b>13,838.97</b>	<b>250,795.47</b>
<b>26</b>		<b>**</b>	<b>449,019.00</b>	<b>1,057.23</b>	<b>450,076.23</b>	<b>5,077.61</b>	<b>17,346.23</b>	<b>427,652.39</b>
<u>A 2810.150</u>	CERTIFIED SALARIES		268,675.00	0.00	268,675.00	15,091.77	0.00	253,583.23
<u>A 2810.160</u>	CLASSIFIED SALARES		32,180.00	0.00	32,180.00	4,906.76	0.00	27,273.24

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2810.450</u>	MATERIAL/SUPPLIES	200.00	0.00	200.00	0.00	82.85	117.15
<u>A 2810.450-2</u>	MATERIALS & SUPPLIES-UNADILLA	300.00	0.00	300.00	0.00	0.00	300.00
<u>A 2810.450-3</u>	MATERIALS & SUPPLIES-HIGH SCHOOL	400.00	0.00	400.00	52.27	227.93	119.80
<b>2810</b>	<b>GUIDANCE-REGULAR SCHOOL *</b>	<b>301,755.00</b>	<b>0.00</b>	<b>301,755.00</b>	<b>20,050.80</b>	<b>310.78</b>	<b>281,393.42</b>
<u>A 2815.160</u>	CLASSIFIED SALARIES	73,450.00	0.00	73,450.00	2,190.73	0.00	71,259.27
<u>A 2815.163</u>	CLASSIFIED SALARIES: SUBSTITUTES	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
<u>A 2815.400</u>	MISC CONTRACTUAL	600.00	0.00	600.00	0.00	400.00	200.00
<u>A 2815.450-2</u>	MATERIALS & SUPPLIES-UNADILLA	1,500.00	0.00	1,500.00	10.01	718.19	771.80
<u>A 2815.450-3</u>	MATERIALS & SUPPLIES-HIGH SCHOOL	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<b>2815</b>	<b>HEALTH SERVICES-REGULAR SCHOOL *</b>	<b>80,550.00</b>	<b>0.00</b>	<b>80,550.00</b>	<b>2,200.74</b>	<b>1,118.19</b>	<b>77,231.07</b>
<u>A 2820.150</u>	CERTIFIED SALARIES	54,705.00	0.00	54,705.00	789.00	0.00	53,916.00
<u>A 2820.450</u>	GENERAL SUPPLIES	200.00	0.00	200.00	0.00	191.15	8.85
<b>2820</b>	<b>PSYCHOLOGICAL SRVC-REG SCHOOL *</b>	<b>54,905.00</b>	<b>0.00</b>	<b>54,905.00</b>	<b>789.00</b>	<b>191.15</b>	<b>53,924.85</b>
<u>A 2825.400</u>	MISCELLANEOUS CONTRACTUAL	10,000.00	0.00	10,000.00	0.00	10,000.00	0.00
<b>2825</b>	<b>SOCIAL WORK SRVC-REG SCHOOL *</b>	<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>
<u>A 2850.150</u>	CERTIFIED SALARIES	53,000.00	0.00	53,000.00	1,360.00	0.00	51,640.00
<u>A 2850.160</u>	CLASSIFIED SALARIES	6,800.00	0.00	6,800.00	0.00	0.00	6,800.00
<u>A 2850.400</u>	MISCELLANEOUS CONTRACTUAL	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2850.450</u>	GENERAL SUPPLIES	500.00	0.00	500.00	0.00	0.00	500.00
<b>2850</b>	<b>CO-CURRICULAR ACTIV-REG SCHL *</b>	<b>60,800.00</b>	<b>0.00</b>	<b>60,800.00</b>	<b>1,360.00</b>	<b>0.00</b>	<b>59,440.00</b>
<u>A 2855.150</u>	CERTIFIED SALARIES	138,000.00	0.00	138,000.00	0.00	0.00	138,000.00
<u>A 2855.160</u>	CLASSIFIED SALARIES	22,000.00	0.00	22,000.00	2,815.84	0.00	19,184.16
<u>A 2855.200</u>	EQUIPMENT	1,500.00	0.00	1,500.00	0.00	1,487.17	12.83
<u>A 2855.400</u>	MISCELLANEOUS CONTRACTUAL	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 2855.425</u>	RECONDITIONING UNIFORMS	5,800.00	0.00	5,800.00	0.00	0.00	5,800.00
<u>A 2855.447</u>	ORGANIZATIONAL MEMBERSHIPS	4,500.00	0.00	4,500.00	2,015.00	0.00	2,485.00
<u>A 2855.448</u>	PHYSICALS	7,500.00	0.00	7,500.00	0.00	7,450.00	50.00
<u>A 2855.449</u>	OFFICIALS	34,000.00	0.00	34,000.00	0.00	30,000.00	4,000.00
<u>A 2855.450</u>	GENERAL SUPPLIES	20,000.00	0.00	20,000.00	678.50	7,602.65	11,718.85
<u>A 2855.476</u>	TRAVEL/CONFERENCE	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 2855.479</u>	PARTICIPATION FEES	3,800.00	0.00	3,800.00	0.00	0.00	3,800.00
<u>A 2855.490</u>	BOCES	4,017.00	0.00	4,017.00	0.00	0.00	4,017.00
<b>2855</b>	<b>INTERSCHOL ATHLETICS-REG SCHL *</b>	<b>245,117.00</b>	<b>0.00</b>	<b>245,117.00</b>	<b>5,509.34</b>	<b>46,539.82</b>	<b>193,067.84</b>

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Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
28		**	753,127.00	0.00	753,127.00	29,909.88	58,159.94	665,057.18
2		***	10,796,581.60	2,877.23	10,799,458.83	276,479.44	516,020.47	10,006,958.92
A 5510.160	NONINSTRUCTIONAL SALARIES		151,720.00	0.00	151,720.00	27,041.84	0.00	124,678.16
A 5510.161	WAGES		369,800.00	0.00	369,800.00	19,241.14	0.00	350,558.86
A 5510.162	OVERTIME		13,000.00	0.00	13,000.00	0.00	0.00	13,000.00
A 5510.163	SUBSTITUTES		4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
A 5510.166	ATHLETIC TRIPS		16,000.00	0.00	16,000.00	0.00	0.00	16,000.00
A 5510.167	FIELD TRIPS		6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
A 5510.168	LATE RUN		600.00	0.00	600.00	0.00	0.00	600.00
A 5510.200	EQUIPMENT		35,500.00	650.00	36,150.00	0.00	650.00	35,500.00
A 5510.400	MISCELLANEOUS CONTRACTUAL		63,835.00	405.00	64,240.00	7,691.89	27,861.41	28,686.70
A 5510.410	CONTRACTUAL/LEASED BUS EXPENSE		340,932.00	0.00	340,932.00	131,018.93	194,914.10	14,998.97
A 5510.448	PHYSICALS		3,500.00	0.00	3,500.00	0.00	3,500.00	0.00
A 5510.450	GENERAL SUPPLIES		14,850.00	0.00	14,850.00	314.35	12,371.78	2,163.87
A 5510.454	INSURANCE		17,500.00	0.00	17,500.00	16,113.00	1,200.00	187.00
A 5510.490	BOCES SERVICES - DCMO		3,498.00	0.00	3,498.00	0.00	0.00	3,498.00
A 5510.540	CLEANING SUPPLIES		3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
A 5510.560	UNIFORMS		1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 5510.570	PARTS		34,000.00	0.00	34,000.00	7,576.75	22,423.25	4,000.00
A 5510.571	GAS AND FUEL		119,250.00	0.00	119,250.00	1,941.61	111,058.39	6,250.00
A 5510.572	OIL AND LUBRICANTS		4,000.00	0.00	4,000.00	0.00	600.00	3,400.00
A 5510.573	TIRES		12,000.00	0.00	12,000.00	0.00	6,000.00	6,000.00
5510	DISTRICT TRANSPORT-MEDICAID	*	1,214,485.00	1,055.00	1,215,540.00	210,939.51	380,578.93	624,021.66
A 5530.400	MISCELLANEOUS CONTRACTUAL		15,000.00	0.00	15,000.00	0.00	1,570.30	13,429.70
A 5530.450	GENERAL SUPPLIES-OTHER		0.00	0.00	0.00	0.00	1,000.00	-1,000.00
A 5530.454	HEATING FUEL		21,800.00	0.00	21,800.00	0.00	20,000.00	1,800.00
A 5530.463	REFUSE REMOVAL		2,075.00	0.00	2,075.00	516.68	2,583.32	-1,025.00
A 5530.473	WATER/GARAGE		300.00	0.00	300.00	0.00	600.00	-300.00
A 5530.477	ELECTRICITY		3,800.00	0.00	3,800.00	143.86	3,656.14	0.00
A 5530.478	TELEPHONE		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
5530	GARAGE BUILDING	*	43,975.00	0.00	43,975.00	660.54	29,409.76	13,904.70
55		**	1,258,460.00	1,055.00	1,259,515.00	211,600.05	409,988.69	637,926.26
5		***	1,258,460.00	1,055.00	1,259,515.00	211,600.05	409,988.69	637,926.26

## UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 8/31/2019



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 7140.161</u>	NONINSTR SALARIES/AFTERSCHOOL PROG	62,000.00	0.00	62,000.00	15,690.66	0.00	46,309.34
<u>A 7140.400</u>	CONTRACTUAL/AFTERSCHOOL PROG	7,000.00	0.00	7,000.00	6,000.00	0.00	1,000.00
<u>A 7140.450</u>	GENERAL SUPPLIES/AFTERSCHOOL PROG	1,000.00	0.00	1,000.00	141.40	306.47	552.13
<b>7140</b>	<b>RECREATION</b>	<b>70,000.00</b>	<b>0.00</b>	<b>70,000.00</b>	<b>21,832.06</b>	<b>306.47</b>	<b>47,861.47</b>
<b>71</b>		<b>70,000.00</b>	<b>0.00</b>	<b>70,000.00</b>	<b>21,832.06</b>	<b>306.47</b>	<b>47,861.47</b>
<b>7</b>		<b>70,000.00</b>	<b>0.00</b>	<b>70,000.00</b>	<b>21,832.06</b>	<b>306.47</b>	<b>47,861.47</b>
<u>A 9010.800</u>	STATE RETIREMENT	250,000.00	0.00	250,000.00	0.00	0.00	250,000.00
<b>9010</b>	<b>STATE RETIREMENT</b>	<b>250,000.00</b>	<b>0.00</b>	<b>250,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>250,000.00</b>
<u>A 9020.800</u>	TEACHERS' RETIREMENT	610,000.00	0.00	610,000.00	0.00	0.00	610,000.00
<b>9020</b>	<b>TEACHERS' RETIREMENT</b>	<b>610,000.00</b>	<b>0.00</b>	<b>610,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>610,000.00</b>
<u>A 9030.800</u>	SOCIAL SECURITY	625,000.00	0.00	625,000.00	48,516.76	0.00	576,483.24
<b>9030</b>	<b>SOCIAL SECURITY</b>	<b>625,000.00</b>	<b>0.00</b>	<b>625,000.00</b>	<b>48,516.76</b>	<b>0.00</b>	<b>576,483.24</b>
<u>A 9040.800</u>	WORKERS' COMPENSATION	104,000.00	0.00	104,000.00	97,917.00	0.00	6,083.00
<b>9040</b>	<b>WORKERS' COMPENSATION</b>	<b>104,000.00</b>	<b>0.00</b>	<b>104,000.00</b>	<b>97,917.00</b>	<b>0.00</b>	<b>6,083.00</b>
<u>A 9045.800</u>	LIFE INSURANCE	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
<b>9045</b>	<b>LIFE INSURANCE</b>	<b>3,000.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>
<u>A 9050.80</u>	UNEMPLOYMENT INSURANCE	13,000.00	0.00	13,000.00	0.00	4,000.00	9,000.00
<b>9050</b>	<b>UNEMPLOYMENT INSURANCE</b>	<b>13,000.00</b>	<b>0.00</b>	<b>13,000.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>9,000.00</b>
<u>A 9060.158-01</u>	HEALTH INS/STIPEND	55,000.00	0.00	55,000.00	0.00	0.00	55,000.00
<u>A 9060.801</u>	HEALTH INSURANCE	3,555,227.00	0.00	3,555,227.00	832,006.13	2,409,258.75	313,962.12
<u>A 9060.801-BR-A</u>	HEALTH INSURANCE HRA/FSA	20,000.00	0.00	20,000.00	603.70	3,896.30	15,500.00
<u>A 9060.801-HB</u>	HEALTH INSURANCE BUYOUT	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 9060.803</u>	DENTAL INSURANCE	62,000.00	0.00	62,000.00	26,290.88	31,601.12	4,108.00
<b>9060</b>	<b>HOSPITAL, MEDICAL &amp; DENTAL INS</b>	<b>3,697,227.00</b>	<b>0.00</b>	<b>3,697,227.00</b>	<b>858,900.71</b>	<b>2,444,756.17</b>	<b>393,570.12</b>
<u>A 9089.800</u>	UNDISTRIBUTED EXPENDITURES	3,000.00	0.00	3,000.00	2,695.00	0.00	305.00
<b>9089</b>	<b>OTHER</b>	<b>3,000.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>2,695.00</b>	<b>0.00</b>	<b>305.00</b>
<b>90</b>		<b>5,305,227.00</b>	<b>0.00</b>	<b>5,305,227.00</b>	<b>1,008,029.47</b>	<b>2,448,756.17</b>	<b>1,848,441.36</b>
<u>A 9711.600</u>	SERIAL BONDS/SCHOOL CONST/PRINCIPAL	1,805,000.00	0.00	1,805,000.00	0.00	0.00	1,805,000.00
<u>A 9711.700</u>	SERIAL BONDS/SCHOOL CONST/INTEREST	459,000.00	0.00	459,000.00	0.00	0.00	459,000.00
<b>9711</b>	<b>SERIAL BOND</b>	<b>2,264,000.00</b>	<b>0.00</b>	<b>2,264,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,264,000.00</b>
<u>A 9722.600</u>	STATUTORY BONDS - BUS PURCHASES/PRIN	45,000.00	0.00	45,000.00	0.00	0.00	45,000.00
<u>A 9722.700</u>	STATUTORY BOND - BUS PURCHASE/INT	2,200.00	0.00	2,200.00	0.00	0.00	2,200.00

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 8/31/2019



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9722	STATUTORY BOND	*	47,200.00	0.00	47,200.00	0.00	0.00	47,200.00
97		**	2,311,200.00	0.00	2,311,200.00	0.00	0.00	2,311,200.00
<u>A 9901.930</u>	TRANSFER TO SCHOOL LUNCH FUND		50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
9901	TRANSFERS - INTERFUND	*	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
99		**	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
9		***	7,666,427.00	0.00	7,666,427.00	1,008,029.47	2,448,756.17	4,209,641.36
Fund ATotals:			22,815,895.47	26,030.81	22,841,926.28	1,723,512.62	3,928,290.46	17,190,123.20
Grand Totals:			22,815,895.47	26,030.81	22,841,926.28	1,723,512.62	3,928,290.46	17,190,123.20



**UNATEGO CSD**

Revenue Status Report From 7/1/2019 To 8/31/2019



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>A 1001</u>	REAL PROPERTY TAXES	7,338,909.00	0.00	7,338,909.00	0.00	7,338,909.00
<u>A 1081</u>	PAYMENT IN LIEU OF TAXES (PILOT)	2,800.00	0.00	2,800.00	0.00	2,800.00
<u>A 1090</u>	INTEREST ON PROPERTY TAXES	28,000.00	0.00	28,000.00	0.00	28,000.00
<u>A 1120</u>	NON-PROPERTY TAX DISTRIBUTION BY COUNTIES	2,000.00	0.00	2,000.00	0.00	2,000.00
<u>A 1310</u>	DAY SCHOOL TUITION FOR INDIVIDUAL	3,000.00	0.00	3,000.00	1,900.00	1,100.00
<u>A 1335</u>	OTHER STUDENT FEES & CHARGES	1,000.00	0.00	1,000.00	0.00	1,000.00
<u>A 1336</u>	AFTER SCHOOL FEES	70,000.00	0.00	70,000.00	11,866.00	58,134.00
<u>A 1410</u>	ADMISSIONS	8,000.00	0.00	8,000.00	0.00	8,000.00
<u>A 1410.DW</u>	ADMISSIONS-DAN WICKHAM	5,000.00	0.00	5,000.00	0.00	5,000.00
<u>A 2401</u>	INTEREST AND EARNINGS	250.00	0.00	250.00	53.13	196.87
<u>A 2401..1</u>	INTEREST EARNED/ITA & PAYROLL ACCT	0.00	0.00	0.00	0.82	-0.82
<u>A 2650</u>	SALE OF SCRAP & EXCESS MATERIALS	0.00	0.00	0.00	220.65	-220.65
<u>A 2701</u>	REFUND OF BOCES AIDED SERVICES	210,000.00	0.00	210,000.00	0.00	210,000.00
<u>A 2703</u>	REFUND OF PRIOR YEAR EXPENSE	0.00	0.00	0.00	220.80	-220.80
<u>A 2770</u>	OTHER UNCLASSIFIED REVENUES	7,000.00	0.00	7,000.00	81.00	6,919.00
<u>A 3101</u>	BASIC FORMULA AID	12,806,676.27	0.00	12,806,676.27	0.00	12,806,676.27
<u>A 3101..1</u>	EXCESS COST AID	435,685.00	0.00	435,685.00	0.00	435,685.00
<u>A 3103</u>	BOCES AID	1,622,473.20	0.00	1,622,473.20	0.00	1,622,473.20
<u>A 3260</u>	TEXTBOOK AID	64,658.00	0.00	64,658.00	0.00	64,658.00
<u>A 3262</u>	COMPUTER SOFTWARE AID	14,220.00	0.00	14,220.00	0.00	14,220.00
<u>A 4601</u>	MEDICAID	40,500.00	0.00	40,500.00	6,330.65	34,169.35
<b>A Totals:</b>		<b>22,660,171.47</b>	<b>0.00</b>	<b>22,660,171.47</b>	<b>20,673.05</b>	<b>22,639,498.42</b>
<b>Grand Totals:</b>		<b>22,660,171.47</b>	<b>0.00</b>	<b>22,660,171.47</b>	<b>20,673.05</b>	<b>22,639,498.42</b>



TREASURER'S REPORT TO  
BOARD OF EDUCATION  
UNATEGO CENTRAL SCHOOL

School Lunch Fund Checking

BALANCE ON HAND: July 31, 2019	\$ 30,259.19
VOIDED CHECKS	\$ -
RECEIPTS:	
INTEREST	0.16
OTHER SCHOOL LUNCH RECEIPTS/AUG 2019	\$78.40

TOTAL RECEIPTS \$	78.56
RECEIPTS & BALANCE \$	30,337.75

DISBURSEMENTS:

CHECKS	17,831.03
WIRES	8,046.11

TOTAL DISBURSEMENTS \$	22,877.14
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BALANCE ON HAND: August 31, 2019	\$ 7,660.61
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BANK BALANCE	\$14,451.81
PLUS: BANK ERROR	-
PLUS: IN TRANSIT DEPOSITS	-
LESS: OUTSTANDING CHECKS	6,791.20
LESS: OUTSTANDING WIRES	-
NET BALANCE IN BANK	\$7,660.61

August 31, 2019  
DATE SUBMITTED

  
DISTRICT TREASURER

## UNATEGO CSD

Trial Balance Report From 7/1/2018 - 8/31/2019

*Tentative*

Account	Description	Debits	Credits	Balance
C 200	CASH	562,902.18	555,241.57	7,660.61
C 391GEN	DUE FROM THE GENERAL FUND	510,829.26	500,934.26	9,895.00
C 4101	STATE AID RECEIVABLE	45,839.26	28,236.23	17,603.03
C 445	INVENTORY-SUPPLIES	2,937.66	955.82	1,981.84
C 446	INVENTORY-FOOD	15,041.12	7,724.30	7,316.82
C 446.1	INVENTORY-USDA	25,068.01	16,041.31	9,026.70
C 500	PAYROLL CLEARING	142,506.41	141,516.41	990.00
C 510	ESTIMATED REVENUES	1,073,200.00	523,500.00	549,700.00
C 521	ENCUMBRANCES	898,803.41	556,358.63	342,444.78
C 522	EXPENDITURES	569,100.99	532,440.83	36,660.16
C 599	FUND BALANCE	0.00	0.00	0.00
C 630GEN	DUE TO GENERAL FUND	192,230.35	212,140.55	19,910.20 CR
C 631	DUE TO OTHER GOVERNMENTS	4,837.08	4,915.41	78.33 CR
C 806	NOT IN SPENDABLE FORM	6,396.07	24,721.43	18,325.36 CR
C 821	RESERVE FOR ENCUMBRANCES	556,358.63	898,803.41	342,444.78 CR
C 915	ASSIGNED UNAPPROPRIATED FUND BAL	12,787.92	54,848.40	42,060.48 CR
C 960	APPROPRIATIONS	523,500.00	1,073,200.00	549,700.00 CR
C 980	REVENUES	521,648.71	532,208.50	10,559.79 CR
C Fund Totals:		5,663,787.06	5,663,787.06	0.00
Grand Totals:		5,663,787.06	5,663,787.06	0.00

## UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 8/31/2019



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>C 2860.161</u>	NONINSTRUCTIONAL WAGES	128,000.00	0.00	128,000.00	1,500.00	0.00	126,500.00
<u>C 2860.161-SP</u>	NONINSTRUCTIONAL WAGES/SUM PGM	5,600.00	0.00	5,600.00	4,563.75	0.00	1,036.25
<u>C 2860.163</u>	SUBSTITUTES	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>C 2860.400</u>	CONTRACTUAL EXPENSE	2,400.00	0.00	2,400.00	200.00	3,300.00	-1,100.00
<u>C 2860.410</u>	FOOD PURCHASES	190,000.00	0.00	190,000.00	3,871.99	186,109.42	18.59
<u>C 2860.410-SP</u>	FOOD PURCHASES/SUM PGM	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
<u>C 2860.411</u>	FOOD - COMMODITIES	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
<u>C 2860.450</u>	MATERIALS AND SUPPLIES	17,500.00	0.00	17,500.00	376.64	17,123.36	0.00
<u>C 2860.450-SP</u>	MATERIALS AND SUPPLIES/SUM PGM	300.00	0.00	300.00	0.00	0.00	300.00
<u>C 2860.490</u>	BOCES SERVICES	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
<u>C 2860.490-.1</u>	BOCES SERVICES/MGMT	62,500.00	0.00	62,500.00	0.00	60,000.00	2,500.00
<b>2860</b>		<b>440,300.00</b>	<b>0.00</b>	<b>440,300.00</b>	<b>10,512.38</b>	<b>266,532.78</b>	<b>163,254.84</b>
<b>28</b>		<b>440,300.00</b>	<b>0.00</b>	<b>440,300.00</b>	<b>10,512.38</b>	<b>266,532.78</b>	<b>163,254.84</b>
<b>2</b>		<b>440,300.00</b>	<b>0.00</b>	<b>440,300.00</b>	<b>10,512.38</b>	<b>266,532.78</b>	<b>163,254.84</b>
<u>C 9030.800</u>	SOCIAL SECURITY	10,000.00	0.00	10,000.00	539.63	0.00	9,460.37
<b>9030</b>	SOCIAL SECURITY	<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>539.63</b>	<b>0.00</b>	<b>9,460.37</b>
<u>C 9040.800</u>	WORKERS' COMPENSATION	6,000.00	0.00	6,000.00	5,900.00	0.00	100.00
<b>9040</b>	WORKERS' COMPENSATION	<b>6,000.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>5,900.00</b>	<b>0.00</b>	<b>100.00</b>
<u>C 9060.801</u>	HEALTH INSURANCE	93,000.00	0.00	93,000.00	19,577.25	75,257.50	-1,834.75
<u>C 9060.802</u>	DENTAL INSURANCE	400.00	0.00	400.00	130.90	654.50	-385.40
<b>9060</b>	HOSPITAL, MEDICAL & DENTAL INS	<b>93,400.00</b>	<b>0.00</b>	<b>93,400.00</b>	<b>19,708.15</b>	<b>75,912.00</b>	<b>-2,220.15</b>
<b>90</b>		<b>109,400.00</b>	<b>0.00</b>	<b>109,400.00</b>	<b>26,147.78</b>	<b>75,912.00</b>	<b>7,340.22</b>
<b>9</b>		<b>109,400.00</b>	<b>0.00</b>	<b>109,400.00</b>	<b>26,147.78</b>	<b>75,912.00</b>	<b>7,340.22</b>
<b>Fund CTotals:</b>		<b>549,700.00</b>	<b>0.00</b>	<b>549,700.00</b>	<b>36,660.16</b>	<b>342,444.78</b>	<b>170,595.06</b>
<b>Grand Totals:</b>		<b>549,700.00</b>	<b>0.00</b>	<b>549,700.00</b>	<b>36,660.16</b>	<b>342,444.78</b>	<b>170,595.06</b>

## UNATEGO CSD

Revenue Status Report From 7/1/2019 To 8/31/2019



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C 1440</u>	SALE OF TYPE A LUNCHES	0.00	0.00	0.00	66.00	-66.00
<u>C 1445</u>	OTHER FOOD SALES	40,200.00	0.00	40,200.00	798.40	39,401.60
<u>C 2401</u>	INTEREST AND EARNINGS	0.00	0.00	0.00	0.39	-0.39
<u>C 2701</u>	REFUND OF BOCES AIDED SERVICES	2,000.00	0.00	2,000.00	0.00	2,000.00
<u>C 3190..1</u>	STATE BREAKFAST	4,000.00	0.00	4,000.00	0.00	4,000.00
<u>C 3190..11</u>	BOCES AID	43,000.00	0.00	43,000.00	0.00	43,000.00
<u>C 3190..2</u>	STATE LUNCH	7,000.00	0.00	7,000.00	0.00	7,000.00
<u>C 3190.SUM</u>	STATE BKFST/LUNCH SUMMER	300.00	0.00	300.00	357.00	-57.00
<u>C 4190..1</u>	FEDERAL BREAKFAST	84,200.00	0.00	84,200.00	0.00	84,200.00
<u>C 4190..2</u>	FEDERAL LUNCH	268,000.00	0.00	268,000.00	0.00	268,000.00
<u>C 4190..2S.N</u>	FEDERAL SNACK	7,000.00	0.00	7,000.00	0.00	7,000.00
<u>C 4190..3</u>	SURPLUS FOOD - FEDERAL	25,000.00	0.00	25,000.00	0.00	25,000.00
<u>C 4190.SUM</u>	FEDERAL BRKFST/LUNCH SUMMER	9,000.00	0.00	9,000.00	9,338.00	-338.00
<u>C 5031</u>	INTERFUND TRANSFER FROM GEN FUND	60,000.00	0.00	60,000.00	0.00	60,000.00
<b>C Totals:</b>		<b>549,700.00</b>	<b>0.00</b>	<b>549,700.00</b>	<b>10,559.79</b>	<b>539,140.21</b>
<b>Grand Totals:</b>		<b>549,700.00</b>	<b>0.00</b>	<b>549,700.00</b>	<b>10,559.79</b>	<b>539,140.21</b>

# School Food Service Statement of Income & Expenditures

2018-2019

Year to Date Comparision

	2018-2019	2019-2020	\$ Change	% Change
<b>Income</b>				
<i>Revenues</i>				
Sale of Type A Lunches		\$ 66	\$ 66	
Other Food Sales	217	798	581	\$ 3
Interest & Earnings	-	-	-	
State Reimbursement-Breakfast	-	-	-	
State Reimbursement-Lunch	-	-	-	
BOCES Aid	-	-	-	
Federal Reimbursements-Breakfast	-	-	-	
Federal Reimbursements-Lunch	-	-	-	
Federal Surplus Food	-	-	-	
Federal Snack Program	-	-	-	
Summer Food Service Program	12,596	9,695	(2,901)	\$ (0)
Refund of Prior Year Expense	-	-	-	
Miscellaneous Revenue	-	-	-	
Interfund Transfers	-	-	-	
<b>Total Revenues</b>	<b>12,813</b>	<b>10,559</b>	<b>(2,254)</b>	<b>\$ (0)</b>
<i>Cost of Food Sold</i>				
Beginning Inventory	24,721	7,317	(17,404)	\$ (1)
Food Purchased	5,071	26,621	21,550	\$ 4
Federal Surplus Food Received	-	-	-	
<b>Subtotal</b>	<b>29,792</b>	<b>33,938</b>	<b>4,146</b>	<b>\$ 0</b>
<i>Less:</i>				
Ending Inventory	24,721	7,317	(17,404)	\$ (1)
Cost of Food Sold	5,071	26,621	21,550	\$ 4
<b>Gross Income</b>	<b>7,742</b>	<b>(16,062)</b>	<b>(23,804)</b>	<b>\$ (3)</b>
<b>Expenditures</b>				
<i>Personnel</i>				
Salaries	7,610	6,063	(1,547)	\$ (0)
Employees Retirement	-	-	-	
Social Security	654	540	(114)	\$ (0)
Workers' Compensation	983	983	0	\$ 0
Unemployment Insurance	-	-	-	
Health & Dental Insurance	13,182	19,708	6,526	\$ 0
<b>Total Personnel</b>	<b>22,429</b>	<b>27,294</b>	<b>4,865</b>	<b>\$ 0</b>
<i>Operations</i>				
Equipment	-	-	-	
Contractual Expenses	-	200	200	
Materials & Supplies	298	377	79	\$ 0
BOCES Services	-	-	-	
<b>Total Operations</b>	<b>298</b>	<b>577</b>	<b>279</b>	<b>\$ 1</b>
<b>Total Expenditures</b>	<b>22,727</b>	<b>27,871</b>	<b>5,144</b>	<b>\$ 0</b>
<b>Net Income</b>	<b>\$ (14,985)</b>	<b>\$ (43,933)</b>	<b>\$ (28,948)</b>	<b>\$ 2</b>

TREASURER'S REPORT TO  
BOARD OF EDUCATION  
UNATEGO CENTRAL SCHOOL

Special Aid Fund Checking

BALANCE ON HAND: July 31, 2019

\$ 141.57

VOIDED CHECKS

\$ -

RECEIPTS:

INTEREST

1.28

TRANSFER AND CORRECTION

145,623.00

GENERAL/NYS PED GRANTS FINAL 2119/3219/4719/0419

145,623.00

TOTAL RECEIPTS \$ 291,247.28

RECEIPTS & BALANCE \$ 291,388.85

DISBURSEMENTS:

CHECKS  
WIRES

0.00  
145,623.00

TOTAL DISBURSEMENTS \$ 145,623.00

BALANCE ON HAND: August 31, 2019

\$ 145,765.85

BANK BALANCE

\$145,765.85

PLUS: BANK ERROR

-

PLUS: IN TRANSIT DEPOSITS

-

LESS: OUTSTANDING CHECKS

-

LESS: OUTSTANDING WIRES

-

NET BALANCE IN BANK

\$145,765.85

August 31, 2019  
DATE SUBMITTED

  
DISTRICT TREASURER

UNATEGO CSD

Trial Balance Report From 7/1/2018 - 8/31/2019



Tentative

Account	Description	Debits	Credits	Balance
F 200	CASH - CHECKING	858,485.47	712,719.62	145,765.85
F 4102	FEDERAL AID RECEIVABLE	328,472.85	229,704.93	98,767.92
F 521	ENCUMBRANCES	568,046.45	500,424.06	67,622.39
F 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
F 630GEN	DUE TO GENERAL FUND	40,001.89	284,516.24	244,514.35 CR
F 631	DUE TO OTHER GOVERNMENTS	0.00	19.42	19.42 CR
F 821	RESERVE FOR ENCUMBRANCES	500,424.06	568,046.45	67,622.39 CR
F 909	FUND BALANCE	0.00	0.00	0.00
F Fund Totals:		2,295,430.72	2,295,430.72	0.00
Grand Totals:		2,295,430.72	2,295,430.72	0.00

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 8/31/2019



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>F 0419.450-58</u>	TITLE IV A SUPPLIES		0.00	0.00	0.00	0.00	86.39	-86.39
0419	TITLE IV SSAE 2018-2019	*	0.00	0.00	0.00	0.00	86.39	-86.39
04		**	0.00	0.00	0.00	0.00	86.39	-86.39
0		***	0.00	0.00	0.00	0.00	86.39	-86.39
<u>F 2250.490-57-1920</u>	BOCES SUMMER SCHOOL 19-20		0.00	0.00	0.00	0.00	30,536.00	-30,536.00
2250	PROGRAMS-STUDENTS W/ DISABIL	*	0.00	0.00	0.00	0.00	30,536.00	-30,536.00
<u>F 2253.472-57-1920</u>	SUMMER/TUITION/RESIDENTIAL 19-20		0.00	0.00	0.00	0.00	37,000.00	-37,000.00
2253	TUITION/MAINTENANCE	*	0.00	0.00	0.00	0.00	37,000.00	-37,000.00
22		**	0.00	0.00	0.00	0.00	67,536.00	-67,536.00
2		***	0.00	0.00	0.00	0.00	67,536.00	-67,536.00
<u>F 3319.160-57</u>	IDEA-PT B/SEC 619/SUPPORT STAFF 18-19		0.00	0.00	0.00	0.00	0.00	0.00
3319	IDEA-PART B, SECTION 619 2018-2019	*	0.00	0.00	0.00	0.00	0.00	0.00
33		**	0.00	0.00	0.00	0.00	0.00	0.00
3		***	0.00	0.00	0.00	0.00	0.00	0.00
Fund FTotals:			0.00	0.00	0.00	0.00	67,622.39	-67,622.39
Grand Totals:			0.00	0.00	0.00	0.00	67,622.39	-67,622.39



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

**Capital Fund Checking**

BALANCE ON HAND: July 31, 2019	\$	1,805.14
VOIDED CHECKS	\$	-
RECEIPTS:		
INTEREST		0.01

TOTAL RECEIPTS	\$	0.01
RECEIPTS & BALANCE	\$	1,805.15

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

TOTAL DISBURSEMENTS	\$	-
---------------------	----	---

BALANCE ON HAND: August 31, 2019	\$	1,805.15
----------------------------------	----	----------

BANK BALANCE	\$1,805.15
PLUS: BANK ERROR	-
PLUS: IN TRANSIT DEPOSITS	-
LESS: OUTSTANDING CHECKS	-
LESS: OUTSTANDING WIRES	-
NET BALANCE IN BANK	\$1,805.15

August 31, 2019  
DATE SUBMITTED

  
DISTRICT TREASURER

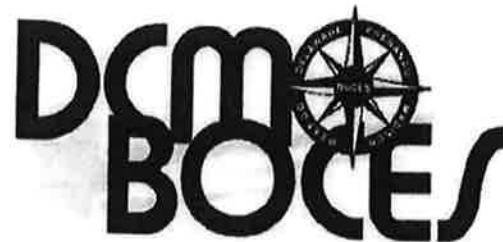
UNATEGO CSD

Trial Balance Report From 7/1/2018 - 8/31/2019




Tentative

Account	Description	Debits	Credits	Balance
H 200	CASH	315,032.63	313,227.48	1,805.15
H 510	ESTIMATED REVENUES	0.00	0.00	0.00
H 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
H 630DEBT	DUE TO DEBT SERVICE	0.00	1,090.13	1,090.13 CR
H 630GEN	DUE TO GENERAL FUND	9,115.00	214,482.45	205,367.45 CR
H 915	ASSIGNED UNAPPROPRIATED FUND BAL	204,652.43	0.00	204,652.43
H 960	APPROPRIATIONS	0.00	0.00	0.00
H Fund Totals:		528,800.06	528,800.06	0.00
Grand Totals:		528,800.06	528,800.06	0.00



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

To: Unatego Board Member

From: Patricia A. Loker   
School Business Manager

Date: September 20, 2019

Re: Warrants for September 23, 2019 meeting

Enclosed, please find the following August warrants for the September 23<sup>rd</sup> meeting:

<u>FUND</u>	<u>#'s</u>
General Fund	8, 9, 10, 11, 12, 13, 14, 15, 16
Trust & Agency	2, 4
School Lunch Fund	4, 5, 6

pal/dk

cc Dr. David Richards



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From: Patricia A. Loker  
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<u>FUND</u>	<u>#'s</u>
General Fund	8, 9, 10, 11, 12, 13, 14, 15, 16
Trust & Agency	2, 4
School Lunch Fund	4, 5, 6

pal/dk

cc Dr. David Richards

UNATEGO CSD

Check Warrant Report For A - 8: PAYROLL TO G/L August 2019 For Dates 8/1/2019 - 8/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
3	08/08/2019	2023	PAYROLL EXPENDITURE	Payroll Summary 7/26/19 - 8/8/2019		79,054.88
4	08/22/2019	2023	PAYROLL EXPENDITURE	Payroll Summary 8/9/19 - 8/22/2019		219,347.35
Number of Transactions: 2					Warrant Total:	298,402.23
					Vendor Portion:	0.00
					Payroll Portion:	298,402.23

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 \$ 298,402.23. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

UNATEGO CSD

Check Warrant Report For A - 9: GENERAL/HEALTH-DENTAL/AUG 19 For Dates 8/1/2019 - 8/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
30614	08/01/2019	1345	TRUST & AGENCY ACCOUNT		190061	283,648.90
30692	08/30/2019	1345	TRUST & AGENCY ACCOUNT		190061	299,054.23

Number of Transactions: 2

Warrant Total:	562,703.13
Vendor Portion:	562,703.13
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 \$ 562,703.13. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

UNATEGO CSD

Check Warrant Report For A - 10: GENERAL/AUG 1-2 For Dates 8/1/2019 - 8/2/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
30615	08/02/2019	926	ASBO NEW YORK		190201	371.62
30616	08/02/2019	2829	COLLEEN CIOCCARI			64.96
30617	08/02/2019	489	FIRST BANKCARD			682.29
30618	08/02/2019	2221	COLLEEN LINDROTH		190131	94.62
30619	08/02/2019	4251	MERCEDES-BENZ FINANCIAL SERVICES USA LLC		190098	70,085.90
30620	08/02/2019	936	NYSEG		190041	4,199.17
30621	08/02/2019	4716	WILLIAM OSTRANDER		190089	183.59
30622	08/02/2019	5845	TOWN & VILLAGE OF OTEGO			6,000.00
30623	08/02/2019	1424	WASTE RECOVERY ENTERPRISES		190048	841.67
30631	08/02/2019	4304	GLOBAL MONTELLO GROUP		190168	2,189.22
30632	08/02/2019	893	IRR SUPPLY CENTERS INC		190159	924.13

Number of Transactions: 11

Warrant Total:	85,637.17
Vendor Portion:	85,637.17
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 \$ 85,637.17. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

UNATEGO CSD

Check Warrant Report For A - 11: GENERAL PAYABLES/AUG 19 For Dates 8/1/2019 - 8/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
30624	08/02/2019	2033	DAY AUTOMATION SYSTEMS INC			3,662.96
30625	08/02/2019	469	FIRST BANKCARD			151.50
30626	08/02/2019	4618	OPEN UP RESOURCES			3,640.00
30627	08/02/2019	1050	PURCHASE POWER			3,025.00
30628	08/02/2019	2273	JEFF WINCHESTER			150.00
30629	08/02/2019	806	MIDSTATE ATHLETIC CONFERENCE			2,746.25
30629	08/08/2019	806	**VOID** MIDSTATE ATHLETIC CONFERENCE	**VOID**		-2,746.25
30630	08/02/2019	3385	TRIPLE CITIES ACQUISITION, LLC			306.91
30633	08/02/2019	4101	FASTENAL COMPANY			17.46
30657	08/09/2019	806	MIDSTATE ATHLETIC CONFERENCE			274.62

Number of Transactions: 10

Warrant Total:	11,228.45
Vendor Portion:	11,228.45
Payroll Portion:	0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 10 in number, in the total amount of \$ 11,228.45. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date



UNATEGO CSD

Check Warrant Report For A - 12: GENERAL/ AUG 1-9 For Dates 8/1/2019 - 8/9/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
30634	08/09/2019	4439	ADVANCE AUTO PARTS		190004	97.81
30635	08/09/2019	74	KATHLEEN BACON			180.96
30636	08/09/2019	4428	BIO CORPORATION		190289	120.80
30637	08/09/2019	367	BLICK ART MATERIALS		190295	296.47
30638	08/09/2019	183	CAROLINA BIOLOGICAL SUPPLY CO.		190203	38.69
30639	08/09/2019	2220	JOSEPH CLARK		190128	200.00
30640	08/09/2019	2658	BRIAN J. DAVIS		190129	57.87
30641	08/09/2019	1506	DEMCO INC		190294	90.90
30642	08/09/2019	1579	EDUCATIONAL INNOVATIONS INC		190204	73.25
30643	08/09/2019	394	ERIC ARMIN INC		190296	50.25
30644	08/09/2019	493	FYR-FYTER, INC.		190116	928.00
30645	08/09/2019	3262	GOPHER		190297	543.55
30646	08/09/2019	3187	HICKEYS MUSIC CENTER		190206	33.00
30647	08/09/2019	582	HILL & MARKES INC		190158	228.60
30648	08/09/2019	702	KURTZ BROS.		190298	26.29
30649	08/09/2019	3374	MATTHEWS BUSES INC		190110	4,618.37
30650	08/09/2019	831	MUNSON BUILDING SUPPLY		190161	173.17
30651	08/09/2019	3375	NEW YORK HEAD MECHANICS ASSOCIATION		190009	75.00
30652	08/09/2019	1051	PUTNAM PEST CONTROL		190119	100.00
30653	08/09/2019	1071	REALLY GOOD STUFF, LLC		190403	54.85
30654	08/09/2019	1131	SARGENT WELCH		190212	1,270.96
30655	08/09/2019	1154	SCHOOL HEALTH CORPORATION		190327	45.34
30656	08/09/2019	1157	SCHOOL SPECIALTY INC		190347	317.15

Number of Transactions: 23

Warrant Total:	9,621.28
Vendor Portion:	9,621.28
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 \$ 9,621.28. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

## UNATEGO CSD

Check Warrant Report For A - 13: #13 GENERAL 8/23/19 For Dates 8/10/2019 - 8/23/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
30659	08/23/2019	4439	ADVANCE AUTO PARTS		190004	917.86
30660	08/23/2019	22	ADVANCED FIRE PROTECTION INC		190113	344.00
30661	08/23/2019	2201	AIR TEMP HEATING & AIR CONDITIONING, INC.		190124	2,629.08
30662	08/23/2019	1627	CDW GOVERNMENT		190499	78.56
30663	08/23/2019	4094	CENTRAL PETROLEUM COMPANY			1,870.00
30664	08/23/2019	234	THE CITY OF ONEONTA		190126	50.00
30665	08/23/2019	2658	BRIAN J. DAVIS		190129	65.76
30666	08/23/2019	3759	DIRECT ENERGY BUSINESS		190030	3,000.17
30667	08/23/2019	388	DROGEN ELECTRIC SUPPLY		190153	1,280.34
30668	08/23/2019	1660	EDUWARE INC		190175	294.00
30669	08/23/2019	474	FLEETPRIDE, INC.		190006	487.91
30670	08/23/2019	5847	FORENSIC MEDICAL ASSOC. LLC			1,800.00
30671	08/23/2019	493	FYR-FYTER, INC.		190116	144.00
30672	08/23/2019	3262	GOPHER		190242	42.45
30673	08/23/2019	1852	HENRY SCHEIN INC.		190243	20.11
30674	08/23/2019	589	HOGAN, SARZYNSKI, LYNCH, DEWIND & GREGORY, LLP		190036	760.00
30675	08/23/2019	4701	KEY GOVERNMENT FINANCE, INC.			6,093.30
30676	08/23/2019	710	LAKESHORE LEARNING MATERIALS		190244	10.17
30677	08/23/2019	798	MEDCO SUPPLY COMPANY		190207	25.80
30678	08/23/2019	831	MUNSON BUILDING SUPPLY		190161	224.16
30679	08/23/2019	4652	PC UNIVERSITY DISTRIBUTORS INC.		190248	29.25
30680	08/23/2019	4441	PCM-G INC.		190313	145.25
30681	08/23/2019	1071	REALLY GOOD STUFF, LLC		190252	34.91
30682	08/23/2019	3497	S & S WORLDWIDE, INC.		190253	25.79
30683	08/23/2019	1131	SARGENT WELCH		190211	5,487.18
30684	08/23/2019	1157	SCHOOL SPECIALTY INC		190268	1,386.72
30685	08/23/2019	5830	SPEECH CORNER		190274	141.86
30686	08/23/2019	1224	STAPLES CONTRACT & COMMERCIAL		190106	128.22
30687	08/23/2019	3385	TRIPLE CITIES ACQUISITION, LLC		190005	1,454.80
30688	08/23/2019	1405	VASCO BRANDS, INC		190164	138.31
30689	08/23/2019	1412	VILLAGE VARIETY, LTD.		190165	974.81
30690	08/23/2019	1424	WASTE RECOVERY ENTERPRISES		190048	841.67
30691	08/23/2019	5791	WAYFARE FACILITY MANAGEMENT		190118	4,791.00

UNATEGO CSD

Check Warrant Report For A - 13: #13 GENERAL 8/23/19 For Dates 8/10/2019 - 8/23/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
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Number of Transactions: 33

Warrant Total:	35,717.44
Vendor Portion:	35,717.44
Payroll Portion:	0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 33 in number, in the total amount of \$ 35,717.44. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

UNATEGO CSD

Check Warrant Report For A - 14: GENERAL ASAP 8/22/19 For Dates 8/1/2019 - 8/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
30658	08/22/2019	4205	WILLIAM D. HARRIS		190516	475.00
Number of Transactions: 1					Warrant Total:	475.00
					Vendor Portion:	475.00
					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 \$ 475.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

UNATEGO CSD

Check Warrant Report For A - 15: GENERAL A600 For Dates 8/1/2019 - 8/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
30693	08/30/2019	234	THE CITY OF ONEONTA			50.00
30694	08/30/2019	73	DCMO BOCES TREASURER			571,749.94
30695	08/30/2019	3165	NCS PEARSON INC.			44.35

Number of Transactions: 3

Warrant Total:	571,844.29
Vendor Portion:	571,844.29
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 \$ 571,844.29. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

UNATEGO CSD

Check Warrant Report For A - 16: GENERAL 8/30/19 For Dates 8/1/2019 - 8/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
30696	08/30/2019	74	KATHLEEN BACON			120.64
30697	08/30/2019	4680	COSTELLO, COONEY & FEARON, PLLC			37.00
30698	08/30/2019	326	THE DAILY STAR		190025	584.00
30699	08/30/2019	73	DCMO BOCES TREASURER			374.88
30700	08/30/2019	1639	GRAINGER		190157	186.13
30701	08/30/2019	2855	CARRIE HEWLETT		190002	141.40
30702	08/30/2019	582	HILL & MARKES INC		190158	3,545.16
30703	08/30/2019	2451	JULIE LAMBIASO			535.61
30704	08/30/2019	4609	PATRICIA LOKER			600.00
30705	08/30/2019	806	MIDSTATE ATHLETIC CONFERENCE			2,015.00
30706	08/30/2019	2998	PASCO SCIENTIFIC		190492	77.90
30707	08/30/2019	1893	POCKET FULL OF THERAPY		190250	90.70
30708	08/30/2019	4450	DAVID RICHARDS			79.05
30709	08/30/2019	1157	SCHOOL SPECIALTY INC		190348	821.81

Number of Transactions: 14

Warrant Total:	9,209.07
Vendor Portion:	9,209.07
Payroll Portion:	0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 14 in number, in the total amount of \$ 9,209.07. 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.

Date

UNATEGO CSD

Check Warrant Report For TA - 2: TRUST & AGENCY/AUG 19 For Dates 8/1/2019 - 8/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
1959	08/08/2019	919	NYS TAX DEPARTMENT	Trust & Agency Payment		3,191.51
1960	08/08/2019	955	OMNI GROUP THE	Trust & Agency Payment		1,720.08
1961	08/08/2019	1365	UNATEGO PAYROLL ACCOUNT	Trust & Agency Payment		59,458.54
1962	08/08/2019	1503	UNITED STATES TREASURY	Trust & Agency Payment		19,316.16
8834	08/02/2019	94	KATHY BECKER			118.99
8835	08/02/2019	4297	EXCELLUS HEALTH PLAN - GROUP			1,032.10
8836	08/02/2019	4298	NY44 HEALTH BENEFITS PLAN TRUST			285,825.50
8838	08/30/2019	4297	EXCELLUS HEALTH PLAN - GROUP			853.23
8839	08/30/2019	4298	NY44 HEALTH BENEFITS PLAN TRUST			298,201.00

Number of Transactions: 9

Warrant Total:	669,717.11
Vendor Portion:	669,717.11
Payroll Portion:	0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 9 in number, in the total amount of \$ 669,717.11. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

## UNATEGO CSD

Check Warrant Report For TA - 4: TRUST &amp; AGENCY 8/22/19 PR For Dates 8/1/2019 - 8/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
1963	08/22/2019	910	NYS & LOCAL RETIREMENT SYSTEM	Trust & Agency Payment		2,819.42
1964	08/22/2019	919	NYS TAX DEPARTMENT	Trust & Agency Payment		8,916.71
1965	08/22/2019	955	OMNI GROUP THE	Trust & Agency Payment		1,720.08
1966	08/22/2019	1365	UNATEGO PAYROLL ACCOUNT	Trust & Agency Payment		169,336.31
1967	08/22/2019	1503	UNITED STATES TREASURY	Trust & Agency Payment		52,549.64
8837	08/22/2019	5848	ANNAROSE FOLEY			2,095.83

Number of Transactions: 6

Warrant Total: 237,437.99

Vendor Portion: 237,437.99

Payroll Portion: 0.00

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 6 in number, in the total amount of \$ 237,437.99. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date



UNATEGO CSD

Check Warrant Report For C - 4: SCHOOL LUNCH HEALTH-DENTAL/AUG 19 For Dates 8/1/2019 - 8/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
6723	08/01/2019	1346	TRUST & AGENCY ACCOUNT		190061	6,591.20
6730	08/30/2019	1345	TRUST & AGENCY ACCOUNT		190061	6,591.20

Number of Transactions: 2

Warrant Total:	13,182.40
Vendor Portion:	13,182.40
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 \$ 13,182.40. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

UNATEGO CSD

Check Warrant Report For C - 5: SCHOOL LUNCH / AUG 1-9 For Dates 8/1/2019 - 8/9/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
6724	08/09/2019	96	BEHLOG & SON PRODUCE INC		190181	534.14
6725	08/09/2019	4612	BILL BROS DAIRY		190182	500.75
6726	08/09/2019	160	BIMBO FOODS, INC.		190183	87.44
6727	08/09/2019	520	GINSBERG'S FOODS		190185	2,092.09
6728	08/09/2019	582	HILL & MARKES INC		190187	340.24
6729	08/09/2019	3847	SYSCO FOOD SERVICES OF SYRACUSE		190192	693.97

Number of Transactions: 6

Warrant Total:	4,248.63
Vendor Portion:	4,248.63
Payroll Portion:	0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 6 in number, in the total amount of \$ 4,248.63. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

UNATEGO CSD

Check Warrant Report For C - 6: SCHOOL LUNCH-08/30/19 For Dates 8/1/2019 - 8/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
6731	08/30/2019	1417	PATRICIA WALKER		190195	200.00
Number of Transactions: 1					Warrant Total:	200.00
					Vendor Portion:	200.00
					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 \$ 200.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

<u>Unatego Central School</u>			<u>GENERAL # 9</u>	<u>Entries: 4</u>	
<u>GENERAL FUND</u>	<u>CHECK DATE:</u> 08/01/19, 08/30/19		<u>CHECK NUMBERS</u> 30614, 30692	<u>Check Count</u> 2	
			<u>WIRE NUMBERS</u>	<u>Wire Count</u>	
	<u>Items that need to be corrected before checks are printed</u>				
<u>Vendor</u>	<u>Invoice</u>	<u>\$ Amount</u>	<u>Problem</u>	<u>Action to be Taken</u>	<u>Response</u>
	<u>"PERFECT WARRANT NO CORRECTIONS NECESSARY"</u>				
<u>Purchase Order Should Be Created Prior To Purchases:</u>					
<u>Other Misc. Items to be Noted</u>					

Unatego Central School			GENERAL # 10	Entries: 26	
GENERAL FUND	CHECK DATE:		CHECK NUMBERS	Check Count	
	08/02/19		30615-30626, 30631-30632	11	
			WIRE NUMBERS	Wire Count	
	Items that need to be corrected before checks are printed				
Vendor	Invoice	\$ Amount	Problem	Action to be Taken	Response
	"PERFECT WARRANT NO CORRECTIONS NECESSARY"				
Purchase Order Should Be Created Prior To Purchases:					
Other Misc. Items to be Noted					

<u>Unatego Central School</u>			<u>GENERAL # 11</u>	<u>Entries: 18</u>	
<u>GENERAL FUND</u>	<u>CHECK DATE:</u>		<u>CHECK NUMBERS</u>	<u>Check Count</u>	
	8/2/2019, 08/09/2019		30624-30630 (30629 Voided), 30633, 30657	10	
			<u>WIRE NUMBERS</u>	<u>Wire Count</u>	
	<u>Items that need to be corrected before checks are printed</u>				
<u>Vendor</u>	<u>Invoice</u>	<u>\$ Amount</u>	<u>Problem</u>	<u>Action to be Taken</u>	<u>Response</u>
	<u>"PERFECT WARRANT NO CORRECTIONS NECESSARY"</u>				
<u>Purchase Order Should Be Created Prior To Purchases:</u>					
<u>Other Misc. Items to be Noted</u>					

<u>Unatego Central School</u>			<u>GENERAL # 12</u>	<u>Entries: 50</u>	
<u>GENERAL FUND</u>	<u>CHECK DATE:</u> 08/09/19		<u>CHECK NUMBERS</u> 30634-30656	<u>Check Count</u> 23	
			<u>WIRE NUMBERS</u>	<u>Wire Count</u>	
<u>Items that need to be corrected before checks are printed</u>					
<u>Vendor</u>	<u>Invoice</u>	<u>\$ Amount</u>	<u>Problem</u>	<u>Action to be Taken</u>	<u>Response</u>
Kurtz Bros.	55920	\$26.96	Incorrect Invoice Amount	Correct Invoice Amount	Correction Done
Munson Building Supply	47851	\$173.17	Wrong PO Attached	Scan Correct PO	Correction Done
<u>Purchase Order Should Be Created Prior To Purchases:</u>					
<u>Other Misc. Items to be Noted</u>					

<u>Unatego Central School</u>			<u>GENERAL # 13</u>	<b>Entries: 100</b>	
<u>GENERAL FUND</u>	<u>CHECK DATE:</u> 08/23/19		<u>CHECK NUMBERS</u> 30659-30691	<u>Check Count</u> 33	
			<u>WIRE NUMBERS</u>	<u>Wire Count</u>	
<u>Items that need to be corrected before checks are printed</u>					
<u>Vendor</u>	<u>Invoice</u>	<u>\$ Amount</u>	<u>Problem</u>	<u>Action to be Taken</u>	<u>Response</u>
Munson Building Supply	714797	44.99	Incorrect PO scanned/Incorrect Account Code	Correct PO and Account Code	Correction done
Munson Building Supply	715324	179.17	Incorrect PO scanned/Incorrect Account Code	Correct PO and Account Code	Correction done
School Specialty Inc	208123429834	79	Incorrect PO attached to Invoice	Correct PO and Account Code	removed Invoice from warrant
<b>Purchase Order Should Be Created Prior To Purchases:</b>					
<u>Other Misc. Items to be Noted</u>					
Invoices need to be paid in a timely fashion to avoid Late fees					



<u>Unatego Central School</u>			<u>GENERAL # 14</u>	<u>Entries: 1</u>	
<u>GENERAL FUND</u>	<u>CHECK DATE:</u> 08/22/19		<u>CHECK NUMBERS</u> 30658	<u>Check Count</u> 1	
			<u>WIRE NUMBERS</u>	<u>Wire Count</u>	
<u>Items that need to be corrected before checks are printed</u>					
<u>Vendor</u>	<u>Invoice</u>	<u>\$ Amount</u>	<u>Problem</u>	<u>Action to be Taken</u>	<u>Response</u>
<u>Purchase Order Should Be Created Prior To Purchases:</u>					
<u>Other Misc. Items to be Noted</u>					
<u>Invoices need to be paid in a timely fashion to avoid Late fees</u>					

<u>Unatego Central School</u>			<u>GENERAL # 15</u>	<u>Entries: 5</u>	
<u>GENERAL FUND</u>	<u>CHECK DATE:</u> 08/30/19		<u>CHECK NUMBERS</u> 30693-30695	<u>Check Count</u> 3	
			<u>WIRE NUMBERS</u>	<u>Wire Count</u>	
<u>Items that need to be corrected before checks are printed</u>					
<u>Vendor</u>	<u>Invoice</u>	<u>\$ Amount</u>	<u>Problem</u>	<u>Action to be Taken</u>	<u>Response</u>
City of Oneonta, the	190205-06Feb2019	\$50.00	Incorrect Account Code	Correct Account Code	Correction Done
NCS Peason, inc	Unpaid Shipping Inv 4623636	\$44.35	Incorrect Account Code	Correct Account Code	Correction Done
<u>Purchase Order should be Created Prior To Purchases:</u>					
<u>Other Misc. Items to be Noted</u>					
Make sure shipping is paid on all Invoices					

<b>Unatego Central School</b>		<b>GENERAL # 16</b>		<b>Entries: 53</b>	
<b>GENERAL FUND</b>	<b>CHECK DATE:</b> 08/30/19	<b>CHECK NUMBERS</b> 30696-30709		<b>Check Count</b> 14	
		<b>WIRE NUMBERS</b>		<b>Wire Count</b>	
<b>Items that need to be corrected before checks are printed</b>					
<b>Vendor</b>	<b>Invoice</b>	<b>\$ Amount</b>	<b>Problem</b>	<b>Action to be Taken</b>	<b>Response</b>
Lambiaso, Julie	Meal Reimb-Water 7/29/19	\$83.44	Incorrect Invoice Number	Correct Invoice Number	Correction Done
Pocket Full of Therapy	43670	\$90.70	Incorrect remit Address	Correct Remit Address	Correction Done
<b>Purchase Order should be Created Prior To Purchases:</b>					
<b>Other Misc. Items to be Noted</b>					
Make sure invoices are paid in a timely manner					

Unatego Central School			TA # 2	17	
GENERAL FUND	CHECK DATE: 08/02/19,08/08/19,08/30/19		CHECK NUMBERS 8834-8836, 8838-8839	Check Count 9	
			WIRE NUMBERS 1959-1962	Wire Count 4	
Items that need to be corrected before checks are printed					
Vendor	Invoice	\$ Amount	Problem	Action to be Taken	Response
"PERFECT WARRANT NO CORRECTIONS NECESSARY"					
Purchase Order Should Be Created Prior To Purchases:					
Other Misc. Items to be Noted					

<u>Unatego Central School</u>			<u>TA # 4</u>	<u>17</u>	
<u>GENERAL FUND</u>	<u>CHECK DATE:</u> 08/22/19		<u>CHECK NUMBERS</u> 8837	<u>Check Count</u> 1	
			<u>WIRE NUMBERS</u> 1963-1967	<u>Wire Count</u> 4	
<u>Items that need to be corrected before checks are printed</u>					
<u>Vendor</u>	<u>Invoice</u>	<u>\$ Amount</u>	<u>Problem</u>	<u>Action to be Taken</u>	<u>Response</u>
<u>"PERFECT WARRANT NO CORRECTIONS NECESSARY"</u>					
<u>Purchase Order Should Be Created Prior To Purchases:</u>					
<u>Other Misc. Items to be Noted</u>					

<b>Unatego Central School</b>		<b>SCHOOL LUNCH # 4</b>		<b>Entries: 4</b>
<b>SCHOOL LUNCH FUND</b>	<b>CHECK DATE:</b> 08/01/19, 08/30/19	<b>CHECK NUMBERS</b> 6723, 6730		<b>Check Count</b> 2
		<b>WIRE NUMBERS</b>		<b>Wire Count</b>
<b>Vendor</b>	<b>Invoice</b>	<b>\$ Amount</b>	<b>Problem</b>	<b>Action to be Taken</b>
<b>"PERFECT WARRANT NO CORRECTIONS NECESSARY"</b>				
<b>Other Misc. Items to be Noted</b>				

<u>Unatego Central School</u>			<u>SCHOOL LUNCH # 5</u>	<u>Entries: 24</u>
<u>SCHOOL LUNCH FUND</u>	<u>CHECK DATE:</u> 08/09/19		<u>CHECK NUMBERS</u> 6724-6729	<u>Check Count</u> 6
			<u>WIRE NUMBERS</u>	<u>Wire Count</u>
<u>Vendor</u>	<u>Invoice</u>	<u>\$ Amount</u>	<u>Problem</u>	<u>Action to be Taken</u>
Bill Bros Dairy	424447	\$45.41	Incorrect Invoice Number	Correct Remitt Address
<u>Other Misc. Items to be Noted</u>				

<u>Unatego Central School</u>		<u>SCHOOL LUNCH # 6</u>		<b>Entries: 4</b>
<u>SCHOOL LUNCH FUND</u>	<u>CHECK DATE:</u> 08/30/19	<u>CHECK NUMBERS</u> 6731		<u>Check Count</u> 1
		<u>WIRE NUMBERS</u>		<u>Wire Count</u>
<u>Vendor</u>	<u>Invoice</u>	<u>\$ Amount</u>	<u>Problem</u>	<u>Action to be Taken</u>
<u>"PERFECT WARRANT NO CORRECTIONS NECESSARY"</u>				
<u>Other Misc. Items to be Noted</u>				



TREASURER'S REPORT TO  
BOARD OF EDUCATION  
UNATEGO CENTRAL SCHOOL

Trust & Agency Fund Checking

BALANCE ON HAND: July 31, 2019

\$ 132,287.33

VOIDED CHECKS

\$

RECEIPTS:

INTEREST

1.86

PAYROLL SUMMARY 08/08/2019

85,073.59

RETIREEES HEALTH INSURANCE

4,741.42

STEVE VANDERMARK

95.98

RETIREEES HEALTH INSURANCE

6,312.93

RETIREEES HEALTH INSURANCE

6,823.36

RETIREEES HEALTH INSURANCE

397.00

RETIREEES HEALTH INSURANCE

330.75

RETIREEES HEALTH INSURANCE

548.44

08/22/19 PAYROLL

235,919.24

RETIREEES HEALTH INSURANCE

1,810.24

EMPLOYEE HEALTH INSURANCE

30.20

09/05/19 PAYROLL

217,043.20

HEALTH INSURANCE/AUG 2019

270,240.10

9/5 PAYROLL TRANSFERS OUTSTANDING

30,116.83

TOTAL RECEIPTS \$ 859,484.93

DISBURSEMENTS:

RECEIPTS & BALANCE \$ 991,772.26

CHECKS  
WIRES

907,155.10  
30,116.83

TOTAL DISBURSEMENTS \$ 937,271.73

BALANCE ON HAND: August 31, 2019

\$ 54,500.53

BANK BALANCE

\$328,557.55

PLUS: BANK ERROR

PLUS: IN TRANSIT DEPOSITS

LESS: OUTSTANDING CHECKS

30,116.83

LESS: OUTSTANDING WIRES

302,173.65

LESS: OUTSTANDING ERS

-

NET BALANCE IN BANK

\$ 54,500.53

August 31, 2019

  
DISTRICT TREASURER

TREASURER'S REPORT TO  
BOARD OF EDUCATION  
UNATEGO CENTRAL SCHOOL

**Benefit Reimbursement Account**

BALANCE ON HAND: July 31, 2019	\$	1,770.48
VOIDED CHECKS:	\$	-
RECEIPTS: INTEREST	\$	-
TO RECORD EBS REPAYMENT		20.00

		TOTAL RECEIPTS \$	20.00
		RECEIPTS & BALANCE \$	1,790.48
DISBURSEMENTS:	CHECKS		
	WIRES		
		314.26	
	1974 - 1977	316.80	
		TOTAL DISBURSEMENTS \$	831.06
BALANCE ON HAND: August 31, 2019		\$	1,159.42
BANK BALANCE			\$1,494.42
PLUS: BANK ERROR			-
PLUS: IN TRANSIT DEPOSITS			-
LESS: OUTSTANDING CHECKS			-
LESS: OUTSTANDING WIRES			338.00
NET BALANCE IN BANK			\$1,159.42

August 31, 2019  
DATE SUBMITTED

  
DISTRICT TREASURER

## UNATEGO CSD

Trial Balance Report From 7/1/2018 - 8/31/2019



Tentative

Account	Description	Debits	Credits	Balance	
TA 200	CASH - CHECKING - TA	13,940,358.62	13,885,856.09	54,500.53	
TA 200BRA	CASH - CHECKING - BENEFIT REIMBURSEMENT - TA	34,099.70	32,940.28	1,159.42	
TA 203	CASH CHECKING - PAYROLL	1,403.80	588.66	815.14	
TA 204	CASH IN EXTRA CLASSROOM ACCOUNTS	73,618.59	0.00	73,618.59	
TA 210	NET PAYROLL	6,005,991.87	6,157,955.21	151,963.34	CR
TA 218.1	EMPLOYEES RETIREMENT	55,195.33	56,740.73	1,545.40	CR
TA 220.1	HEALTH INSURANCE	4,577,102.85	4,326,500.59	250,602.26	
TA 220.2	DENTAL INSURANCE	328,355.20	339,880.56	11,525.36	CR
TA 221	STATE INCOME TAX	348,801.44	356,901.95	8,100.51	CR
TA 222	FEDERAL INCOME TAX	773,476.13	791,318.62	17,842.49	CR
TA 224.4	ADMINISTRATIVE DUES	0.00	5.00	5.00	CR
TA 224VOTE	VOTE COPE	280.00	286.50	6.50	CR
TA 226	SOCIAL SECURITY	1,255,866.90	1,286,720.22	30,853.32	CR
TA 228	EXTRA CLASSROOM	0.00	73,618.59	73,618.59	CR
TA 229	ANNUITIES	245,393.64	251,039.86	5,646.22	CR
TA 231	TEACHERS RETIREMENT LOAN	20,590.62	21,442.62	852.00	CR
TA 391EXPTRUST	DUE FROM EXPENDABLE TRUST FUND	37,417.00	7,393.00	30,024.00	
TA 391GEN	DUE FROM GENERAL FUND	4,687.65	4,083.95	603.70	
TA 630.9	DUE TO EXPENDABLE SCHOLARSHIP	0.00	16,092.18	16,092.18	CR
TA 630GEN	DUE TO GENERAL FUND	588,855.18	597,081.05	8,226.87	CR
TA 850.1	STUDENT MATH COLLEGE COURSE	0.00	140.00	140.00	CR
TA 850.10	FLEXIBLE SPENDING/MEDICAL	6,160.99	11,933.55	5,772.56	CR
TA 850.14	6TH GRADE PICTURES	0.00	166.25	166.25	CR
TA 850.20	FLEXIBLE SPENDING/DEPENDANT CARE	4,500.00	5,778.23	1,278.23	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	1,402.00	3,734.88	2,332.88	CR
TA 850.5	AWARDS	3,533.00	6,010.96	2,477.96	CR
TA 850.51	GIBSON ESTATE - LEPINE SCHOLARSHIP	31,000.00	46,250.00	15,250.00	CR
TA 850.56	BETTIOLAWARD	0.00	2,000.00	2,000.00	CR
TA 850.57	MIKE HURLBURT SCHOLARSHIP	0.00	25.00	25.00	CR
TA 850.59	J & J SNOPKOWSKI SCHOLARSHIP	0.00	1,250.00	1,250.00	CR
TA 850.7	DOLLARS FOR SCHOLARS DONATION	0.00	9,802.00	9,802.00	CR
TA 850AP	AP/SAT EXAM FEES	484.00	4,950.00	4,466.00	CR
TA 850ATHL	ATHLETICS	0.00	7,746.93	7,746.93	CR
TA 850BBB	BOYS BASKETBALL	0.00	949.19	949.19	CR
TA 850BC	BOOSTER CLUB	0.00	1,053.05	1,053.05	CR
TA 850BOOKS	THOUSAND BOOKS/DONATION	0.00	3,264.94	3,264.94	CR
TA 850BRA	BENEFIT REIMBURSEMENT ACCOUNT	17,591.64	8,202.42	9,389.22	
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

## UNATEGO CSD

Trial Balance Report From 7/1/2018 - 8/31/2019



*Tentative*

Account	Description	Debits	Credits	Balance	
TA 850DODD	CAROL DODD SCHOLARSHIP	400.00	415.00	15.00	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	100.00	148.35	48.35	CR
TA 850GSB	GIRLS SOFTBALL	465.00	757.24	292.24	CR
TA 850GSOC	GIRLS SOCCER	0.00	1,449.02	1,449.02	CR
TA 850GVB	GIRLS VOLLEYBALL	2,000.00	2,887.63	887.63	CR
TA 850HELP	HELPING HANDS	653.38	4,493.31	3,839.93	CR
TA 850INTERACT	INTERACT CLUB	800.00	1,855.14	1,255.14	CR
TA 850JACKETS	UNATEGO SPARTAN JACKETS	0.00	7.16	7.16	CR
TA 850MUSIC	MUSIC DEPT	0.00	2,000.00	2,000.00	CR
TA 850PARCE	DONATION/ANY USE/PARCE	0.00	1,000.00	1,000.00	CR
TA 850REIMB	REIMBURSEMENT	0.00	61.00	61.00	CR
TA 850SF	SCIENCE FUND	843.27	8,787.83	8,144.56	CR
TA 850SFSCH	SCIENCE FUND SCHOLARSHIP	8,250.00	14,970.93	6,720.93	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	1,937.31	3,650.26	1,712.95	CR
TA 850XC	CROSS COUNTRY	0.00	1,645.05	1,645.05	CR
<b>TA Fund Totals:</b>		<b>28,371,193.11</b>	<b>28,371,193.11</b>	<b>0.00</b>	
<b>Grand Totals:</b>		<b>28,371,193.11</b>	<b>28,371,193.11</b>	<b>0.00</b>	

## UNATEGO CSD

Trial Balance Report From 7/1/2018 - 8/31/2019



Tentative

Account	Description	Debits	Credits	Balance
TE 200	CASH	24,000.00	0.00	24,000.00
TE 201.01	CASH/LAWRENCE BACON	4.73	0.00	4.73
TE 201.02	CASH/GERALDINE BERKELY	4.43	0.00	4.43
TE 201.03	CASH/NELL BROOKS	506.16	0.00	506.16
TE 201.04	CASH/CHRISTI CALLAHAN	115.54	0.00	115.54
TE 201.05	CASH/DOROTHY CARRINGTON	533.92	0.00	533.92
TE 201.06	CASH/CLASS OF 99	156.89	0.00	156.89
TE 201.07	CASH/LOREN P. COLE	115.48	0.00	115.48
TE 201.08	CASH/ELLA CAMERON DAVIS	44.86	0.00	44.86
TE 201.09	CASH/BENJAMIN EDSON	3.21	0.00	3.21
TE 201.10	CASH/TINA HEAVNER	6.55	0.00	6.55
TE 201.11	CASH/WILHELMINA HOYT	1,474.27	0.00	1,474.27
TE 201.12	CASH/MICHAEL HURLBURT	6,144.52	0.00	6,144.52
TE 201.13	CASH/MARVIN JACKSON	25.69	0.00	25.69
TE 201.14	CASH/KELLOGG PRIZE FUND	17.60	0.00	17.60
TE 201.15	CASH/ETHEL KEHR	13.42	0.00	13.42
TE 201.16	CASH/LOIS KISHBAUGH	151.35	0.00	151.35
TE 201.17	CASH/RICHARD LICHT	318.62	0.00	318.62
TE 201.18	CASH/PAUL MONROE	16,133.71	16,092.18	41.53
TE 201.19	CASH/OTEGO UNION LODGE	53.18	0.00	53.18
TE 201.20	CASH/LINDA RUSS	839.98	0.00	839.98
TE 201.22	CASH/DR. SUTTON (SAVINGS)	30.83	0.00	30.83
TE 201.24	CASH/JOHN TAMA	1.14	0.00	1.14
TE 201.25	CASH/MICHAEL VANGORDER	8.46	0.00	8.46
TE 201.26	CASH/MARK WISLEY	1,386.46	0.00	1,386.46
TE 201.27	CASH/RUTH CAMPBELL	12.13	0.00	12.13
TE 201.28	CASH/DOUGLAS TUTTLE	2,362.18	0.00	2,362.18
TE 201.29	CASH/ALICE LEONARD	646.61	0.00	646.61
TE 201.30	CASH/SHERI MOWERS	145.33	0.00	145.33
TE 201.34	CASH/F JAY TOMPKINS	194.30	0.00	194.30
TE 201.35	CASH/OTEGO ROTARY	4.34	0.00	4.34
TE 201.36	CASH/S.L. BOSSLER	6,155.06	0.00	6,155.06
TE 201.37	CASH/RONALD HULL	5.28	0.00	5.28
TE 201.38	CASH/SANDRA MC COY	4,374.54	0.00	4,374.54
TE 201.39	CASH/EDWARD MCKINLEY III	11,018.87	0.00	11,018.87
TE 201.40	CASH/MARLA CALABRO SCHOLARSHIP	2,401.00	0.00	2,401.00
TE 201.41	CASH/OTEGO OLD BOYS CLUB	3,497.93	0.00	3,497.93
TE 201.43	NEGRI	1,725.00	0.00	1,725.00
TE 391.42	DUE FROM/PAUL MONROE SCHOLARSHIP	16,092.18	0.00	16,092.18
TE 510	Estimated Revenue	0.00	0.00	0.00
TE 521	Encumbrances	0.00	0.00	0.00
TE 522	APPROPRIATION EXPENSE	0.00	0.00	0.00
TE 599	Appropriated Fund Balance	0.00	0.00	0.00
TE 630TA	DUE TO TA	2,313.00	32,337.00	30,024.00 CR
TE 92.01	L BACON/EXPENDABLE TRUST	0.00	4.73	4.73 CR
TE 92.02	G BERKELY/EXPENDABLE TRUST	0.00	4.43	4.43 CR

## UNATEGO CSD

Trial Balance Report From 7/1/2018 - 8/31/2019



Tentative

Account	Description	Debits	Credits	Balance
TE 92.03	N. BROOKS/EXPENDABLE TRUST	0.00	506.16	506.16 CR
TE 92.04	C. CALLAHAN/EXPENDABLE TRUST	0.00	115.54	115.54 CR
TE 92.05	D. CARRINGTON/EXPENDABLE TRUST	0.00	533.92	533.92 CR
TE 92.06	CLASS OF 99/EXPENDABLE TRUST	0.00	156.89	156.89 CR
TE 92.07	L. COLE/EXPENDABLE TRUST	0.00	115.48	115.48 CR
TE 92.08	E. CAMERON DAVIS/EXPENDABLE TRUST	0.00	44.86	44.86 CR
TE 92.09	B. EDSON/EXPENDABLE TRUST	0.00	3.21	3.21 CR
TE 92.10	T. HEAVNER/EXPENDABLE TRUST	0.00	6.55	6.55 CR
TE 92.11	W. HOYT/EXPENDABLE TRUST	0.00	1,474.27	1,474.27 CR
TE 92.12	M. HURLBURT/EXPENDABLE TRUST	300.00	6,144.52	5,844.52 CR
TE 92.13	M. JACKSON/EXPENDABLE TRUST	0.00	25.69	25.69 CR
TE 92.14	KELLOGG PRIZE FUND/EXPENDABLE TRUST	0.00	17.60	17.60 CR
TE 92.15	E. KEHR/EXPENDABLE TRUST	0.00	13.42	13.42 CR
TE 92.16	L. KISHBAUGH/EXPENDABLE TRUST	100.00	151.35	51.35 CR
TE 92.17	R. LICHT/EXPENDABLE TRUST	0.00	318.62	318.62 CR
TE 92.18	P. MONROE/EXPENDABLE TRUST	0.00	16,133.71	16,133.71 CR
TE 92.19	OTEGO UNION LODGE/EXPENDABLE TRUST	0.00	53.18	53.18 CR
TE 92.20	L. RUSS/EXPENDABLE TRUST	0.00	839.98	839.98 CR
TE 92.22	DR. SUTTON (SAVINGS)/EXPEND. TRUST	0.00	30.83	30.83 CR
TE 92.24	J. TAMA/EXPENDABLE TRUST	0.24	1.38	1.14 CR
TE 92.25	M. VANGORDER/EXPENDABLE TRUST	0.00	8.46	8.46 CR
TE 92.26	M. WILSEY/EXPENDABLE TRUST	236.76	1,099.22	862.46 CR
TE 92.27	R CAMPBELL/EXPENDABLE TRUST	0.00	12.13	12.13 CR
TE 92.28	D TUTTLE/EXPENDABLE TRUST	300.00	2,362.18	2,062.18 CR
TE 92.29	A LEONARD/EXPENDABLE TRUST	100.00	646.61	546.61 CR
TE 92.30	S MOWERS/EXPENDABLE TRUST	100.00	145.33	45.33 CR
TE 92.34	F JAY TOMPKINS/EXPENDABLE TRUST	0.00	194.30	194.30 CR
TE 92.35	OTEGO ROTARY/EXPENDABLE TRUST	0.00	4.34	4.34 CR
TE 92.36	S.L.BOSSLER/EXPENDABLE TRUST	1,000.00	6,155.06	5,155.06 CR
TE 92.37	RONALD HULL/EXPENDABLE TRUST	0.00	5.28	5.28 CR
TE 92.38	SANDRA MC COY/EXPENDABLE TRUST	0.00	4,374.54	4,374.54 CR
TE 92.39	EDWARD MCKINLEY III/EXPENDABLE TRUST	2,000.00	11,018.87	9,018.87 CR
TE 92.40	MARLA CALABRO/EXPENDABLE TRUST	200.00	2,401.00	2,201.00 CR
TE 92.41	OTEGO OLD BOYS CLUB/EXPENDABLE TRUST	400.00	3,497.93	3,097.93 CR
TE 92.43	NEGRI	1,000.00	1,725.00	725.00 CR
TE 960	Appropriations	0.00	0.00	0.00
<b>TE Fund Totals:</b>		<b>108,775.75</b>	<b>108,775.75</b>	<b>0.00</b>
<b>Grand Totals:</b>		<b>108,775.75</b>	<b>108,775.75</b>	<b>0.00</b>

UNATEGO CSD

Trial Balance Report From 7/1/2018 - 8/31/2019



Tentative

Account	Description	Debits	Credits	Balance
W 125	PROV MADE IN FUR BUDG FOR CAP INDEB	40,092,919.22	2,571,714.00	37,521,205.22
W 628.2	2010 SERIAL BOND ISSUE	995,000.00	3,245,000.00	2,250,000.00 CR
W 628.5	2012 REFUNDING 2002 & 2005	735,000.00	3,995,000.00	3,260,000.00 CR
W 628.6	2017F REFUNDING 2010A	5,000.00	4,590,000.00	4,585,000.00 CR
W 628BUS	BUS SERIAL BONDS	40,000.00	80,000.00	40,000.00 CR
W 683	OTHER POST EMPLOYMENT BENEFITS (OPEB)	796,714.00	27,950,782.00	27,154,068.00 CR
W 687	COMPENSATED ABSENCES	0.00	232,137.22	232,137.22 CR
W Fund Totals:		42,664,633.22	42,664,633.22	0.00
Grand Totals:		42,664,633.22	42,664,633.22	0.00

[illegible]

UNATEGO CENTRAL SCHOOL																
GENERAL FUND EXPENDITURE REPORT (TENTATIVE)																
		Final							2019-2020							
Description	Acct. Code	2018-19 Budget	2019-2020 Budget	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	Total 1 Expend To D
Board of Education	A1010	4,809	4,300	1,075	0	0	0	0	0	0	0	0	0	0	0	
District Clerk	A1040	5,600	3,500	0	0	0	0	0	0	0	0	0	0	0	0	
District Meeting	A1060	2,300	2,000	0	0	0	0	0	0	0	0	0	0	0	0	
Board of Education	A10	12,709	9,800	1,075	0	0	0	0	0	0	0	0	0	0	0	
Central Admin	A1240	184,060	194,742	14,269	14,069	0	0	0	0	0	0	0	0	0	0	
Central Admin	A12	184,060	194,742	14,269	14,069	0	0	0	0	0	0	0	0	0	0	21
Business Admin	A1310	291,694	286,070	7,797	7,759	0	0	0	0	0	0	0	0	0	0	21
Auditing	A1320	25,000	25,000	0	0	0	0	0	0	0	0	0	0	0	0	
Treasurer	A1325	41,106	49,020	3,394	3,394	0	0	0	0	0	0	0	0	0	0	15
Tax Collector	A1330	2,700	7,000	0	300	0	0	0	0	0	0	0	0	0	0	
Purchasing	A1345	5,985	6,266	0	0	0	0	0	0	0	0	0	0	0	0	
Fiscal Agent Fees	A1380	5,541	6,000	0	0	0	0	0	0	0	0	0	0	0	0	
Finance	A13	372,026	379,356	11,190	11,453	0	0	0	0	0	0	0	0	0	0	
Legal	A1420	16,326	13,000	0	1,172	0	0	0	0	0	0	0	0	0	0	22
Personnel	A1430	44,653	44,729	0	685	0	0	0	0	0	0	0	0	0	0	
Records Retention	A1460	7,184	7,327	0	0	0	0	0	0	0	0	0	0	0	0	1
Public Info. & Serv.	A1480	25,770	25,875	0	0	0	0	0	0	0	0	0	0	0	0	
Staff	A14	93,933	90,931	0	1,857	0	0	0	0	0	0	0	0	0	0	
Operation of Plant	A1620	985,970	906,471	27,573	55,517	0	0	0	0	0	0	0	0	0	0	1
Maintenance of Plant	A1621	92,339	88,700	6,245	6,045	0	0	0	0	0	0	0	0	0	0	
Disaster Salaries	A1622	0	0	0	0	0	0	0	0	0	0	0	0	0	0	83
Central Printing & Mailing	A1670	155,433	167,500	0	79	0	0	0	0	0	0	0	0	0	0	12
Central Data Processing	A1680	675,067	606,587	0	0	0	0	0	0	0	0	0	0	0	0	
Central Services	A16	1,908,809	1,769,258	33,818	61,641	0	0	0	0	0	0	0	0	0	0	
Insurance	A1910	76,048	71,000	55,451	0	0	0	0	0	0	0	0	0	0	0	95
Dues	A1920	12,000	11,000	750	0	0	0	0	0	0	0	0	0	0	0	
Refunds	A1964	6,145	8,000	0	0	0	0	0	0	0	0	0	0	0	0	55
BOCES Admin. Charges	A1981	170,762	168,154	0	0	0	0	0	0	0	0	0	0	0	0	
BOCES Capital Expense	A1983	335,298	322,186	0	0	0	0	0	0	0	0	0	0	0	0	
General Support	A19	600,253	580,340	56,201	0	0	0	0	0	0	0	0	0	0	0	56



UNATEGO CENTRAL SCHOOL GENERAL FUND EXPENDITURE REPORT																
		Final							2019-2020							
	Acct.	2018-2019	2019-2020													Total
Description	Code	Budget	Budget	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	Expend To D
Curriculum Dev. & Supervis	A2010	0		0	0	0	0	0	0	0	0	0	0	0	0	
Supervision Regular Day	A2020	469,283	472,268	30,513	33,006	0	0	0	0	0	0	0	0	0	0	
Research, Planning & Eval	A2060	1,826	1,832	0	0	0	0	0	0	0	0	0	0	0	0	
Inservice Training-Inst	A2070	8,000	8,000	0	0	0	0	0	0	0	0	0	0	0	0	
Admin & Improvement	A20	479,109	482,100	30,513	33,006	0	0	0	0	0	0	0	0	0	0	
Teaching Regular School	A2110	4,643,298	4,758,550	9,475	118,889	0	0	0	0	0	0	0	0	0	0	
Teaching Regular School	A21	4,643,298	4,758,550	9,475	118,889	0	0	0	0	0	0	0	0	0	0	
Progs. Handicapped Condit	A2250	3,434,000	3,688,870	12,368	37,240	0	0	0	0	0	0	0	0	0	0	
Occupational Education	A2280	693,178	641,706	0	0	0	0	0	0	0	0	0	0	0	0	
Sp Ed & Oc Ed	A22	4,127,178	4,330,576	12,368	37,240	0	0	0	0	0	0	0	0	0	0	
Teaching-Special Schools	A2330	29,149	23,210	0	0	0	0	0	0	0	0	0	0	0	0	
Teaching-Special Schools	A23	29,149	23,210	0	0	0	0	0	0	0	0	0	0	0	0	
School Library & Audiovisua	A2610	189,845	182,458	1,057	2,094	0	0	0	0	0	0	0	0	0	0	
Educational TV	A2620	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Computer Assisted Instructi	A2630	315,710	266,561	0	1,927	0	0	0	0	0	0	0	0	0	0	
Library, AV & Computers	A26	505,555	449,019	1,057	4,020	0	0	0	0	0	0	0	0	0	0	
Attendance-Regular School	A2805	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Guidance Regular Day	A2810	247,659	301,755	5,943	14,108	0	0	0	0	0	0	0	0	0	0	
Health Services	A2815	77,942	80,550	1,693	507	0	0	0	0	0	0	0	0	0	0	
Psychological Services	A2820	55,029	54,905	0	789	0	0	0	0	0	0	0	0	0	0	
Social Work Services	A2825	10,000	10,000	0	0	0	0	0	0	0	0	0	0	0	0	
Pupil Services-Special Sch.	A2830	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Cocurricular Activities	A2850	62,000	60,800	1,380	0	0	0	0	0	0	0	0	0	0	0	
Interscholastic Athletics	A2855	240,822	245,117	1,408	4,101	0	0	0	0	0	0	0	0	0	0	
Pupil Services	A28	693,452	753,127	10,404	19,506	0	0	0	0	0	0	0	0	0	0	
State Emergency Mgmt	A3960	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	A39	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
District-Trans. Ser.	A5510	1,302,523	1,214,485	97,103	113,837	0	0	0	0	0	0	0	0	0	0	
Garage Building	A5530	51,437	43,975	0	661	0	0	0	0	0	0	0	0	0	0	
Pupil Transportation	A5540	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Transportation	A55	1,353,960	1,258,460	97,103	114,497	0	0	0	0	0	0	0	0	0	0	
Unadilla Community Founda	A690UC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	A690	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Community Recreation	A7140	66,000	70,000	2,742	19,090	0	0	0	0	0	0	0	0	0	0	
Community Recreation	A71	66,000	70,000	2,742	19,090	0	0	0	0	0	0	0	0	0	0	

UNATEGO CENTRAL SCHOOL																
GENERAL FUND EXPENDITURE REPORT																
		Final						2019-2020								
Description	Acct. Code	2018-2019 Budget	2019-2020 Budget	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	Total Expend To D
Census	A8070	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Census	A80	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
NYS Employee Retirement	A9010	250,000	250,000	0	0	0	0	0	0	0	0	0	0	0	0	
Teachers' Retirement	A9020	698,691	610,000	0	0	0	0	0	0	0	0	0	0	0	0	
Social Security	A9030	594,862	625,000	10,611	37,906	0	0	0	0	0	0	0	0	0	0	
Compensation Ins.	A9040	101,445	104,000	97,917	0	0	0	0	0	0	0	0	0	0	0	
Life Ins.	A9045	6,000	3,000	0	0	0	0	0	0	0	0	0	0	0	0	
Unemployment Insurance	A9050	25,000	13,000	0	0	0	0	0	0	0	0	0	0	0	0	
Hospital Medical Dental	A9060	3,209,287	3,697,227	295,901	563,000	0	0	0	0	0	0	0	0	0	0	
Other Benefits	A9089	3,000	3,000	2,695	0	0	0	0	0	0	0	0	0	0	0	
Fringe Benefits	A90	4,888,285	5,305,227	407,124	600,906	0	0	0	0	0	0	0	0	0	0	85
Term Bond/Technology	A9700	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,00
Term Bond/Buses	A9702	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Serial Bonds	A9711	2,265,900	2,264,000	0	0	0	0	0	0	0	0	0	0	0	0	
Statutory Bonds	A9721	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Statutory Bonds - Bus	A9722	41,800	47,200	0	0	0	0	0	0	0	0	0	0	0	0	
BAN /School	A9731	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
BAN/Buses	A9732	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Tax Anticipation Note	A9760	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Revenue Anticipation	A9770	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Installment Purchase	A9785	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Debt Service	A97	2,307,700	2,311,200	0	0	0	0	0	0	0	0	0	0	0	0	
Transfer to Sch Lun	A9901	0	50,000	0	0	0	0	0	0	0	0	0	0	0	0	
Transfer to Federal	A9901	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Transfer to Capital	A9950	100,000	0	0	0	0	0	0	0	0	0	0	0	0	0	
	A99	100,000	50,000	0	0	0	0	0	0	0	0	0	0	0	0	
GRAND TOTAL		22,365,476	22,815,895	687,339	1,036,174	0	0	0	0	0	0	0	0	0	0	1,723

**Internal Claims Auditor Report for Unatego Central School District**

**Warrant Report Dates:** AUG 2019

**# Checks Audited** 115

**Internal Claims Auditor:** 

Discovered Condition	Internal Auditor Requested Corrective Action	Corrective Action Taken
WRITE UPS:		
Incorrect Invoice Number 3 Incidents	Correct Invoice Number	Correction Done
Incorrect Remit Address 1 Incidents	Correct Remit Address	Correction done
Incorrect Acct code 2 Incidents	Correct Account Code	Correction Done
Incorrect PO & Account Code 3 Incidents	Correct PO And Account Code	Correction done
Total Entries: 323                      3.09      % of Findings		
MISC ITEMS:		
Make sure you match the correct PO to Invoices		

upon approval

# Unatego Central School

## District-Wide School

## Safety Plan

2019-2020



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

**Commissioner's Regulation 155.17**

**INTRODUCTION**

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

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

**SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

- **Purpose**

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

**A. Identification of School Teams**

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

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

#### **B. Concept of Operations**

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

#### **C. Plan Review and Public Comment**

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

**SECTION II: GENERAL EMERGENCY RESPONSE PLANNING**

**A. Identification of sites of potential emergency**

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

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

**B. Actions in response to an emergency**

**Multi-Hazard Response**

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

Emergencies include, but are not limited to:

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

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

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

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

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



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

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

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

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

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

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

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

**F. Hall Monitors and other school safety personnel**

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

School safety personnel within the Unatego district include:

Monitors at building entrances- Monitors at building entrances are responsible for controlling entry to the respective building. The monitors do not allow visitors into their building without first insuring that the visitor has stated their reason for being at the school, have completed the visitor log, and have been issued (and are wearing) a visitor's pass. The entrance monitor will contact the building administrator at the first sign of any impropriety from any

visitor. Monitors are given training in threat assessment as well as general recognition of suspicious persons/packages at least once per year.

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

#### **G. Implementation of School Security**

The following building security measures are taken at Unatego;

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

### **SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE**

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

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

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

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

**B. Response Protocols**

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

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

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

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

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

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

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

**E. Protective Action Options**

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

**SECTION IV: COMMUNICATION WITH OTHERS**

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

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

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

We recognize the importance of gaining advice from our local governmental offices in the planning stages of emergency response as well as during the actual emergencies themselves. The Unatego Central School District has and will continue to coordinate with the agencies listed below in the development of appropriate procedures to respond to situations that may occur on our property.  
The Incident Commander will contact the Otsego County Emergency Services Office in accordance with Article 2-B of the Executive Law- Disaster Preparedness for advice and assistance as required during an emergency.

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

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

The district will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The

Incident Commander will determine the extent of notification and delegate its delivery. Notification will be made via FAX, email or telephone as determined by the Incident Commander and to be consistent with the magnitude of the situation at hand. A listing of these agencies is included as a part of Appendix 8 of this document.

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

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

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

Appendix 1 includes information as noted above.

**SECTION V: PREVENTION AND INTERVENTION STRATEGIES**

**A. Policies and procedures for the dissemination of informative materials**

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

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

**B. Prevention and intervention strategies**

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

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

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

- Non-violent conflict resolution training programs
- PBIS
- Dignity For All Students Act Implementation and Reporting in compliance with Law

- Youth run programs
- Others based on identified need
- Restorative Practices Training

## **SECTION VI- RECOVERY**

### **A. District Support for Buildings**

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

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

### **B. Disaster Mental Health Services**

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

# APPENDICES

**Appendix 1: Buildings and Population Data**

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

**Population Statistics**

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

*Transportation needs:*

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

*Full sized passenger buses (14)*

*Mini passenger buses (6)*

*Small Bus accessible with wheelchair lifts (3)*

*Suburban(2)*

*Minivan (2)*

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





**Appendix 2: Policies dealing with violence on school property**

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

Community Relations  
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**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)

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

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

(Continued)

Community Relations  
/EB

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

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

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

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

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

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

(Continued)

Community Relations  
/EB

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

**Privacy Rights**

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

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

NOTE: Refer also to *District Code of Conduct*

Adopted: 1/25/16

Community Relations

**SUBJECT: UNLAWFUL POSSESSION OF A WEAPON UPON SCHOOL GROUNDS**

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

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

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

Penal Law Sections 265.01-265.06

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

Adopted: 1/25/16



**SUBJECT: THREATS OF VIOLENCE IN SCHOOL**

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

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

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

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

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

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

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

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

Adopted: 1/25/16

## Community Relations

**SUBJECT: EMERGENCY SCHOOL CLOSINGS**

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

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

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

Education Law Section 3604(7)

Adopted: 1/25/16

Non-Instructional/Business  
Operations

**SUBJECT: SAFETY AND SECURITY**

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

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

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

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

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

Adopted: 1/25/16

Non-Instructional/Business  
Operations

**SUBJECT: SCHOOL SAFETY PLANS**

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

**District-Wide School Safety Plan**

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

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

**Building-Level School Safety Plans**

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

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

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

(Continued)

Non-Instructional/Business  
Operations

**SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)**

**Filing/Disclosure Requirements**

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

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

Adopted: 1/25/16

Community Relations  
U/EB

**SUBJECT: VISITORS TO THE SCHOOL**

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

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

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

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

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

a) Disruptive Individual Must Leave School Grounds

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

b) Directions to Staff in Dealing with Abusive Material

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

(Continued)

Community Relations  
U/EB

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

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

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

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

c) Provide Policy and Report Incident

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

Education Law Section 2801  
Penal Law Sections 140.10 and 240.35

Adopted: 1/25/16

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

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

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

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

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

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

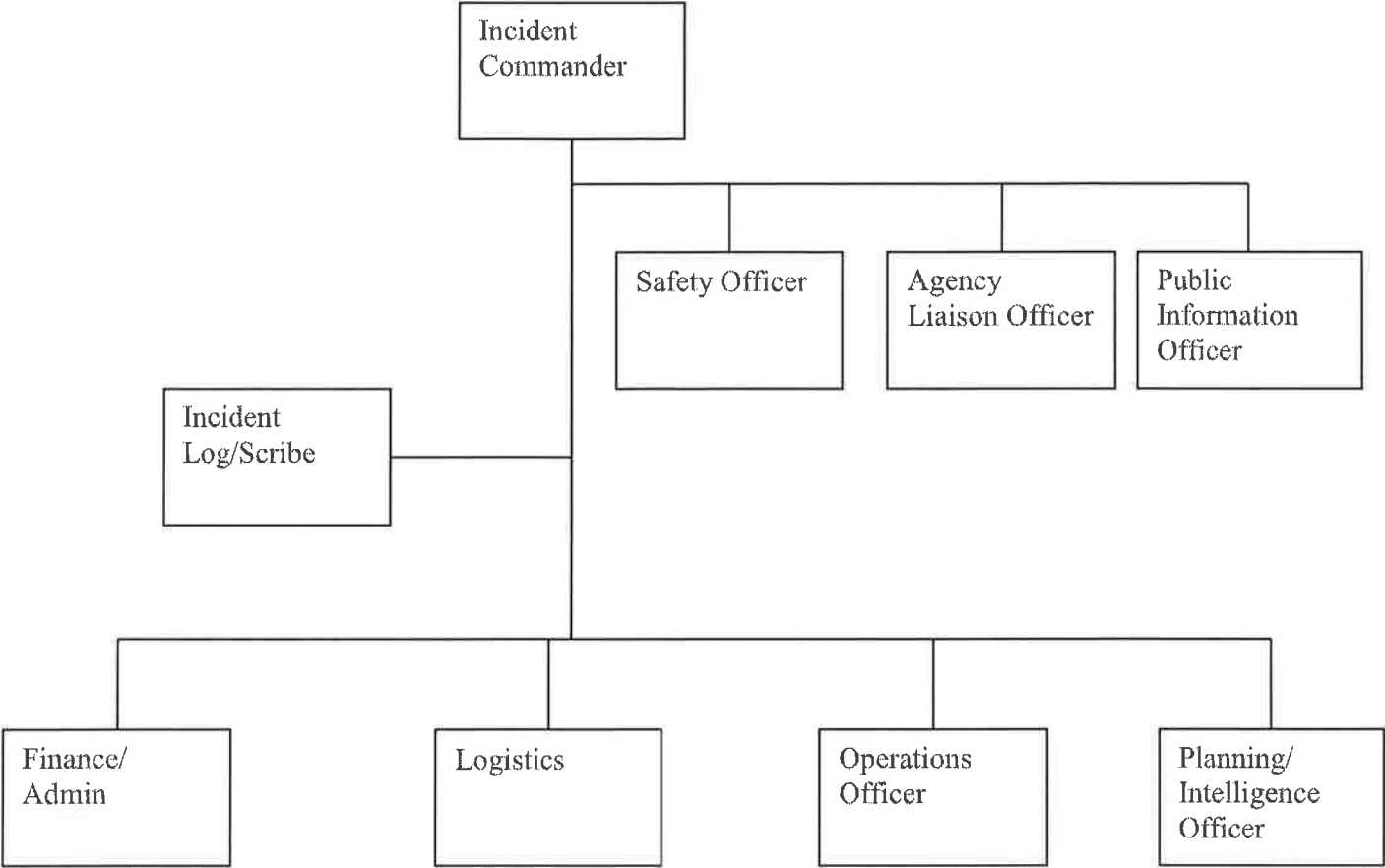
Annual training of all staff at Building level faculty meetings.

Off Campus Evacuation Drill in September 2017.

Off Campus Evacuation Drill October 2018.



**Appendix 4: District Incident Command Structure**



**Staff Assignments-**

- Incident Commander-Dave Richards**
- Operations Officer-Building Principal**
- Planning/Intelligence Officer- Katherine Mazourek**
- Logistics-Brian Trask**
- Finance/Administration-Patti Loker**
- Safety Officer-Brian Trask**
- Agency Liaison Officer-Amber Birdsall**
- Public Information Officer-Dave Richards**
- Incident Log/Scribe-Colleen Cioccari**

**Appendix 5: Sites and potential emergencies**

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

***District Resources Available for use during an emergency***

***Buses (see Appendix 1)***

***Portable Radios: Unatego Elementary(8), Jr/Sr HS (10), District Office (5)***

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

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

***Medical Equipment (First Aid supplies, cots, blankets)***

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

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

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

## **Appendix 6: PROTECTIVE ACTION OPTIONS**

### **A. Definitions of Protective Action Options**

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

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

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

### **B. Introduction**

Upon notification of an emergency, the Incident Commander will:

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

### **C. Procedures of Protective Action Options**

#### **School Cancellation**

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

#### **Early Dismissal**

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

#### **Evacuations (before, during and after school hours)**

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

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

#### **Sheltering sites (internal and external)**

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

## Appendix 7: Response Protocols to Specific Incidents

### HOSTAGE

#### Response Action:

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

## **BOMB THREAT**

### Response Action:

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

### Recovery Action:

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

## **INTRUDER**

### **Response Action:**

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

## **KIDNAPPED PERSON**

### **Response Action:**

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

### **Pre-plan Action:**

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



**Appendix 8: Names and contacts of educational agencies**

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

## Appendix 9: Threat Assessment

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

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

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

### **Appendix 10: Adoption of Plan**

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

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

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

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

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

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

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

Date Revisions adopted by District Wide Safety Committee  
September 2018

Annual Update and Board Approval  
November 2018

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

UNATEGO CENTRAL SCHOOL  
2641 State Highway 7  
PO Box 483  
Otego, New York 13825-9795  
www.unatego.org

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

Patricia Loker  
Business Manager  
(607) 988-5038

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September 20, 2019

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

Bus # 131 – 2012 Thomas C2 - VIN# -4UZABRDT0CCAZ9430

Bus # 134 – 2013 Thomas Minotaur  
VIN# - 1GB3G2BG2D1107408

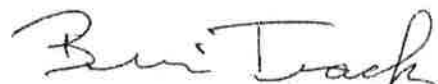
Bus # 135 – 2014 Thomas C2 – VIN#- 4UZABRDT5ECFE1441

Antique – Hunter Alignment Machine

Snap-Op MT2500 Scan Computer

60 Gallon 2 stage air compressor

Brian Trask



Director of Transportation

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: TERESA KATEHIS

POSITION: Substitute Teacher's aide

REPLACES: n/a ELTAO

EFFECTIVE DATE: 9/26/17

EDUCATION LEVEL: High School Diploma

YEARS OF EXPERIENCE: 0

SALARY: STEP      LEVEL      \$ SUB AIDE RATE

CERTIFICATION: None

COLLEGE: None

REFERENCES CONTACTED:

1. GINA Novellino, Bronx, NY.
2. GEORGE ZARA-HONI, BROOKLYN, N.Y.

COMMENTS: INVOLVED IN PTO HAS BEEN a  
stay AT Home Mom. INTERVIEWED  
well.

Wes Rhoads 9/24/17  
ADMINISTRATOR SIGNATURE DATE

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: James McElroy

POSITION: Substitute teacher and LTA

REPLACES: N/A

EFFECTIVE DATE: 9/24/19

EDUCATION LEVEL: B.A.

YEARS OF EXPERIENCE: NONE

SALARY: STEP \_\_\_ LEVEL \_\_\_ \$ as per uncert. sb rate

CERTIFICATION: NONE

COLLEGE: SOUTHERN New Hampshire University

REFERENCES CONTACTED:

1. DIANA COVELL, Retired
2. ANNE GARLICK, ONEONTA

COMMENTS: Dependable, good with people,  
hard working

  
ADMINISTRATOR SIGNATURE

9/16/19  
DATE

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: PIPER UMBRA

POSITION: Sub. Teacher, LTA, AIDE (K-8 for now)

REPLACES: N/A

EFFECTIVE DATE: 9/24/19

EDUCATION LEVEL: AAS - HERKIMER CC

YEARS OF EXPERIENCE: 2

SALARY: STEP      LEVEL      \$ AS per sub. rates

CERTIFICATION: NONE

COLLEGE: 2 years Herkimer CC

REFERENCES CONTACTED:

1. Sheri Kinsella, Sidney CSD
2. Rob Hansen, Sidney CSD

COMMENTS: 2 years experience as a sub  
teacher; dependable, mature,  
outgoing, professional

DRS Richard 9/16/19  
ADMINISTRATOR SIGNATURE DATE

September 18, 2019

To: Board of Education

From: Carrie Hewlett, Director ASCP

RE: After School Care Program

Please add the following people as substitutes to the Unatego After School Care Program: Becci Cutting, Monica Stepp, Deanna Effner, and Kerri Frailey-Love.

Thank you for your consideration and cooperation.

Sincerely,

Carrie J. Hewlett

Director, ASCP and Summer Care



UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: ALLISON CASHER

POSITION: SUBSTITUTE AIDE & FOOD SERVICE WORKER

REPLACES: N/A

EFFECTIVE DATE: 9/24/19

EDUCATION LEVEL: HS DIPLOMA

YEARS OF EXPERIENCE: 0

SALARY: STEP \_\_\_\_ LEVEL \_\_\_\_ \$ as per sub rate


CERTIFICATION: N/A

COLLEGE: NONE

REFERENCES CONTACTED:

1. Megan Bolton
2. JODY ALBAN

COMMENTS: CULINARY TRAINING AT BOCES  
RETAIL EXPERIENCE  
DEPENDABLE, PERSONABLE, HARD-WORKING

 9/19/19  
ADMINISTRATOR SIGNATURE DATE