

UNATEGO CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION AGENDA
MONDAY, JUNE 3, 2024
PUBLIC HEARING ON 2024-2025 DISTRICT SAFETY PLAN
6:00 P.M.
EXECUTIVE SESSION
TO DISCUSS CSE RECOMMENDATIONS
6:30 P.M.
BOARD OF EDUCATION MEETING
CALLED TO ORDER
7:00 P.M.
UNATEGO MS/SR HIGH SCHOOL
ROOM #93/ZOOM

1. ROUTINE MATTERS

- 1.1 Call to order**
- 1.2 Roll Call**
- 1.3 Executive Session**
- 1.4 Open Session**
- 1.5 Roll Call**
- 1.6 Pledge**
- 1.7 Approve regular Board Meeting Minutes of May 7, 2024**
- 1.8 Approve the Annual District Meeting Minutes May 21, 2024**
- 1.9 Adopt Agenda**

2. PUBLIC COMMENT

3. PRESENTATIONS

- 3.1 Elementary Student Council & Safety Patrol –**
- 3.2 Ferrara Fiorenza PC: Non-Resident Students -**
- 3.3 Administrators' Reports -**
- 3.4 Business Manager's Report – Patti Loker**
- 3.5 Superintendent's Report – Dr. David S. Richards**

4. ADMINISTRATIVE ACTION

- 4.1 BOE Meeting Schedules (Information Only)**
- 4.2 District Safety Plan (Information Only)**
- 4.3 Warrants (Information only)**
- 4.4 Budget Status Reports (Information only)**
- 4.5 Approve Treasurer's Reports (6.3.24 G1)**
- 4.6 Approve CSE Recommendations (6.3.24 G2)**
- 4.7 Set date and time for Annual Organizational Meeting (6.3.24 G3)**
- 4.8 Approve usage of four reserves for the 2023-2024 school year (6.3.24 G4)**
- 4.9 Approve funding of Retirement Reserve (6.3.24 G5)**
- 4.10 Approve funding of TRS Reserve (6.3.24 G6)**
- 4.11 Approve funding of EBLAR (6.3.24 G7)**
- 4.12 Approve funding of Capital Reserve #2 (6.3.24 G8)**
- 4.13 Establish the Monte Snow Memorial Scholarship (6.3.24 G9)**
- 4.14 Establish the Paul Nichols Memorial Scholarship (6.3.24 G10)**
- 4.15 Establish the Unatego Touchdown Club Scholarship (6.3.24 G11)**
- 4.16 Approve additions to the HS course catalog (6.3.24 G12)**
- 4.17 Approve Non-Resident Student resolution (6.3.24 G13)**
- 4.18 Approve the change to the 2024-2025 Instructional Calendar (6.3.24 G14)**
- 4.19 Approve the surplus of unused/damaged technology items (6.3.24 G15)**
- 4.20 Approve Patricia Loker School Business Manager (6.3.24 UC1)**
- 4.21 Appoint summer food service workers for the 2024 summer feeding program at the Unatego Community Church and Unatego Elementary (6.3.24 UC2)**
- 4.22 Appoint substitute summer food service workers for the 2024 summer feeding program**

- 4.23 Appoint the 2024 Unatego summer care program workers (6.3.24 UC4)
- 4.24 Appoint the 2024 Unatego summer care program substitute workers (6.3.24 UC5)
- 4.25 Approve Superintendent's Secretary and District Clerk salary for the 2024-2025 school year (6.3.24 UC6)
- 4.26 Approve District Treasurer's salary for the 2024-2025 school year (6.3.24 UC7)
- 4.27 Approve 12-month Supervisor salary for the 2024-2025 school year (6.3.24 UC8)
- 4.28 Approve School Business Manager's salary for the 2024-2025 school year (6.3.24 UC9)
- 4.29 Appoint 2024 summer custodial workers (6.3.24 UC10)
- 4.30 Accept Allison Worman's resignation as a bus driver (6.3.24 UC11)
- 4.31 Appoint Allison Worman's probationary appointment as a full-time aide (6.3.24 UC12)
- 4.32 Approve unpaid medical leave of absence for Marilyn Bush (6.3.24 UC13)
- 4.33 Accept Elizebeth Miller's resignation as a 1:1 aide at OCA (6.3.24 UC14)
- 4.34 Approve bus drivers' salary for 2024 summer school (6.3.24 UC15)
- 4.35 Approve bus aides' salary for 2024 summer school (6.3.24 UC16)
- 4.36 Approve bus drivers and bus aides for 2024 summer school (6.3.24 UC17)
- 4.37 Approve returning non-teaching substitutes for the 2024-2025 school year (6.3.24 UC18)
- 4.38 Approve returning substitute teachers for the 2024-2025 school year (6.3.24 C1)
- 4.39 Accept Ashley Fisher's resignation as special education teacher (6.3.24 C2)
- 4.40 Amend the salary for Leah Trass's original appointment as an elementary teacher (6.3.24 C3)
- 4.41 Appoint Cierra Arnold as an elementary special education teacher (6.3.24 C4)
- 4.42 Appoint Prudence Danforth as a .5 FTE Library Media Specialist for the 2024-2025 school year (6.3.24 C5)
- 4.43 Appoint Lee Supensky as a Consultant for Special Programs (6.3.24 C6)
- 4.44 Abolish the following tenure area positions: 2 Licensed Teaching Assistants (6.3.24 C7)
- 4.45 Appoint Kerri Frailey-Love as an aide (6.3.24 C8)

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 6.3.24

PG: 3

4.5

6.3.24 G1

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

4.6

6.3.24 G2

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

4.7

6.3.24 G3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby set the date and time for the Annual Organizational Meeting.

4.8

6.3.24 G4

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

4.9

6.3.24 G5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby authorize the transfers of available unspent appropriations from other codes within each program budget into the Retirement Reserve, up to the amount of \$1,150,000.

4.10

6.3.24 G6

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby authorize the transfer of available unspent appropriations from other codes within each program budget into the TRS Reserve, up to the amount of \$136,000.

4.11

6.3.24 G7

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby authorize the transfers of available unspent appropriations from other codes within each program budget into EBLAR, up to the amount of \$250,000.

4.12

6.3.24 G8

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby authorize the transfer of available unspent appropriations from other codes within each program budget into the Capital Reserve #2, up to the amount of \$1,000,000.

4.13

6.3.24 G9

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby establish the Monte Snow Memorial Scholarship as presented.

4.14

6.3.24 G10

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby establish the Paul Nichols Memorial Scholarship as presented.

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4.15

6.3.24 G11

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby establish the Unatego Touchdown Club Scholarship as presented.

4.16

6.3.24 G12

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the additions of World Regional Geography, The Tourtured Swifties Department, Strength Training, and The Ocho8 courses to the HS course catalog beginning with the 2024-2025 school year as presented.

4.17

6.3.24 G13

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby rescind, for a period of six months, Policy 7132 regarding new parentally placed non-resident students, effective June 3, 2024, in order to allow the board to review current policy.

It is further RESOLVED that all parentally placed non-resident students currently attending Unatego will be allowed to continue to attend upon continuing payment of the board-approved tuition rate.

4.18

6.3.24 G14

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the change to the 2024-2025 Instructional Calendar. An additional day was added in June 17 for Regents exams, as presented.

4.19

6.3.24 G15

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

4.20

6.3.24 UC1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve to extend Patricia Loker's, School Business Manager, provisional 12-month appointment, effective July 1, 2024 (pending Civil Service Exam).

4.21

6.3.24 UC2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint (3) summer food service food workers for the Summer Feeding Program at the Unatego Community Church and Unatego Elementary school, July 8, 2024 – August 16, 2024, from Monday-Friday, at a rate of \$16.50 per/hr., 6 hours a day, not to exceed 7 hours per day (7:00am-1:00pm) as presented (Danielle Whitaker, Rena Barkman, and Melissa Washburn).

4.22

6.3.24 UC3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint (3) substitute summer food service food workers for the Summer Feeding Program at the Unatego Community Church and Unatego Elementary school, July 8, 2024 – August 16, 2024, from Monday-Friday, at a rate of \$16.50 per/hr., 6 hours per day, not to exceed 7 hours per day (7:00am-1:00pm) as presented. (Tisha Degner, Michelle Holcomb, and Heather McGrail)

4.23

6.3.24 UC4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint the 2024 Unatego part-time and full-time summer care program workers as presented. (McKenzie Rutherford, Gina Boliski, Deborah Ritchey, Mari Ruff, Kerri Frailey-Love)

4.24

6.3.24 UC5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint the 2024 Unatego Summer Care Program substitute workers as presented. (Irene Murphy, Kim Renwick, Rena Barkman, Savannah Jackson, Nancy Dalton, Kelly Demorier, Sherri Lapp, Kristen Sousa, Becci Cutting, Michelle Holcomb, Grace Baker, and Danielle Whitaker)

4.25

6.3.24 UC6

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve salary, as allowed in the 2024-2025 school budget, a \$2,300 salary increase for the Superintendent's Secretary, and a \$584 salary increase on the District Clerk stipend for the 2024-2025 school year.

4.26

6.3.24 UC7

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve salary, as allowed in the 2024-2025 school budget, a \$3,000 salary increase for the District Treasurer for the 2024-2025 school year.

4.27

6.3.24 UC8

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve salary, as allowed in the 2024-2025 school budget, a \$6,000 salary increase for the 12-Month Supervisor for the 2024-2025 school year.

4.28

6.3.24 UC9

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve salary, as allowed in the 2024-2025 school budget, a \$6,000 salary increase for the School Business Manager for the 2024-2025 school year.

4.29

6.3.24 UC10

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint 2024 summer custodial workers as needed as presented. (Rose Strickland, Rebecca Towndrow, Dian Jungerman, and Tracy Fortin).

4.30

6.3.24 UC11

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Allison Worman's resignation as bus driver, with regret and appreciation, effective June 30, 2024, as presented.

4.31

6.3.24 UC12

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Allison Worman to an 8-week probationary appointment as a full-time aide, effective July 1, 2024, as presented.

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4.32

6.3.24 UC13

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the unpaid medical leave of absence for Marylin Bush, effective June 3, 2024, to June 30, 2024, as presented.

4.33

6.3.24 UC14

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Elizabeth Miller's resignation as a 1:1 aide at Otsego Christian Academy, with regret and appreciation, effective June 30, 2024, as presented.

4.34

6.3.24 UC15

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the salary for bus drivers for the 2024 summer at \$125.00 per day.

4.35

6.3.24 UC16

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the salary for bus aides for the 2024 summer at \$85.00 per day.

4.36

6.3.24 UC17

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve bus drivers and bus aides for the 2024 summer as presented.

4.37

6.3.24 UC18

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve returning non-teaching substitutes for the 2024-2025 school year as presented.

4.38

6.3.24 C1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve returning substitute teachers for the 2024-2025 school year as presented.

4.39

6.3.24 C2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Ashley Fisher's resignation as a special education teacher, effective August 31, 2024, as presented.

4.40

6.3.24 C3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby amend the salary for Leah Trass's original appointment in the tenure area of Elementary Education, effective date September 1, 2024, Masters Step 16 from a salary of \$72,725 to \$71,894 as presented. (Replaces Katie James)

4.41

6.3.24 C4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Cierra Arnold, to a four-year probationary appointment in the tenure area of Special Education, effective date September 1, 2024, and ending August 31, 2028, Bachelors Step 1, salary per UTA contract, pending certification as presented. (Replaces Leah Trass who is moving to General Education)

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

4.42

6.3.24 C5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Prudence Danforth as a .5 FTE Library Media Specialist for the 2024-2025 school year.

4.43

6.3.24 C6

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Lee Supensky as a Consultant for Special Programs, commencing September 1, 2024, and continuing on a per-diem basis to no later than June 30, 2025, at a rate of \$500/day worked not to exceed 40 days per year, as presented.

4.44

6.3.24 C7

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the following resolution of abolishment as presented:

Two LTA positions for reasons of programmatic change, effective June 30, 2024, in the tenure area of LTA.

The person having the least seniority in the tenure area Licensed Teaching Assistant is Kerri Frailey-Love.

Kerri Frailey-Love shall be placed upon the preferred eligible list of the district in accordance with the Education Law §3013 (3).

4.45

6.3.24 C8

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Kerri Frailey-Love as an aide, effective September 1, 2024, as presented. (Replaces Rebecca Towndrow)

UNATEGO CENTRAL SCHOOL

Board of Education

Meeting Dates

Executive Session: 6:30 pm

Open Session: 7:00 pm

2024-2025

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

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

Unatego Central School

District-Wide School Safety Plan 2024-2025



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

B. Concept of Operations

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

C. Plan Review and Public Comment

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

SECTION II: GENERAL EMERGENCY RESPONSE PLANNING

A. Identification of sites of potential emergency

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

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

B. Actions in response to an emergency

Multi-Hazard Response

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

Emergencies include, but are not limited to:

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

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

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

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

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

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

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

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

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

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

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

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

F. Hall Monitors and other school safety personnel

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

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

Additional School safety personnel within the Unatego district include:

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

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

G. Implementation of School Security

The following building security measures are taken at Unatego;

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

SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE

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

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

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

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

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

B. Response Protocols

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

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

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

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

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

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

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

E. Protective Action Options

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

SECTION IV: COMMUNICATION WITH OTHERS

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

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

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

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

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

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

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

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

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

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

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

Appendix 1 includes information as noted above.

SECTION V: PREVENTION AND INTERVENTION STRATEGIES

A. Policies and procedures for the dissemination of informative materials

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

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

B. Prevention and intervention strategies

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

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

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

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

SECTION VI- RECOVERY

A. District Support for Buildings

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

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

B. Disaster Mental Health Services

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

APPENDICES

Appendix 1: Buildings and Population Data

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

Population Statistics

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

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

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

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

Appendix 2: Policies dealing with violence on school property

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

Community Relations

SUBJECT: VISITORS TO THE SCHOOL

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

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

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

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

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

a) Disruptive Individual Must Leave School Grounds

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

b) Directions to Staff in Dealing with Abusive Material

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

(Continued)

Community Relations

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

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

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

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

c) Provide Policy and Report Incident

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

Education Law Section 2801
Penal Law Sections 140.10 and 240.35

Adopted: 1/25/16

Community Relations

SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY

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

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

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

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

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

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

(Continued)

Community Relations

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

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

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

(Continued)

Community Relations

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

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

(Continued)

Community Relations

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

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

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

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

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

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

(Continued)

Community Relations

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

Privacy Rights

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

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

NOTE: Refer also to *District Code of Conduct*

Adopted: 1/25/16

Community Relations

SUBJECT: UNLAWFUL POSSESSION OF A WEAPON UPON SCHOOL GROUNDS

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

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

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

Penal Law Sections 265.01-265.06

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

Adopted: 1/25/16

SUBJECT: THREATS OF VIOLENCE IN SCHOOL

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

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

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

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

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

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

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

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

Adopted: 1/25/16

Community Relations

SUBJECT: EMERGENCY SCHOOL CLOSINGS

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

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

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

Education Law Section 3604(7)

Adopted: 1/25/16

Non-Instructional/Business
Operations

SUBJECT: SAFETY AND SECURITY

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

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

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

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

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

Adopted: 1/25/16

Non-Instructional/Business
Operations

SUBJECT: SCHOOL SAFETY PLANS

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

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

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

District-Wide School Safety Plan

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

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

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

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

(Continued)

Non-Instructional/Business
Operations

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

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

(Continued)

Non-Instructional/Business
Operations

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

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

Non-Instructional/Business
Operations

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

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

Building-Level Emergency Response Plan

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

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

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

Education Law § 2801-a
8 NYCRR § 155.17

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

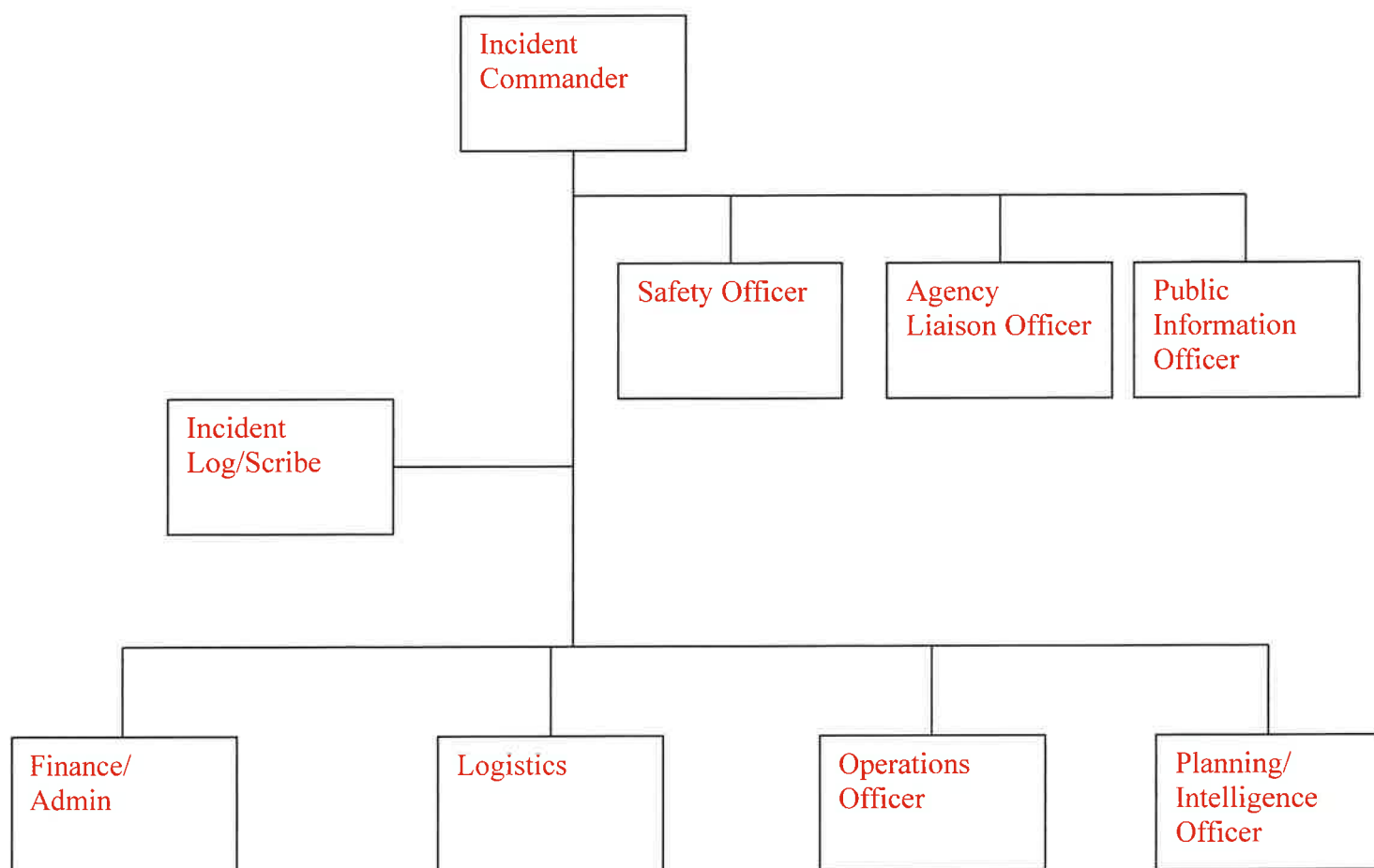
Appendix 3: UPDATE -Training modules at Unatego- 2023-2024

Annual training for all staff on Safety Plan and Building Emergency Plans in September 2024

Right to Know Training and Blood-Borne Pathogen training annually on Opening Day Superintendent's Staff Development Day, September 2024.

Annual training of all staff at Building level faculty meetings.

Appendix 4: District Incident Command Structure



Staff Assignments-

Incident Commander-Dave Richards

Operations Officer-Building Principal

Planning/Intelligence Officer- Rhonda Burnside

Logistics-Brian Trask

Finance/Administration-Patti Loker

Safety Officer-Brian Trask

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

Public Information Officer-Dave Richards

Incident Log/Scribe-Sheila Nolan

Appendix 5: Sites and potential emergencies

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

District Resources Available for use during an emergency

Buses (see Appendix 1)

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

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

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

Medical Equipment (First Aid supplies, cots, blankets)

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

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

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

Appendix 6: PROTECTIVE ACTION OPTIONS

A. Definitions of Protective Action Options

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

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

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

B. Introduction

Upon notification of an emergency, the Incident Commander will:

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

C. Procedures of Protective Action Options

School Cancellation

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

Early Dismissal

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

Evacuations (before, during and after school hours)

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

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

Sheltering sites (internal and external)

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

Appendix 7: Response Protocols to Specific Incidents

HOSTAGE

Response Action:

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

BOMB THREAT

Response Action:

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

Recovery Action:

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

INTRUDER

Response Action:

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

KIDNAPPED PERSON

Response Action:

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

Pre-plan Action:

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

Appendix 8: Names and contacts of educational agencies

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

Appendix 9: Threat Assessment

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

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

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

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

Appendix 10: Adoption of Plan

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

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

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

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

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

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

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

Date Revisions adopted by District Wide Safety Committee: September 2018

Annual Update and Board Approval: November 2018

Annual Update and Board Approval: August 17, 2020

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

Annual Update and Board Approval: August 16, 2021

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

Annual Update and Board Approval: August 1, 2022

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

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

Annual Update and Board Approval: August 7, 2023

Date Revisions adopted by District Wide Safety Committee: May 30, 2024

Date of public hearing by Board of Education: June 3, 2024

Annual Update and Board Approval:

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

APPENDIX A

Communicable Disease - Pandemic Plan



Communicable Disease - Pandemic Plan

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

Prevention/Mitigation

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

Protection/Preparedness

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

Response

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

Prevention/Mitigation:

- We will work closely with the Otsego County Department of Health to determine the need for activation of our Plan. Administrators, principals, and school nurses will comply with the following procedures for reporting communicable diseases, including Coronavirus, Influenza, etc., and communicating with the Health Department by:
 - Reporting suspected and confirmed cases of the identified disease to: The Otsego County Department of Health.
 - Utilizing Public Health Consultation and Immediate Reporting to the Otsego County Department of Public Health: 607.547.4230
 - *Utilizing an established Hotline: 888-364-3065*
 - *Fax: Otsego County Department of Health at 607.547.4385*
 - Utilizing Weekend/After-hours Consultation and Reporting: 607.547-1697
- The Otsego County Department of Health will monitor County-wide cases of communicable disease and inform school districts as to appropriate actions.
- The **Safety Coordinator** will help coordinate our Pandemic planning and response effort. This person will work closely with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The school district Medical Director and nurses will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification) the district technology director will also be an important Team member. Other non-traditional individuals may also be required to be part of the Team.
- The District-Wide School Safety Team will review and assess any obstacles to implementation of the Plan.
- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at <http://www.cdc.gov/flu/school/>.
- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, social media, postings, and direct mailings for this purpose.

(2) Essential Positions/Titles

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

- Food Services Coordinator^
- Cook Manager
- Food Services Worker
- Mechanic
- Mechanic's Helper

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

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

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

Justification:

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

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

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

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

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

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

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

Teacher/Licensed Teaching Assistant: are essential to the continuity of instruction. While there is justification for those holding these positions to teach remotely from their classroom (access to materials/supplies; better and more secure internet connectivity/greater bandwidth, etc.) they can also teach remotely from an off-campus location as they deliver both synchronous and asynchronous

instruction, depending on direction from the State of New York and Otsego County as well as the extent of infectious transmission in the local communities.

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

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

(2) Protocols Allowing Non-Essential Employees to Telecommute

Ensure Digital Equity for Employees

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

Technology & Connectivity for Students - Mandatory Requirements:

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

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

Mobile Devices Delivery:

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

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

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

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

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

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

Protection (Preparedness):

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

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

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

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

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

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

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

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

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

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

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

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

PPE & Face Covering Availability:

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

PPE Supply Management

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

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

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

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

Response:

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

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

(5) Preventing Spread, Contact Tracing and Disinfection

Confirmed Infection Case Requirements & Protocols

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

CDC and NYSDOH Recommendations:

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

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

Return to School After Illness:

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

Staff Absenteeism

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

Employee Assistance Program (EAP)

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

Medical Accommodations

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

New York State Contact Tracing Program

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

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

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

The following information will be communicated to all District Employees:

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

A contact tracer will:

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

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

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

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

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

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

Facilities: Cleaning and Sanitizing

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

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

Routine cleaning of school settings includes:

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

Classroom/Therapy Rooms:

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

Common Areas:

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

Disinfecting:

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

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

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

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

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

Hand Sanitizing:

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

Trash removal:

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

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

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

(7) Emergency Housing for Essential Employees

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

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

Recovery:

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

SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST



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

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

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

1. Planning and Coordination:

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

1. Planning and Coordination (cont.):

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

2. Continuity of Student Learning and Core Operations:

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

3. Infection Control Policies and Procedures:

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

4. Communications Planning:

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

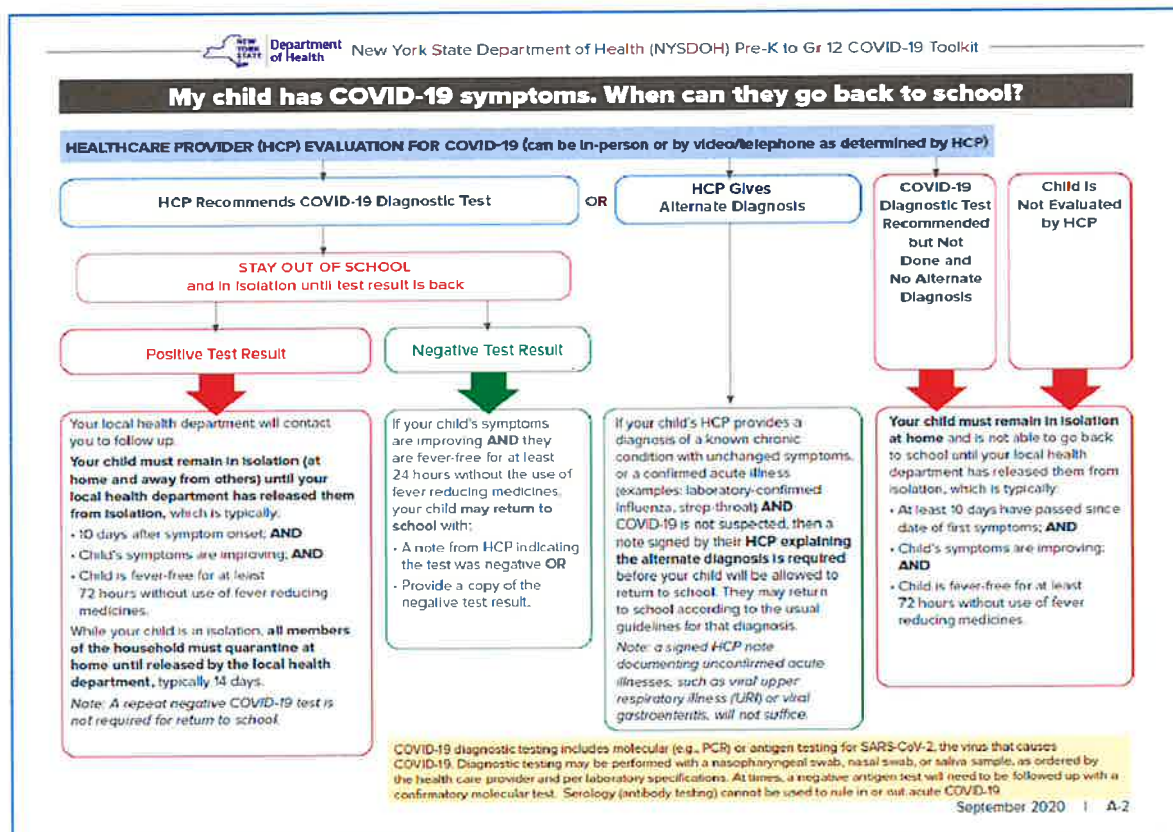
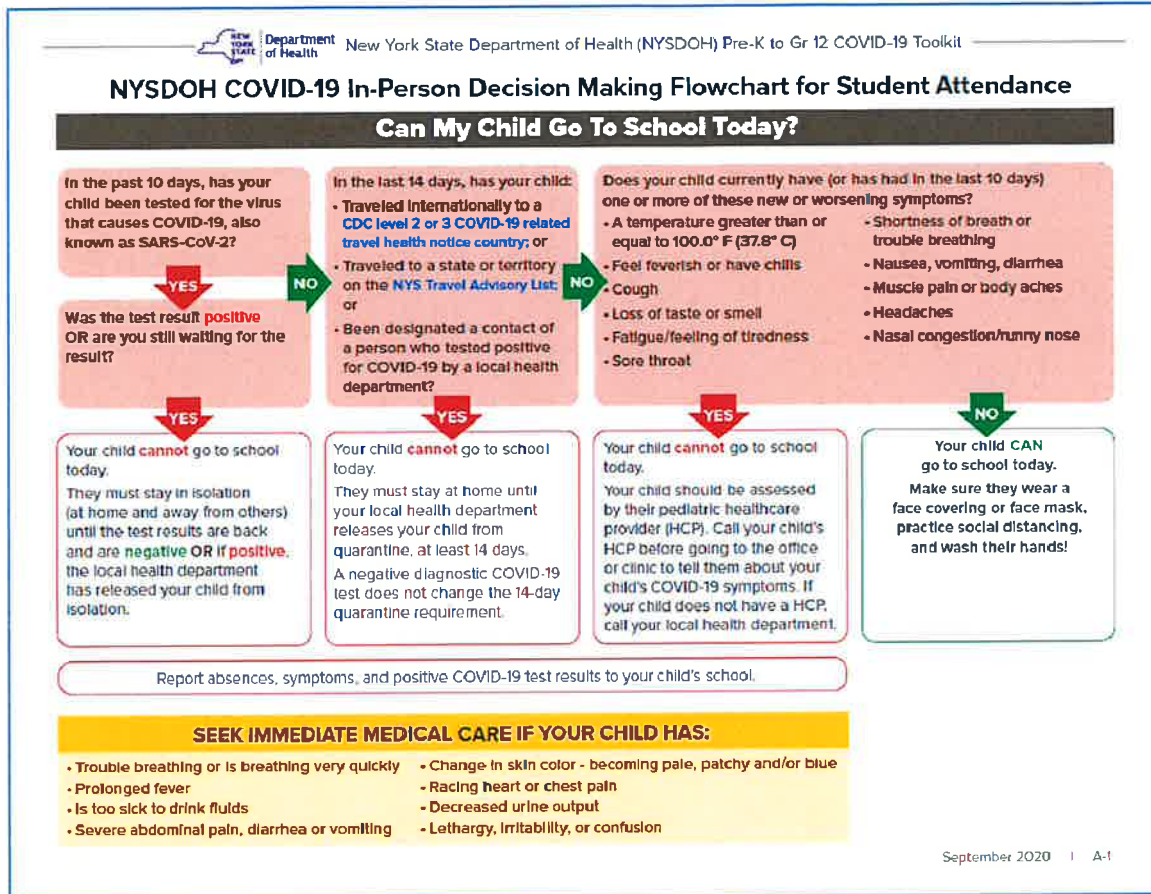
4. Communications Planning (cont.):

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



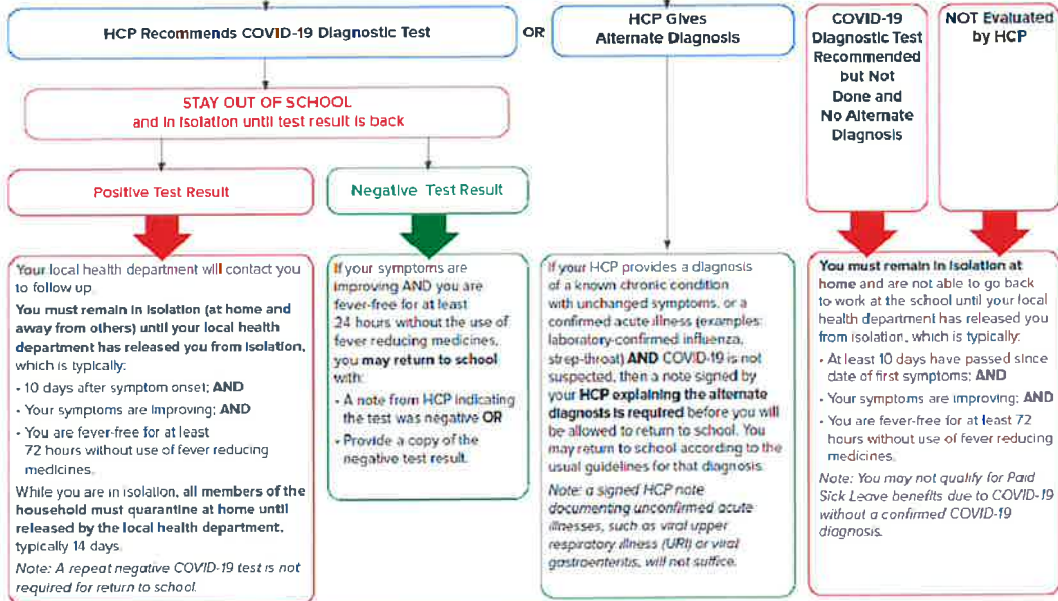


Flowcharts for COVID-19 Decision Making



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

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



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

September 2020 | B-2

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

Can I Go to Work at the School Today?



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

SEEK IMMEDIATE MEDICAL CARE IF YOU HAVE:

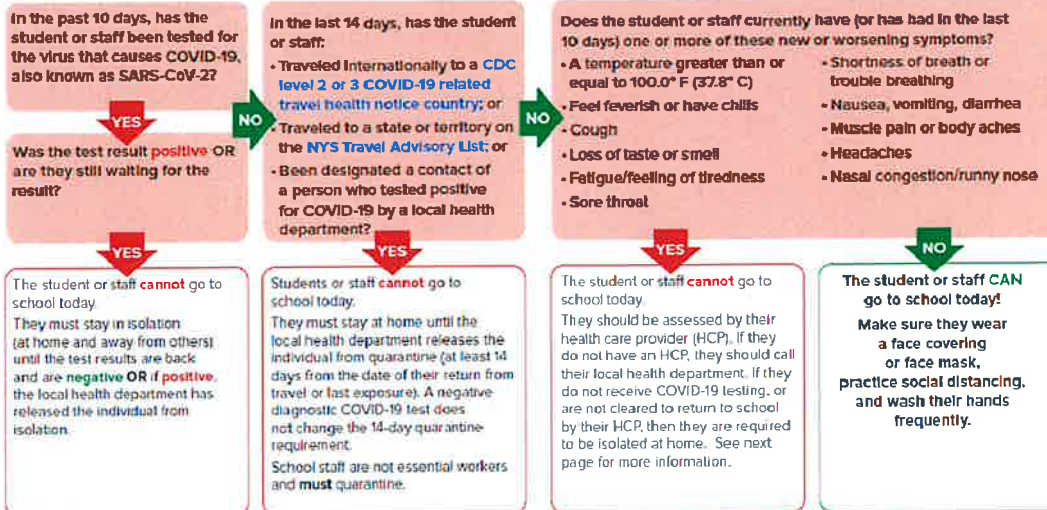
- Trouble breathing or are breathing very quickly
- Are too sick to drink fluids
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Decreased urine output
- Lethargy, Irritability, or confusion

September 2020 | B-1



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

COVID-19 Screening Flowsheet for Students and Staff



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

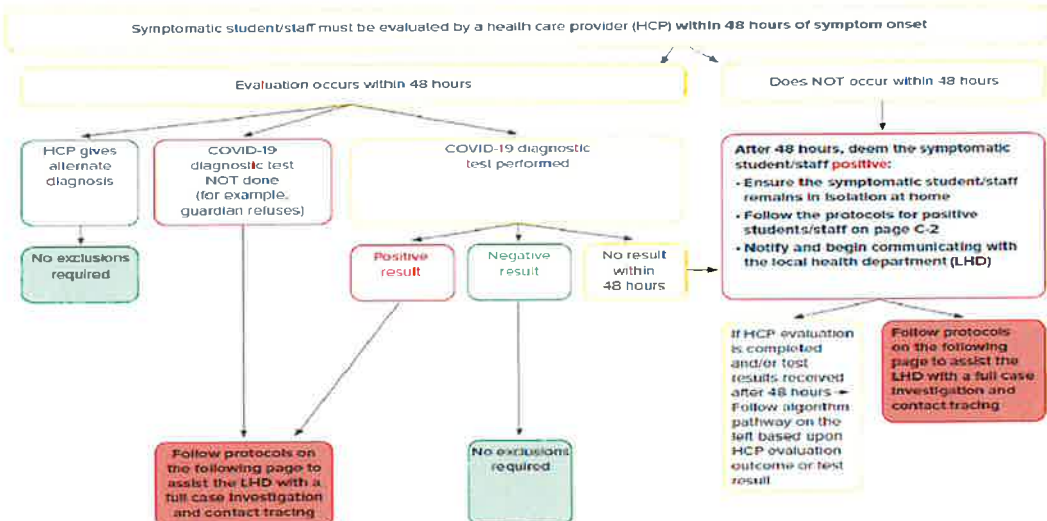
CALL 911 IF A STUDENT OR STAFF HAS:

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

September 2020 | C-1



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



September 2020 | C-3



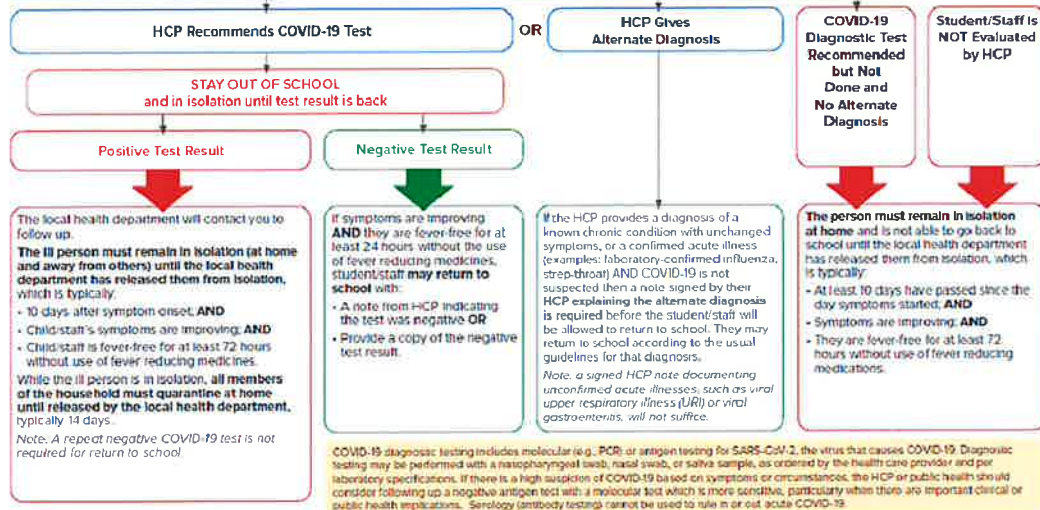
COVID-19 Flowsheet for Student or Staff with COVID-19 Symptoms

Student/staff has symptoms consistent with COVID-19:

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

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

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



September 2020 | C-2



COVID-19 School and Local Health Department Coordination for Contact Tracing

Notify the local health department (LHD):

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

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

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

- School Principal
- Administrative Support Person
- Principal Designee

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

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

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

THEN

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

THEN

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

When to welcome back affected students/staff:

The LHD will determine when students and staff are released from isolation or quarantine and can return to school. The LHD should communicate to the school a release from isolation or quarantine in order for the student/staff to be welcomed back to the school.

September 2020 | C-4

Emergency Remote Instruction Plan (Appendix B)

Introduction

The district's Emergency Remote Instruction (ERI) Plan is being included in the district wide school safety plan (DWSSP) as required by Commissioner's Regulation §155.17. Beginning with the 2023-24 school year, all public-school districts and boards of cooperative educational services (BOCES) must develop a plan that addresses six different regulatory components related to how they will provide remote instruction under emergency conditions.

These ERI Plans will serve to ensure that there is a common understanding about remote instruction amongst district or BOCES staff, teachers, families and students.

ERI Plans must include the methods by which districts and BOCES will ensure the availability of devices and internet access, provision of special education and related services for students with disabilities, and the expectations for time spent in different remote modalities, should an emergency require the district or BOCES to transition to remote instruction.

ERI Plans must be informed by the district's Student Digital Resources data collection which is completed annually. Unatego Central School District will attach our ERI Plan yearly to our DWSSP as an appendix.

Content Outline-Six Regulatory Components

- Policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction.
- Policies and procedures to ensure students receiving remote instruction under emergency conditions will access internet connectivity.
- Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an exception that asynchronous instruction is supplementary to synchronous instruction.
- A description of how instruction will occur for those students for whom remote instructions by digital technology is not available or appropriate.
- A description of how special education and related services will be provided to students with disabilities and preschool students with disabilities, as applicable, in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education.
- For school districts that receive foundation aid, the estimated number of instructional hours the school district intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions pursuant to section 175.5 of this Chapter.

Procedures to ensure computing devices will be made available to students

Our district is currently 1:1 for all K-12 students, K and 1st grade students have iPads and 2nd-12th grade students have Chromebooks. If a student did not bring home their device, the district would schedule time(s) for the distribution of devices. For families that were unable to pick-up the device, we would schedule a time for device drop off. Paper copies would be provided to students that were not able to use a computing device.

The district would schedule times for devices to be serviced or replaced on an ongoing (at minimum weekly) basis, at the district. The district would pick-up and drop off a replacement device for families that were unable to get to the district.

The above would be communicated with families using existing internal and external communications channels to notify students, and families/caregivers about remote and hybrid school schedules with as much advance notice as possible. The district's existing communication channels include the district's website, social media (Facebook, Twitter) and robo calls (School Messenger). The district will hold online forums to communicate the district's plan and will then mail home schedules.

In addition, the district will make every effort to ensure that communication to parents/legal guardians is in their preferred language and mode of communication. The district continues to be in communication with families via email, video conferencing, written communication, and phone calls. Communication occurs in the family's preferred language and mode of communication. Every effort has been made to ensure that communication is accessible to all individuals in accordance with the Web Content Accessibility Guidelines (WCAG) 2.0 Level A/AA.

This plan is consistent with the information provided by families in the Student Digital Resource data collection.

Procedures to ensure students will access internet connectivity

For students that do not have reliable access to the internet, the district has a limited number of hot spots available. These devices do require cell phone reception which is not available throughout the district. For students that do not have reliable internet access/cell service, the district will provide paper copies and/or jump drives to students during remote learning. The district will provide greater access to reliable internet including providing space on property for students to access the school's Wi-Fi. We would also work with our community partners (i.e., libraries in the villages of Unadilla and Otego) to provide Wi-Fi access.

This plan is consistent with the information provided by families in the Student Digital Resource data collection.

Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction

Our district is currently 1:1 for all K-12 instructional staff. Specifically, all instructional staff have a Chromebook or a laptop. If an instructional staff member did not bring home their device, the district would schedule time(s) for the distribution of devices. The district has a limited number of hotspots for instructional staff that do not have WiFi in their residence.

Instruction will not only focus on “core” subject areas to the exclusion of elective courses. Student schedules will remain the same to ensure that staff and students do not encounter conflicts wherein synchronous lessons for different subjects are offered simultaneously.

Remote learning opportunities for secondary students will include a greater emphasis on synchronous instruction, with teachers finding ways to provide live instruction and lessons to students. While recording of live lessons is still essential for students unable to attend at a scheduled time, teachers will ensure that their students are directly engaged with them and their class peers in experiential learning on a regular basis.

The amount of synchronous and asynchronous instruction varies by grade level. For students in grades K-2 there will be whole class check-ins throughout the day (2-4) for 20-30 minutes at a time. The remainder of the teacher’s day will be spent in office hours working with individual or small groups of students. For students in grades 3-5 there will be whole class check-ins throughout the day (2-4) for 30-40 minutes at a time. The remainder of the teacher’s day will be spent in office hours working with individual or small groups of students. Grades 6-12 will begin each period (9 per day) live with their whole class and teacher. The teacher will then use the 40-minute instructional period to provide whole class, small group and individual instruction. The use of Zoom, Microsoft Teams, and/or Google Meet permit breakout rooms for small group and individual instruction.

To support the needs of individual students including ELL/ML students, all students will follow their daily schedule therefore ensuring regular access to scheduled ESL services. Teachers would work collaboratively to ensure that instructional resources were available to students.

Annually, all instructional staff are provided training to review, revise and update remote learning plans. The district uses the October staff development day to ensure that all staff are aware of the expectations and have plans for remote teaching.

Description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate.

We have been able to provide all students with access to digital technology. We would work with the student and the family to provide the best support and resources to access remote learning. If a student could not access digital learning, they would still have daily live contact time with their teacher and classmates. We would work with the family on what resources and support could be provided to supplement this learning.

For students that do not have adequate access to the internet, the district has a limited number of hot spots available. These devices do require cell phone reception which is not available throughout the district. For students that do not have adequate internet access/cell service, the district will provide paper copies and/or jump drives to students during remote learning.

Description of how special education and related services will be provided to students with disabilities and preschool students with disabilities

Students will be provided virtual instruction to include related services. The district plan has educational equity for all at the forefront and all IEP accommodations will be met. The district will work with families to provide them with any necessary translations of documents and communications. The district will also continue to use the services of outside organizations to provide assistance to families. The CPSE and CSE committees will continue to meet in person or virtually to address all educational needs for each student. The committees will continue to make recommendations on programs and goals based on data collected. The Unatego Central School District will be in compliance with all Individualized Educational Plans.

The district will follow its existing engagement and communication protocols with parents regarding the provision of special education services for their child. The district will continue to be in communication with families via email, video conferencing, written communication, and phone calls. Communication occurs in the family's preferred language and mode of communication.

Estimated number of instructional hours the school district intends to claim for State aid purposes for each day spent in remote instruction

The length of a school day during Remote Instruction will be equivalent to regular instruction. This will be a minimum of four (4) hours of instruction, not including lunch and/or recess.

Internal Claims Auditor Report for Unatego Central School District

Warrant Report Month: April 2024

Checks Audited: 172

Internal Claims Auditor: Debra A. Whalley

Discovered Condition	Internal Auditor Requested Corrective Action	Corrective Action Taken
FINDINGS:		
Incorrect Invoice Number Incident: 1	Verify & Correct Invoice Number	Correction Done
PO's should be completed prior to purchase or service: Delaware-Chenango-Madison-Otsego BOCES Incidents: 1		

of Entries: 336

.59 % of Findings to Entries

Recommendations & Reminders:



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

To: Unatego Board Members

From: Patricia A. Loker
School Business Manager

Date: May 21, 2024

Re: Warrants for the June 3, 2024 meeting

Enclosed, please find the following April warrants for the June 3, 2024 meeting:

<u>FUND</u>	<u>#'s</u>
General Fund	59, 60, 61, 62
Trust & Agency	42, 43, 44
School Lunch Fund	29, 30
Federal	21, 22
Capital	29, 30, 31, 32

pal/mls

cc Dr. David Richards

UNATEGO CENTRAL SCHOOL TREASURER'S REPORT

APRIL 2024

	GENERAL FUND	CAFETERIA FUND	TRUST & AGENCY FUND	FEDERAL FUND	CAPITAL FUND	PAYROLL FUND	BENEFIT REIMB	DEBT SERVICE RESERVE
BEGINNING BALANCE	\$ 4,271,161.67	\$ 119,048.98	\$ 185,268.10	\$ 382,084.93	\$ 1,440,154.10	\$ 834.38	\$ 3,901.03	\$ 239,285.79
RECEIPTS	\$ 1,735,319.31	\$ 87,079.17	\$ 1,074,448.28	\$ 173,729.57	\$ 662,361.28	\$ 547,521.37	\$ 1,170.00	0.00
DISBURSEMENTS	\$ 1,848,770.08	\$ 68,932.70	\$ 1,073,444.21	\$ 124,744.50	\$ 813,448.94	\$ 547,521.22	\$ 3,635.85	0.00
ENDING BALANCE	\$ 4,158,710.92	\$ 146,195.45	\$ 186,270.17	\$ 411,070.00	\$ 1,179,065.44	\$ 834.53	\$ 1,435.18	\$ 239,285.79

Community General Reserve	
NY Class General	\$ 8,859,313.28
NY Class Reserves	
NY Class Capital	\$ 4,200,979.95
NY Class Debt Service	\$ 25,178.85
Webster Bank EPC Escrow	\$ 2,875,845.79

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

PATRICIA A. LOKER, SCHOOL BUSINESS MANAGER

Patricia Loker Business Manager

UNATEGO CENTRAL SCHOOL

Treasurer's Report Summary

April-2024

	A200 GENERAL FUND	C200 SCHOOL LUNCH	F200 SPECIAL AID FUND	H200 CAPITAL FUND	TA200 TRUST & AGENCY
Opening balance	\$ 4,271,161.67	\$119,048.98	\$ 362,084.93	\$ 1,440,154.10	\$ 185,266.10
Receipts	1,735,319.31	87,079.17	173,729.57	652,361.28	1,074,448.28
Voided Checks	-	-	-	-	-
Total Receipts & Balance	\$ 6,006,480.98	\$206,128.15	\$ 535,814.50	\$ 2,092,515.38	\$1,259,714.38
Disbursements	1,846,770.06	59,932.70	124,744.50	913,448.94	1,073,444.21
Checking Acct. Balance	<u>\$ 4,159,710.92</u>	<u>\$146,195.45</u>	<u>\$ 411,070.00</u>	<u>\$ 1,179,066.44</u>	<u>\$ 186,270.17</u>
<u>Reconciliation</u>					
Bank Statement Balance	\$ 4,168,239.83	\$145,939.75	\$ 411,257.53	\$ 1,179,406.44	\$ 423,384.71
Plus: Bank Error	-	-	-	-	-
Plus: In Transit Deposits	-	255.70	-	-	-
Less: Outstanding Checks	8,528.91	-	187.53	340.00	237,114.54
Less: Outstanding Wires	-	-	-	-	-
Cash in Checking	<u>\$ 4,159,710.92</u>	<u>\$146,195.45</u>	<u>\$ 411,070.00</u>	<u>\$ 1,179,066.44</u>	<u>\$ 186,270.17</u>

Kim Baber
CBO BUSINESS MANAGER

Accelia Kent

TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL

General Fund Checking

BALANCE ON HAND: April 1, 2024 \$ 4,271,161.67

VOIDED CHECKS: \$ -

RECEIPTS:	INTEREST	31.31
	BOX TOPS FOR EDUCATION	\$4.70
	DELAWARE CTY TAXES	\$69,427.77
	FRANKLIN TUITION, WRESTLING FEES & BASEBALL UNIFORMS	\$3,825.44
	JOHNSON BUILDING USE	\$17.50
	NYS DOH HCCLAIMPMT	\$7,821.76
	NYS OSC, FBR/FLU/FSN MAR'24	\$44,261.00
	NYS OSC, 811/TITLEIV/819/TITLE I/UPK FED/ TITLE II GRANT PYMTS	\$94,973.00
	NYS OSC, ESSER3 GRANT PMT, GEN AID	\$869,206.28
	OTSEGO CTY TAXES	\$644,578.84
	PBR TOURNAMENT (DEFERRED ENTRY FEES 2023)	\$150.00
	PEEWEE WRESTLING	\$895.71
	SHARE WRESTLING HOTEL 03/21/24	\$328.00

TOTAL RECEIPTS \$ 1,736,319.31

RECEIPTS & BALANCE \$ 6,006,480.98

DISBURSEMENTS:	CHECKS	35836-35819	661,144.98
	WIRES		1,185,625.08

TOTAL DISBURSEMENTS \$ 1,846,770.06

BALANCE ON HAND: April 30, 2024 \$ 4,159,710.92

BANK BALANCE \$4,168,239.83

PLUS: BANK ERROR	-
PLUS: IN TRANSIT DEPOSITS	-
LESS: OUTSTANDING CHECKS	8,528.91
LESS: OUTSTANDING WIRES	-

NET BALANCE IN BANK \$4,159,710.92

June 3, 2024
DATE SUBMITTED


DISTRICT TREASURER

UNATEGO CSD

Bank Reconciliation for period ending on 4/30/2024



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

Ending Bank Balance:		4,168,239.83
Outstanding Checks (See listing below):	-	8,528.91
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	4,159,710.92
Cash Account Balance:	4,159,710.92

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
08/03/2023	35064	SCHOOL HEALTH CORPORATION	2,524.64
04/04/2024	35849	NYSSMA	426.00
04/11/2024	35883	KOMENDA PROPERTY MANAGEMENT, LLC	650.00
04/25/2024	35885	THE ARC OTSEGO	425.00
04/25/2024	35887	RHONDA BURNSIDE	72.29
04/25/2024	35888	BUS PARTS WAREHOUSE	410.72
04/25/2024	35889	CAZENOVIA EQUIPMENT CO INC.	136.35
04/25/2024	35891	CINTAS CORPORATION	83.71
04/25/2024	35892	THE CITY OF ONEONTA	50.00
04/25/2024	35893	MICHAEL DAVENPORT	46.37
04/25/2024	35897	J.W. PEPPER & SON, INC.	293.47
04/25/2024	35898	JOHN WHEELAN AUTOMOTIVE	21.00
04/25/2024	35899	LOWE'S	23.69
04/25/2024	35902	NYAPT	198.00
04/25/2024	35903	NYSPPHSA, INC.	51.00
04/25/2024	35904	OTESAGA RESORT HOTEL	200.00
04/25/2024	35906	JENNIFER S POTRZEBA	58.42
04/25/2024	35911	TK ELEVATOR CORPORATION	911.24
04/25/2024	35912	TOLLS BY MAIL	3.46
04/25/2024	35915	UNATEGO SCHOOL LUNCH FUND	79.20
04/25/2024	35917	VILLAGE OF UNADILLA	701.28
04/25/2024	35918	VILLAGE VARIETY, LTD	96.40
04/25/2024	35919	WASTE RECOVERY ENTERPRISES LLC	1,066.67
Outstanding Check Total:			8,528.91

Paul M. Dittus 5/14/2024
Prepared By

Approved By

UNATEGO CSD



Trial Balance Report From 7/1/2023 - 4/30/2024

Account	Description	Debits	Credits	Balance
A 200	CASH - CHECKING	36,024,384.65	31,864,673.73	4,159,710.92
A 2002NYG	NY CLASS GENERAL	9,659,313.28	800,000.00	8,859,313.28
A 210	PETTY CASH	667.67	0.00	667.67
A 391DEBT	DUE FROM DEBT SERVICE	263.25	0.00	263.25
A 391FED	DUE FROM FEDERAL FUND	989,137.23	469,214.50	519,922.73
A 391SL	DUE FROM SCHOOL LUNCH FUND	9,828.45	9,801.30	27.15
A 391TA	DUE FROM TRUST & AGENCY	675,021.82	663,266.96	11,754.86
A 510	ESTIMATED REVENUES	22,916,719.00	0.00	22,916,719.00
A 521	ENCUMBRANCES	23,282,630.86	17,390,973.29	5,891,657.57
A 522	EXPENDITURES	16,818,079.49	345,399.69	16,472,679.80
A 599	APPROPRIATED FUND BALANCE	1,170,221.52	0.00	1,170,221.52
A 601	ACCRUED LIABILITIES	99,102.40	586,822.40	487,720.00 CR
A 630CAP	DUE TO CAPITAL FUND	10,434,640.31	10,938,508.22	503,867.91 CR
A 632	DUE TO TEACHER RETIREMENT	743,140.63	1,460,911.05	717,770.42 CR
A 637	DUE TO EMPLOYEES' RETIREMENT SYSTEM	74,483.50	167,842.75	93,359.25 CR
A 814	WORKERS COMP. RESERVE	0.00	207,267.00	207,267.00 CR
A 815	UNEMPLOYMENT INSURANCE RESERVE	0.00	98,700.00	98,700.00 CR
A 821	RESERVE FOR ENCUMBRANCES	17,390,973.29	23,282,630.86	5,891,657.57 CR
A 827	RETIREMENT CONTRIBUTION RESERVE	0.00	658,638.00	658,638.00 CR
A 828	TRS RETIREMENT RESERVE	0.00	494,200.00	494,200.00 CR
A 862	LIABILITY RESERVE	0.00	45,000.00	45,000.00 CR
A 867	EMPLOYEE LIABILITY RESERVE	0.00	343,234.70	343,234.70 CR
A 878	CAPITAL RESERVE	0.00	1,800,000.00	1,800,000.00 CR
A 878.2	CAPITAL RESERVE - New 2022	0.00	1,000,000.00	1,000,000.00 CR
A 882	RESERVE FOR REPAIRS	0.00	499,299.00	499,299.00 CR
A 914	ASSIGNED APPROPRIATED FUND BAL	0.00	825,000.00	825,000.00 CR
A 915	ASSIGNED UNAPPROPRIATED FUND BAL	0.00	15,771.52	15,771.52 CR
A 917	UNASSIGNED FUND BALANCE	15,771.52	2,721,531.08	2,705,759.56 CR
A 960	APPROPRIATIONS	0.00	24,086,940.52	24,086,940.52 CR
A 980	REVENUES	94,011.55	19,622,763.85	19,528,752.30 CR
A Fund Totals:		140,398,390.42	140,398,390.42	0.00
Grand Totals:		140,398,390.42	140,398,390.42	0.00

UNATEGO CSD



Revenue Status Report By Function From 7/1/2023 To 4/30/2024

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>A 1001</u>	REAL PROPERTY TAXES	7,673,829.16	0.00	7,673,829.16	6,688,342.64	985,486.52
<u>A 1081</u>	PAYMENT IN LIEU OF TAXES (PILOT)	2,700.00	0.00	2,700.00	2,868.00	-168.00
<u>A 1085</u>	SCHOOL TAX RELIEF REIMBURSEMENT	0.00	0.00	0.00	988,679.42	-988,679.42
<u>A 1090</u>	INTEREST ON PROPERTY TAXES	23,000.00	0.00	23,000.00	28,025.66	-5,025.66
<u>A 1120</u>	NON-PROPERTY TAX DISTRIBUTION BY COUNTIES	1,400.00	0.00	1,400.00	1,506.38	-106.38
<u>A 1310</u>	DAY SCHOOL TUITION FOR INDIVIDUAL	35,000.00	0.00	35,000.00	26,485.39	8,514.61
<u>A 1335</u>	OTHER STUDENT FEES & CHARGES	1,000.00	0.00	1,000.00	1,962.82	-962.82
<u>A 1336</u>	AFTER SCHOOL FEES	0.00	0.00	0.00	6,176.00	-6,176.00
<u>A 1410.DW</u>	ADMISSIONS-DAN WICKHAM	6,000.00	0.00	6,000.00	4,483.00	1,517.00
<u>A 2401</u>	INTEREST AND EARNINGS	130,000.00	0.00	130,000.00	352,509.43	-222,509.43
<u>A 2401.1</u>	INTEREST EARNED/TA & PAYROLL ACCT	0.00	0.00	0.00	19.62	-19.62
<u>A 2650</u>	SALE OF SCRAP & EXCESS MATERIALS	0.00	0.00	0.00	452.02	-452.02
<u>A 2655</u>	MINOR SALES, OTHER (SPECIFY)	0.00	0.00	0.00	621.00	-621.00
<u>A 2680.BUS</u>	INSURANCE RECOVERIES/BUS	0.00	0.00	0.00	8,473.34	-8,473.34
<u>A 2701</u>	REFUND OF BOCES AIDED SERVICES	180,000.00	0.00	180,000.00	185,135.38	-5,135.38
<u>A 2703</u>	REFUND OF PRIOR YEAR EXPENSE	0.00	0.00	0.00	12,703.84	-12,703.84
<u>A 2705</u>	GIFTS AND DONATIONS	0.00	0.00	0.00	2,849.40	-2,849.40
<u>A 2770</u>	OTHER UNCLASSIFIED REVENUES	22,000.00	0.00	22,000.00	9,216.07	12,783.93
<u>A 3101</u>	BASIC FORMULA AID	12,950,787.60	0.00	12,950,787.60	7,536,764.15	5,414,023.45
<u>A 3101.1</u>	EXCESS COST AID	169,000.00	0.00	169,000.00	1,296,862.20	-1,127,862.20
<u>A 3102</u>	LOTTERY AID	0.00	0.00	0.00	924,373.60	-924,373.60
<u>A 3102..B</u>	VLT LOTTERY GRANT(VIDEO LOT TERMINAL)	0.00	0.00	0.00	432,236.73	-432,236.73
<u>A 3102..C</u>	COMMERCIAL GAMING GRANT (COG)	0.00	0.00	0.00	57,654.85	-57,654.85
<u>A 3102.CAN.NA.BIS</u>	CANNABIS REVENUE AID	0.00	0.00	0.00	1,985.47	-1,985.47
<u>A 3102.MOS.PT</u>	MOBILE SPORTS WAGERING REVENUE AID	0.00	0.00	0.00	433,830.63	-433,830.63
<u>A 3103</u>	BOCES AID	1,612,098.24	0.00	1,612,098.24	403,101.69	1,208,996.55
<u>A 3260</u>	TEXTBOOK AID	58,120.00	0.00	58,120.00	45,461.00	12,659.00
<u>A 3262</u>	COMPUTER SOFTWARE AID	0.00	0.00	0.00	13,947.00	-13,947.00
<u>A 3262.B</u>	COMPUTER HARDWARE AID	16,784.00	0.00	16,784.00	17,191.00	-407.00
<u>A 3263</u>	LIBRARY LOAN AID	0.00	0.00	0.00	5,818.00	-5,818.00
<u>A 3289</u>	OTHER STATE AID	0.00	0.00	0.00	2,983.02	-2,983.02
<u>A 4601</u>	MEDICAID	35,000.00	0.00	35,000.00	36,033.55	-1,033.55

UNATEGO CSD

Revenue Status Report By Function From 7/1/2023 To 4/30/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A Totals:		22,916,719.00	0.00	22,916,719.00	19,528,752.30	3,387,966.70
Grand Totals:		22,916,719.00	0.00	22,916,719.00	19,528,752.30	3,387,966.70

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 4/30/2024

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1010.400	BOE CONTRACTUAL		3,900.00	-1,242.15	2,657.85	444.59	189.36	2,023.90
A 1010.450	BOE GENERAL SUPPLIES		500.00	0.00	500.00	262.12	0.00	237.88
A 1010.490	BOE BOCES SERVICES		3,514.00	0.00	3,514.00	1,998.03	528.22	987.75
1010	BOARD OF EDUCATION	*	7,914.00	-1,242.15	6,671.85	2,704.74	717.58	3,249.53
A 1040.160	CLASSIFIED SALARIES-DISTRICT CLERK		4,055.00	1,242.15	5,297.15	4,664.52	632.63	0.00
1040	DISTRICT CLERK	*	4,055.00	1,242.15	5,297.15	4,664.52	632.63	0.00
A 1060.400	DISTRICT MEETING CONTRACTUAL		2,200.00	0.00	2,200.00	489.57	910.43	800.00
1060	DISTRICT MEETING	*	2,200.00	0.00	2,200.00	489.57	910.43	800.00
10		**	14,169.00	0.00	14,169.00	7,858.83	2,260.64	4,049.53
A 1240.150	CERTIFIED SALARIES		185,000.00	0.00	185,000.00	156,538.36	28,461.64	0.00
A 1240.160	CLASSIFIED SALARIES		47,097.00	0.00	47,097.00	37,796.00	6,871.85	2,429.15
A 1240.400	MISCELLANEOUS CONTRACTUAL		3,800.00	0.00	3,800.00	3,332.31	0.00	467.69
A 1240.450	GENERAL SUPPLIES		2,000.00	0.00	2,000.00	14.00	0.00	1,986.00
1240	CHIEF SCHOOL ADMINISTRATOR	*	237,897.00	0.00	237,897.00	197,680.67	35,333.49	4,882.84
12		**	237,897.00	0.00	237,897.00	197,680.67	35,333.49	4,882.84
A 1310.160	CLASSIFIED SALARIES		131,589.00	0.00	131,589.00	110,037.94	20,578.46	972.60
A 1310.400	MISCELLANEOUS CONTRACTUAL		6,000.00	0.00	6,000.00	9,126.71	2,375.89	-5,502.60
A 1310.450	GENERAL SUPPLIES		2,000.00	1,850.25	3,850.25	2,016.54	1,833.71	0.00
A 1310.490	BOCES SERVICES-FINANCIAL		276,947.25	-1,850.25	275,097.00	210,956.13	53,095.28	11,045.59
1310	BUSINESS ADMINISTRATION	*	416,536.25	0.00	416,536.25	332,137.32	77,883.34	6,515.59
A 1320.400	MISCELLANEOUS CONTRACTUAL		27,000.00	0.00	27,000.00	13,475.00	13,525.00	0.00
1320	AUDITING	*	27,000.00	0.00	27,000.00	13,475.00	13,525.00	0.00
A 1325.160	CLASSIFIED SALARIES		54,008.00	0.00	54,008.00	43,565.28	8,801.14	1,641.58
A 1325.450	GENERAL SUPPLIES		3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
1325	TREASURER	*	57,008.00	0.00	57,008.00	43,565.28	8,801.14	4,641.58
A 1330.160	CLASSIFIED SALARIES		4,000.00	-1,050.00	2,950.00	4,797.00	417.00	-2,264.00
A 1330.400	MISCELLANEOUS CONTRACTUAL		3,300.00	1,050.00	4,350.00	1,832.61	0.00	2,517.39
A 1330.450	GENERAL SUPPLIES		500.00	0.00	500.00	0.00	0.00	500.00
1330	TAX COLLECTOR	*	7,800.00	0.00	7,800.00	6,629.61	417.00	753.39
A 1345.490	BOCES - DCMO		6,319.00	0.00	6,319.00	5,054.87	1,263.71	0.42
1345	PURCHASING	*	6,319.00	0.00	6,319.00	5,054.87	1,263.71	0.42
A 1380.400	MISCELLANEOUS CONTRACTUAL		5,000.00	0.00	5,000.00	1,547.50	1,452.50	2,000.00
1380	FISCAL AGENT FEE	*	5,000.00	0.00	5,000.00	1,547.50	1,452.50	2,000.00

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 4/30/2024

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
13		**	519,663.25	0.00	519,663.25	402,409.58	103,342.69	13,910.98
A 1420.400	MISCELLANEOUS CONTRACTUAL		30,000.00	0.00	30,000.00	6,117.24	22,850.76	1,032.00
A 1420.490	BOCES SERVICES - DCMO		0.00	648.43	648.43	458.92	189.51	0.00
1420	LEGAL	*	30,000.00	648.43	30,648.43	6,576.16	23,040.27	1,032.00
A 1430.400	MISCELLANEOUS CONTRACTUAL		10,000.00	3,000.00	13,000.00	5,769.05	4,434.50	2,796.45
A 1430.490	BOCES SERVICES - DCMO		50,231.00	25,259.20	75,490.20	59,377.22	16,112.98	0.00
1430	PERSONNEL	*	60,231.00	28,259.20	88,490.20	65,146.27	20,547.48	2,796.45
A 1460.490	BOCES SERVICES-RECORD RETENTION		30,000.00	-10,361.43	19,638.57	10,107.20	2,526.80	7,004.57
1460	RECORDS MANAGEMENT OFFICER	*	30,000.00	-10,361.43	19,638.57	10,107.20	2,526.80	7,004.57
A 1480.490	BOCES SERVICES		40,481.00	9,713.00	50,194.00	39,675.53	10,518.47	0.00
1480	PUBLIC INFORMATION & SERVICES	*	40,481.00	9,713.00	50,194.00	39,675.53	10,518.47	0.00
14		**	160,712.00	28,259.20	188,971.20	121,505.16	56,633.02	10,833.02
A 1620.160	CLASSIFIED SALARIES		309,626.00	-2,087.87	307,538.13	229,613.93	28,464.24	49,459.96
A 1620.162	CLASSIFIED SALARIES: OVERTIME		28,000.00	0.00	28,000.00	17,538.96	4,221.48	6,239.56
A 1620.163	CLASSIFIED SALARIES: SUBSTITUTES		36,000.00	-3,000.00	33,000.00	22,332.85	1,371.10	9,296.05
A 1620.200	EQUIPMENT		95,000.00	0.00	95,000.00	90,926.43	0.00	4,073.57
A 1620.400	MISCELLANEOUS CONTRACTUAL		148,300.00	23,650.00	171,950.00	110,119.65	62,128.99	-298.64
A 1620.401	HEALTH AND SAFETY		2,000.00	2,524.64	4,524.64	2,714.64	0.00	1,810.00
A 1620.450	GENERAL SUPPLIES		144,963.00	964.58	145,927.58	53,192.04	51,604.70	41,130.84
A 1620.463	REFUSE REMOVAL		13,000.00	12.54	13,012.54	11,846.24	1,166.30	0.00
A 1620.473-2	WATER-UNADILLA		3,000.00	0.00	3,000.00	1,764.11	1,235.89	0.00
A 1620.477-2	ELECTRIC-UNADILLA		45,000.00	0.00	45,000.00	37,386.63	16,613.37	-9,000.00
A 1620.477-3	ELECTRIC-HIGH SCHOOL		80,000.00	0.00	80,000.00	70,693.23	18,306.77	-9,000.00
A 1620.554-3	HEATING FUEL-HIGH SCHOOL		135,200.00	0.00	135,200.00	95,126.40	40,073.60	0.00
A 1620.555-2	BOTTLED GAS-UNADILLA		63,000.00	0.00	63,000.00	43,204.55	19,411.33	384.12
A 1620.555-3	BOTTLED GAS-HIGH SCHOOL		4,000.00	0.00	4,000.00	3,700.75	299.25	0.00
A 1620.571	GAS AND FUEL		2,000.00	2,075.33	4,075.33	3,078.73	996.60	0.00
1620	OPERATION OF PLANT	*	1,109,089.00	24,139.22	1,133,228.22	793,239.14	245,893.62	94,095.46
A 1621.160	CLASSIFIED SALARIES		296,505.00	-3,065.71	293,439.29	215,993.76	40,448.32	36,997.21
A 1621.162	CLASSIFIED SALARIES: OVERTIME		5,000.00	3,065.71	8,065.71	5,928.30	2,389.49	-252.08
A 1621.400	MISCELLANEOUS CONTRACTUAL		7,000.00	3,400.00	10,400.00	0.00	23,875.05	-13,475.05
A 1621.450	GENERAL SUPPLIES		5,000.00	-3,400.00	1,600.00	0.00	0.00	1,600.00
1621	MAINTENANCE OF PLANT	*	313,505.00	0.00	313,505.00	221,922.06	66,712.86	24,870.08

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 4/30/2024

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1670.400</u>	CONTRACTUAL		13,000.00	2.00	13,002.00	7,972.83	5,029.17	0.00
<u>A 1670.450</u>	MATERIALS & SUPPLIES		30,000.00	-2.00	29,998.00	18,431.39	4,644.72	6,921.89
<u>A 1670.490</u>	BOCES		200,000.00	0.00	200,000.00	79,804.81	17,862.60	102,332.59
1670	CENTRAL PRINTING & MAILING	*	243,000.00	0.00	243,000.00	106,209.03	27,536.49	109,254.48
<u>A 1680.490</u>	BOCES SERVICES - BROOME-TIOGA		660,295.73	10,724.41	671,020.14	536,952.53	134,067.61	0.00
1680	CENTRAL DATA PROCESSING	*	660,295.73	10,724.41	671,020.14	536,952.53	134,067.61	0.00
16		**	2,325,889.73	34,863.63	2,360,753.36	1,658,322.76	474,210.58	228,220.02
<u>A 1910.454</u>	LIABILITY AND BOND INSURANCE		78,000.00	0.00	78,000.00	74,143.00	0.00	3,857.00
<u>A 1910.455</u>	STUDENT ACCIDENT		8,000.00	0.00	8,000.00	6,831.68	0.00	1,168.32
1910	UNALLOCATED INSURANCE	*	86,000.00	0.00	86,000.00	80,974.68	0.00	5,025.32
<u>A 1920.400</u>	SCHOOL ASSOCIATION DUES		9,500.00	0.00	9,500.00	8,946.00	0.00	554.00
1920	SCHOOL ASSOCIATION DUES	*	9,500.00	0.00	9,500.00	8,946.00	0.00	554.00
<u>A 1981.490</u>	BOCES SERVICES - DCMO		193,474.00	0.00	193,474.00	154,778.89	38,694.72	0.39
1981	BOCES ADMINISTRATIVE COSTS	*	193,474.00	0.00	193,474.00	154,778.89	38,694.72	0.39
<u>A 1983.490</u>	BOCES CAPITAL EXPENSES		312,225.00	0.00	312,225.00	249,779.69	62,444.93	0.38
1983	BOCES CAPITAL EXPENSES	*	312,225.00	0.00	312,225.00	249,779.69	62,444.93	0.38
19		**	601,199.00	0.00	601,199.00	494,479.26	101,139.65	5,580.09
1		***	3,859,529.98	63,122.83	3,922,652.81	2,882,256.26	772,920.07	267,476.48
<u>A 2020.150</u>	CERTIFIED SALARIES		365,549.00	0.00	365,549.00	332,844.72	28,203.76	4,500.52
<u>A 2020.160</u>	CLASSIFIED SALARIES		145,285.00	1,614.34	146,899.34	122,173.24	21,634.21	3,091.89
<u>A 2020.160-SC</u>	CLASSIFIED SALARIES: SUB-REG		7,300.00	1,657.16	8,957.16	6,654.20	2,475.00	-172.04
<u>A 2020.163</u>	CLASSIFIED SALARIES-SUB CLERICAL		2,000.00	0.00	2,000.00	2,299.37	525.00	-824.37
<u>A 2020.400</u>	MISC CONTRACTUAL		1,000.00	1,240.92	2,240.92	14,104.34	0.00	-11,863.42
<u>A 2020.400-2</u>	MISC CONTRACTUAL-UNADILLA		1,400.00	0.00	1,400.00	600.00	0.00	800.00
<u>A 2020.400-3</u>	MISC CONTRACTUAL-HIGH SCHOOL		2,800.00	0.00	2,800.00	843.23	0.00	1,956.77
<u>A 2020.400-4</u>	MISC CONTRACTUAL - JUNIOR HIGH		1,300.00	0.00	1,300.00	178.77	371.23	750.00
<u>A 2020.450-2</u>	GENERAL SUPPLIES-UNADILLA		2,500.00	0.00	2,500.00	948.90	163.85	1,387.25
<u>A 2020.450-3</u>	GENERAL SUPPLIES-HIGH SCHOOL		3,000.00	0.00	3,000.00	1,228.33	160.00	1,611.67
<u>A 2020.450-4</u>	GENERAL SUPPLIES-JR HIGH		2,000.00	0.00	2,000.00	314.30	42.74	1,642.96
<u>A 2020.490</u>	BOCES SERVICES - DCMO		8,370.00	0.00	8,370.00	6,064.06	1,803.94	502.00
2020	SUPERVISION-REGULAR SCHOOL	*	542,504.00	4,512.42	547,016.42	488,253.46	55,379.73	3,383.23
<u>A 2060.490</u>	RESEARCH, PLANNING, EVALUATION		1,982.82	0.00	1,982.82	1,586.25	396.57	0.00
2060	RESEARCH, PLANNING & EVALUAT	*	1,982.82	0.00	1,982.82	1,586.25	396.57	0.00

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Appropriation Status Detail Report By Function From 7/1/2023 To 4/30/2024

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2070.400</u>	MISCELLANEOUS CONTRACTUAL	25,000.00	0.00	25,000.00	4,787.72	4,000.40	16,211.88
<u>A 2070.400-2</u>	CONFERENCES-UNADILLA	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 2070.400-3</u>	CONFERENCES-SR HIGH	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 2070.400-4</u>	CONFERENCES - JUNIOR HIGH	1,000.00	0.00	1,000.00	0.00	50.00	950.00
<u>A 2070.490</u>	BOCES SERVICES - DCMO INSERVICE TRAINING	21,627.00	0.00	21,627.00	14,921.75	4,323.61	2,381.64
2070	INSERVICE TRAINING-INSTRUCTION *	49,627.00	0.00	49,627.00	19,709.47	8,374.01	21,543.52
20	**	594,113.82	4,512.42	598,626.24	509,549.18	64,150.31	24,926.75
<u>A 2110.120</u>	CERTIFIED SALARIES: K-6	1,838,426.00	-94,176.01	1,744,249.99	1,136,923.29	463,143.82	144,182.88
<u>A 2110.121</u>	CERTIFIED SALARIES: LTA'S - K-6	177,535.00	-59,239.86	118,295.14	8,076.98	2,985.39	107,232.77
<u>A 2110.130</u>	CERTIFIED SALARIES: 7-12	2,196,906.00	-47,620.19	2,149,285.81	1,530,578.28	606,196.54	12,510.99
<u>A 2110.132</u>	CERTIFIED SALARIES: AIS/AE	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
<u>A 2110.132-CS</u>	CERTIFIED SALARIES: COMMUNITY SCHOOLS/AFTERSCHOOL	28,000.00	0.00	28,000.00	0.00	0.00	28,000.00
<u>A 2110.140</u>	SUBSTITUTES-TEACHERS	160,000.00	973.21	160,973.21	97,686.25	74,947.00	-11,660.04
<u>A 2110.161</u>	CLASSIFIED SALARIES: AIDES	122,737.00	7,592.74	130,329.74	67,998.38	38,356.16	23,975.20
<u>A 2110.163</u>	SUBSTITUTES-AIDES	40,000.00	2,482.46	42,482.46	42,686.86	7,137.03	-7,341.43
<u>A 2110.200-CS</u>	EQUIPMENT - COMMUNITY SCHOOLS	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
<u>A 2110.400</u>	CONTRACTUAL EXPENSE	70,989.00	23,506.01	94,495.01	94,495.01	0.00	0.00
<u>A 2110.400-2</u>	CONTRACTUAL EXPENSE-UNADILLA	3,000.00	0.00	3,000.00	1,165.00	876.00	959.00
<u>A 2110.400-3</u>	CONTRACTUAL EXPENSE-HIGH SCHOOL	8,000.00	0.00	8,000.00	713.92	3,449.14	3,836.94
<u>A 2110.400-4</u>	CONTRACTUAL EXPENSE-JUNIOR HIGH	5,000.00	0.00	5,000.00	0.00	550.00	4,450.00
<u>A 2110.450-2</u>	MATERIALS/SUPPLIES-UNADILLA	16,000.00	4,500.00	20,500.00	19,214.12	97.30	1,188.58
<u>A 2110.450-3</u>	MATERIALS/SUPPLIES-HIGH SCHOOL	20,000.00	10,018.04	30,018.04	23,777.67	1,430.97	4,809.40
<u>A 2110.450-4</u>	MATERIALS/SUPPLIES/JR HIGH	12,000.00	147.99	12,147.99	10,046.01	2,018.58	83.40
<u>A 2110.450-CS</u>	COMMUNITY SCHOOLS/SUPPLIES	22,000.00	-5,000.00	17,000.00	8,190.25	451.17	8,358.58
<u>A 2110.471</u>	TUITION PAYMENTS PUBLIC	10,000.00	0.00	10,000.00	0.00	25,457.00	-15,457.00
<u>A 2110.472</u>	TUITION PAYMENTS PRIVATE	3,000.00	1,824.00	4,824.00	3,852.00	472.00	500.00
<u>A 2110.480-0</u>	HDCVR-TXTBKS PBKS	44,503.00	-7,500.00	37,003.00	28,331.08	563.95	8,107.97
<u>A 2110.490</u>	BOCES - DCMO	219,866.00	0.00	219,866.00	159,200.39	43,238.21	17,427.40
2110	TEACHING-REGULAR SCHOOL *	5,050,962.00	-162,491.61	4,888,470.39	3,232,935.49	1,271,370.26	384,164.64
21	**	5,050,962.00	-162,491.61	4,888,470.39	3,232,935.49	1,271,370.26	384,164.64
<u>A 2250.150</u>	CERTIFIED SALARIES	777,956.00	-4,545.56	773,410.44	546,986.97	178,124.89	48,298.58
<u>A 2250.151</u>	CERTIFIED SALARIES - LTA's	0.00	33,980.66	33,980.66	18,735.91	15,244.75	0.00

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 4/30/2024

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2250.153	CERTIFIED SALARIES - SUB SPEC ED LTA'S	0.00	213.00	213.00	531.75	0.00	-318.75
A 2250.160	CLASSIFIED SALARIES	527,264.00	0.00	527,264.00	461,832.87	0.00	65,431.13
A 2250.161	CLASSIFIED SALARIES: SUBS/AIDES	0.00	2,942.47	2,942.47	9,122.47	0.00	-6,180.00
A 2250.163	CLASSIFIED SALARIES: SPEC ED SUBS/AIDES	0.00	1,390.09	1,390.09	1,354.98	435.36	-400.25
A 2250.400	CONTRACTUAL EXPENSES	100,000.00	-5,000.00	95,000.00	135,277.57	51,414.02	-91,691.59
A 2250.450	GENERAL SUPPLIES	5,000.00	74.22	5,074.22	4,614.74	0.00	459.48
A 2250.471	TUITION PAYMENTS	165,121.00	0.00	165,121.00	71,870.00	0.00	93,251.00
A 2250.472	TUITION PAYMENTS	173,122.00	0.00	173,122.00	107,114.84	14,349.37	51,657.79
A 2250.490	BOCES - DCMO	1,944,548.20	0.00	1,944,548.20	1,368,955.68	325,544.28	250,048.24
2250	PROGRAMS-STUDENTS W/ DISABIL *	3,693,011.20	29,054.88	3,722,066.08	2,726,397.78	585,112.67	410,555.63
A 2280.490	BOCES SERVICES - DCMO	600,684.00	11,590.36	612,274.36	489,819.48	122,454.88	0.00
2280	OCCUPATIONAL EDUCATION *	600,684.00	11,590.36	612,274.36	489,819.48	122,454.88	0.00
22	**	4,293,695.20	40,645.24	4,334,340.44	3,216,217.26	707,567.55	410,555.63
A 2330.490	BOCES SERVICES	9,600.00	0.00	9,600.00	7,327.80	1,956.20	316.00
2330	TEACHING-SPECIAL SCHOOLS *	9,600.00	0.00	9,600.00	7,327.80	1,956.20	316.00
23	**	9,600.00	0.00	9,600.00	7,327.80	1,956.20	316.00
A 2610.150	CERTIFIED SALARIES	45,000.00	0.00	45,000.00	31,290.54	7,362.46	6,347.00
A 2610.151	CERTIFIED SALARIES LTA'S	24,020.00	0.00	24,020.00	0.00	0.00	24,020.00
A 2610.450-1	MATERIALS & SUPPLIES-ELEMENTARY	5,000.00	0.00	5,000.00	1,484.84	0.00	3,515.16
A 2610.450-2	MATERIALS & SUPPLIES-SECONDARY	5,000.00	39.06	5,039.06	4,167.25	1,586.80	-714.99
A 2610.450-3	MATERIALS & SUPPLIES-HIGH SCHOOL	0.00	30.95	30.95	30.95	0.00	0.00
A 2610.460-1	LIBRARY AV LOAN-ELEMENTARY	2,841.00	0.00	2,841.00	0.00	0.00	2,841.00
A 2610.460-2	LIBRARY AV LOAN-SECONDARY	2,841.00	0.00	2,841.00	2,838.64	0.00	2.36
A 2610.490	BOCES SERVICES - DCMO	69,145.00	0.00	69,145.00	57,493.00	15,292.00	-3,640.00
2610	SCHOOL LIBRARY & AUDIOVISUAL *	153,847.00	70.01	153,917.01	97,305.22	24,241.26	32,370.53
A 2630.151	CERTIFIED SALARIES - LTA's	30,822.00	0.00	30,822.00	18,863.03	8,876.97	3,082.00
A 2630.220	STATE AIDED HARDWARE	16,784.00	-12,000.00	4,784.00	0.00	1,270.20	3,513.80
A 2630.400	MISCELLANEOUS CONTRACTUAL	1,000.00	6,657.31	7,657.31	7,657.31	0.00	0.00
A 2630.450	COMPUTER MATERIALS & SUPPLIES	5,000.00	3,023.80	8,023.80	3,473.84	4,000.00	549.96
A 2630.460	STATE AIDED SOFTWARE	13,617.00	19,500.00	33,117.00	32,711.83	0.00	405.17
A 2630.490	BOCES-COMPUTER ASSISTED INSTRUCTION	177,413.00	6,463.00	183,876.00	146,967.47	36,908.53	0.00
2630	COMPUTER ASSISTED INSTRUCTION *	244,636.00	23,644.11	268,280.11	209,673.48	51,055.70	7,550.93

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 4/30/2024

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
26	**	398,483.00	23,714.12	422,197.12	306,978.70	75,296.96	39,921.46
<u>A 2810.150</u>	CERTIFIED SALARIES	266,335.00	-1,154.37	265,180.63	177,670.17	65,138.55	22,371.91
<u>A 2810.160</u>	CLASSIFIED SALARES	39,946.00	1,145.87	41,091.87	35,721.82	7,042.93	-1,672.88
<u>A 2810.450-2</u>	MATERIALS & SUPPLIES-UNADILLA	200.00	0.00	200.00	81.03	0.00	118.97
<u>A 2810.450-3</u>	MATERIALS & SUPPLIES-HIGH SCHOOL	700.00	8.50	708.50	708.50	0.00	0.00
2810	GUIDANCE-REGULAR SCHOOL	307,181.00	0.00	307,181.00	214,181.52	72,181.48	20,818.00
<u>A 2815.160</u>	CLASSIFIED SALARIES	119,111.00	0.00	119,111.00	80,919.24	27,006.68	11,185.08
<u>A 2815.163</u>	CLASSIFIED SALARIES: SUBSTITUTES	3,000.00	7,841.25	10,841.25	15,085.00	0.00	-4,243.75
<u>A 2815.400</u>	MISC CONTRACTUAL	1,400.00	-300.00	1,100.00	340.00	0.00	760.00
<u>A 2815.450-2</u>	MATERIALS & SUPPLIES-UNADILLA	1,300.00	500.00	1,800.00	1,787.06	0.00	12.94
<u>A 2815.450-3</u>	MATERIALS & SUPPLIES-HIGH SCHOOL	700.00	300.00	1,000.00	662.53	106.88	230.59
2815	HEALTH SERVICES-REGULAR SCHOOL	125,511.00	8,341.25	133,852.25	98,793.83	27,113.56	7,944.86
<u>A 2820.150</u>	CERTIFIED SALARIES	88,112.00	881.12	88,993.12	72,209.89	16,783.23	0.00
<u>A 2820.450</u>	GENERAL SUPPLIES	5,300.00	-881.12	4,418.88	1,008.78	83.62	3,326.48
2820	PSYCHOLOGICAL SRVC-REG SCHOOL	93,412.00	0.00	93,412.00	73,218.67	16,866.85	3,326.48
<u>A 2825.150</u>	CERTIFIED SALARIES-SOCIAL WORKER	61,126.00	0.00	61,126.00	0.00	0.00	61,126.00
2825	SOCIAL WORK SRVC-REG SCHOOL	61,126.00	0.00	61,126.00	0.00	0.00	61,126.00
<u>A 2850.150</u>	CERTIFIED SALARIES	63,425.00	16,640.97	80,065.97	23,157.25	41,118.50	15,790.22
<u>A 2850.160</u>	CLASSIFIED SALARIES	6,200.00	0.00	6,200.00	1,158.50	2,607.00	2,434.50
<u>A 2850.400</u>	MISCELLANEOUS CONTRACTUAL	500.00	0.00	500.00	480.00	0.00	20.00
<u>A 2850.450</u>	GENERAL SUPPLIES	500.00	0.00	500.00	0.00	0.00	500.00
2850	CO-CURRICULAR ACTIV-REG SCHL	70,625.00	16,640.97	87,265.97	24,795.75	43,725.50	18,744.72
<u>A 2855.150</u>	CERTIFIED SALARIES	175,000.00	0.00	175,000.00	138,781.67	46,180.58	-9,962.25
<u>A 2855.160</u>	CLASSIFIED SALARIES	25,000.00	0.00	25,000.00	20,410.04	3,194.66	1,395.30
<u>A 2855.200</u>	EQUIPMENT	3,000.00	0.00	3,000.00	2,855.00	0.00	145.00
<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	3,826.60	1,488.00	485.40
<u>A 2855.447</u>	ORGANIZATIONAL MEMBERSHIPS	3,200.00	0.00	3,200.00	3,034.00	0.00	166.00
<u>A 2855.448</u>	PHYSICALS	13,000.00	0.00	13,000.00	5,700.00	0.00	7,300.00
<u>A 2855.449</u>	OFFICIALS	34,000.00	0.00	34,000.00	24,861.67	9,138.33	0.00
<u>A 2855.450</u>	GENERAL SUPPLIES	20,000.00	1,200.00	21,200.00	16,691.80	2,673.50	1,834.70
<u>A 2855.476</u>	TRAVEL/CONFERENCE	3,500.00	0.00	3,500.00	947.56	0.00	2,552.44
<u>A 2855.479</u>	PARTICIPATION FEES	5,500.00	0.00	5,500.00	3,518.20	1,200.00	781.80

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 4/30/2024

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2855.490	BOCES		4,875.00	0.00	4,875.00	3,900.00	975.00	0.00
2855	INTERSCHOL ATHLETICS-REG SCHL	*	294,875.00	1,200.00	296,075.00	224,526.54	64,850.07	6,698.39
28		**	952,730.00	26,182.22	978,912.22	635,516.31	224,737.46	118,658.45
2		***	11,299,584.02	-67,437.61	11,232,146.41	7,908,524.74	2,345,078.74	978,542.93
A 5510.160	NONINSTRUCTIONAL SALARIES		228,752.00	7,960.39	236,712.39	223,109.08	53,870.30	-40,266.99
A 5510.161	WAGES		380,000.00	-18,829.26	361,170.74	261,017.34	90,543.69	9,609.71
A 5510.162	OVERTIME		32,000.00	0.00	32,000.00	24,679.83	6,420.58	899.59
A 5510.163	SUBSTITUTES		8,000.00	4,587.87	12,587.87	3,872.14	8,409.60	306.13
A 5510.166	ATHLETIC TRIPS		23,000.00	0.00	23,000.00	13,774.58	6,540.41	2,685.01
A 5510.167	FIELD TRIPS		9,000.00	0.00	9,000.00	4,807.75	1,179.31	3,012.94
A 5510.168-CS	AFTER SCHOOL LATE RUN		8,000.00	-5,800.00	2,200.00	599.45	1,227.51	373.04
A 5510.200	EQUIPMENT		25,000.00	-6,060.19	18,939.81	16,075.71	0.00	2,864.10
A 5510.210	BUS		40,000.00	8,770.00	48,770.00	48,770.00	0.01	-0.01
A 5510.400	MISCELLANEOUS CONTRACTUAL		53,600.00	7,266.00	60,866.00	48,784.84	17,928.85	-5,847.69
A 5510.410	CONTRACTUAL/LEASED BUS EXPENSE		445,000.00	0.00	445,000.00	159,473.90	285,526.10	0.00
A 5510.448	PHYSICALS		3,500.00	0.00	3,500.00	0.00	0.00	3,500.00
A 5510.450	GENERAL SUPPLIES		20,400.00	0.00	20,400.00	9,621.93	9,453.38	1,324.69
A 5510.454	INSURANCE		19,000.00	2,765.00	21,765.00	21,219.00	546.00	0.00
A 5510.490	BOCES SERVICES - DCMO		2,534.00	6,281.00	8,815.00	7,497.20	2,605.80	-1,288.00
A 5510.540	CLEANING SUPPLIES		2,800.00	0.00	2,800.00	475.90	0.00	2,324.10
A 5510.560	UNIFORMS		1,560.00	0.00	1,560.00	0.00	0.00	1,560.00
A 5510.570	PARTS		33,500.00	0.00	33,500.00	12,525.53	20,974.47	0.00
A 5510.571	GAS AND FUEL		226,700.00	0.00	226,700.00	102,696.21	122,303.79	1,700.00
A 5510.572	OIL AND LUBRICANTS		2,500.00	0.00	2,500.00	3,687.15	0.00	-1,187.15
A 5510.573	TIRES		12,000.00	0.00	12,000.00	9,772.55	2,227.45	0.00
5510	DISTRICT TRANSPORT-MEDICAID	*	1,576,846.00	6,940.81	1,583,786.81	972,460.09	629,757.25	-18,430.53
A 5530.400	MISCELLANEOUS CONTRACTUAL		23,000.00	24,393.12	47,393.12	45,455.55	3,676.00	-1,738.43
A 5530.454	HEATING FUEL		20,500.00	0.00	20,500.00	7,667.43	12,131.29	701.28
A 5530.463	REFUSE REMOVAL		2,500.00	0.00	2,500.00	1,833.00	367.00	300.00
A 5530.473	WATER/GARAGE		500.00	0.00	500.00	170.00	330.00	0.00
A 5530.477	ELECTRICITY		6,000.00	0.00	6,000.00	5,354.19	645.81	0.00
A 5530.478	TELEPHONE		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
5530	GARAGE BUILDING	*	53,500.00	24,393.12	77,893.12	60,480.17	17,150.10	262.85

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 4/30/2024

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
55		**	1,630,346.00	31,333.93	1,661,679.93	1,032,940.26	646,907.35	-18,167.68
5		***	1,630,346.00	31,333.93	1,661,679.93	1,032,940.26	646,907.35	-18,167.68
A 7140.161	NONINSTR SALARIES/AFTERSCHOOL PROG		62,000.00	-3,765.00	58,235.00	16,764.14	0.00	41,470.86
A 7140.400	CONTRACTUAL/AFTERSCHOOL PROG		8,000.00	1,000.00	9,000.00	9,000.00	0.00	0.00
A 7140.450	GENERAL SUPPLIES/AFTERSCHOOL PROG		1,500.00	0.00	1,500.00	754.87	153.22	591.91
7140	RECREATION	*	71,500.00	-2,765.00	68,735.00	26,519.01	153.22	42,062.77
71		**	71,500.00	-2,765.00	68,735.00	26,519.01	153.22	42,062.77
7		***	71,500.00	-2,765.00	68,735.00	26,519.01	153.22	42,062.77
A 9010.800	STATE RETIREMENT		280,000.00	29,119.75	309,119.75	309,119.75	0.00	0.00
9010	STATE RETIREMENT	*	280,000.00	29,119.75	309,119.75	309,119.75	0.00	0.00
A 9020.800	TEACHERS' RETIREMENT		666,000.00	0.00	666,000.00	623,645.00	0.00	42,355.00
9020	TEACHERS' RETIREMENT	*	666,000.00	0.00	666,000.00	623,645.00	0.00	42,355.00
A 9030.800	SOCIAL SECURITY		718,000.00	16,017.37	734,017.37	508,368.97	179,703.02	45,945.38
9030	SOCIAL SECURITY	*	718,000.00	16,017.37	734,017.37	508,368.97	179,703.02	45,945.38
A 9040.800	WORKERS' COMPENSATION		83,459.00	0.00	83,459.00	82,159.00	0.00	1,300.00
9040	WORKERS' COMPENSATION	*	83,459.00	0.00	83,459.00	82,159.00	0.00	1,300.00
A 9045.800	LIFE INSURANCE		1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
9045	LIFE INSURANCE	*	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 9050.80	UNEMPLOYMENT INSURANCE		13,000.00	0.00	13,000.00	7,421.31	5,578.69	0.00
9050	UNEMPLOYMENT INSURANCE	*	13,000.00	0.00	13,000.00	7,421.31	5,578.69	0.00
A 9060.158-01	HEALTH INS/STIPEND		65,000.00	0.00	65,000.00	2,541.66	0.00	62,458.34
A 9060.801	HEALTH INSURANCE		3,800,000.00	-505,258.50	3,294,741.50	2,330,227.70	677,743.28	286,770.52
A 9060.801-BR-A	HEALTH INSURANCE HRA/FSA		40,000.00	-3,000.00	37,000.00	32,917.20	723.20	3,359.60
A 9060.801-HB	HEALTH INSURANCE BUYOUT		5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
A 9060.803	DENTAL INSURANCE		80,000.00	0.00	80,000.00	73,305.19	3,000.00	3,694.81
9060	HOSPITAL, MEDICAL & DENTAL INS	*	3,990,000.00	-508,258.50	3,481,741.50	2,438,991.75	681,466.48	381,283.27
A 9089.800	UNDISTRIBUTED EXPENDITURES		3,000.00	0.00	3,000.00	2,695.00	0.00	305.00
9089	OTHER	*	3,000.00	0.00	3,000.00	2,695.00	0.00	305.00
90		**	5,754,959.00	-463,121.38	5,291,837.62	3,972,400.78	866,748.19	452,688.65
A 9711.600	SERIAL BONDS/SCHOOL CONST/PRINCIPAL		1,200,000.00	0.00	1,200,000.00	0.00	1,200,000.00	0.00
A 9711.700	SERIAL BONDS/SCHOOL CONST/INTEREST		119,700.00	0.00	119,700.00	59,850.00	59,850.00	0.00
9711	SERIAL BOND	*	1,319,700.00	0.00	1,319,700.00	59,850.00	1,259,850.00	0.00
A 9731.600	BAN-PRINCIPAL-CAPITAL PROJECT		100,000.00	0.00	100,000.00	100,000.00	0.00	0.00

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 4/30/2024

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 9731.700	BAN-INTEREST-CAPITAL		35,550.00	454,638.75	490,188.75	490,188.75	0.00	0.00
9731		*	135,550.00	454,638.75	590,188.75	590,188.75	0.00	0.00
97		**	1,455,250.00	454,638.75	1,909,888.75	650,038.75	1,259,850.00	0.00
9		***	7,210,209.00	-8,482.63	7,201,726.37	4,622,439.53	2,126,598.19	452,688.65
Fund ATotals:			24,071,169.00	15,771.52	24,086,940.52	16,472,679.80	5,891,657.57	1,722,603.15
Grand Totals:			24,071,169.00	15,771.52	24,086,940.52	16,472,679.80	5,891,657.57	1,722,603.15

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

School Lunch Fund Checking

BALANCE ON HAND: April 1, 2024	\$ 119,048.98
VOIDED CHECKS	\$ -

RECEIPTS:		0.94
INTEREST		\$3,212.23
SCHOOL LUNCH RECEIPTS MARCH 2024		\$44,261.00
TRANSFER (MARCH BREAKFAST/LUNCH/SNACK)		\$39,605.00
TRANSFER (FEB'24 SLU/FLU/FSN)		

Total Receipts	\$ 87,079.17
RECEIPTS & BALANCE	\$ 206,128.15

DISBURSEMENTS:

CHECKS	7375-7386	42,836.43
WIRES		17,096.27

TOTAL DISBURSEMENTS	\$ 60,932.70
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BALANCE ON HAND: April 30, 2024	\$ 145,195.45
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BANK BALANCE	\$145,939.76
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PLUS: BANK ERROR	-
PLUS: IN TRANSIT DEPOSITS	255.70
LESS: OUTSTANDING CHECKS	-
LESS: OUTSTANDING WIRES	-

NET BALANCE IN BANK	\$146,195.45
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June 3, 2024
DATE SUBMITTED


DISTRICT TREASURER

UNATEGO CSD

Bank Reconciliation for period ending on 4/30/2024



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

Ending Bank Balance:		145,939.75
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	255.70
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 146,195.45

Cash Account Balance: 146,195.45

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
Outstanding Check Total:			0.00

Dad M. H. H. 5/14/2024
Prepared By

Approved By

UNATEGO CSD



Trial Balance Report From 7/1/2023 - 4/30/2024

Account	Description	Debits	Credits	Balance
C 200	CASH	705,627.53	559,432.08	146,195.45
C 391TA	DUE FROM TRUST & AGENCY	11,347.89	7,565.26	3,782.63
C 4101	STATE AID RECEIVABLE	154,816.64	124,791.64	30,025.00
C 4102	FEDERAL AID RECEIVABLE	417,065.00	377,013.00	40,052.00
C 445	INVENTORY-SUPPLIES	4,396.91	0.00	4,396.91
C 446	INVENTORY-FOOD	11,511.11	0.00	11,511.11
C 446.1	INVENTORY-USDA	5,930.77	0.00	5,930.77
C 510	ESTIMATED REVENUES	651,357.00	0.00	651,357.00
C 521	ENCUMBRANCES	637,091.60	518,682.50	118,409.10
C 522	EXPENDITURES	533,852.58	7,330.87	526,521.71
C 630GEN	DUE TO GENERAL FUND	9,801.30	9,828.45	27.15 CR
C 631	DUE TO OTHER GOVERNMENTS	393.67	473.49	79.82 CR
C 806	NOT IN SPENDABLE FORM	0.00	21,838.79	21,838.79 CR
C 821	RESERVE FOR ENCUMBRANCES	518,682.50	637,091.60	118,409.10 CR
C 915	ASSIGNED UNAPPROPRIATED FUND BAL	0.00	170,935.03	170,935.03 CR
C 960	APPROPRIATIONS	0.00	651,357.00	651,357.00 CR
C 980	REVENUES	41,167.00	616,701.79	575,534.79 CR
C Fund Totals:		3,703,041.50	3,703,041.50	0.00
Grand Totals:		3,703,041.50	3,703,041.50	0.00

UNATEGO CSD



Revenue Status Report By Function From 7/1/2023 To 4/30/2024

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C 1445</u>	OTHER FOOD SALES	42,000.00	0.00	42,000.00	28,702.42	13,297.58
<u>C 2401</u>	INTEREST AND EARNINGS	10.00	0.00	10.00	11.13	-1.13
<u>C 2701</u>	REFUND OF BOCES AIDED SERVICES	3,247.00	0.00	3,247.00	3,580.51	-333.51
<u>C 2770</u>	MISCELLANEOUS REVENUE	1,000.00	0.00	1,000.00	19.68	980.32
<u>C 3190.1</u>	STATE BREAKFAST	4,000.00	0.00	4,000.00	33,542.00	-29,542.00
<u>C 3190.11</u>	BOCES AID	40,200.00	0.00	40,200.00	9,866.06	30,333.94
<u>C 3190.2</u>	STATE LUNCH	6,000.00	0.00	6,000.00	91,585.00	-85,585.00
<u>C 3190.SUM</u>	STATE BKFST/LUNCH SUMMER	600.00	0.00	600.00	442.00	158.00
<u>C 4190.1</u>	FEDERAL BREAKFAST	103,000.00	0.00	103,000.00	87,119.00	15,881.00
<u>C 4190.2</u>	FEDERAL LUNCH	346,000.00	0.00	346,000.00	249,707.00	96,293.00
<u>C 4190.2S.N</u>	FEDERAL SNACK	12,000.00	0.00	12,000.00	13,083.00	-1,083.00
<u>C 4190.3</u>	SURPLUS FOOD - FEDERAL	42,000.00	0.00	42,000.00	18,528.99	23,471.01
<u>C 4190.SCA</u>	FEDERAL SUPPLY CHAIN ASSISTANCE	29,300.00	0.00	29,300.00	25,437.00	3,863.00
<u>C 4190.SUM</u>	FEDERAL BRKFST/LUNCH SUMMER	22,000.00	0.00	22,000.00	13,911.00	8,089.00
C Totals:		651,357.00	0.00	651,357.00	575,534.79	75,822.21
Grand Totals:		651,357.00	0.00	651,357.00	575,534.79	75,822.21

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 4/30/2024

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>C 2860.161</u>	NONINSTRUCTIONAL WAGES		145,500.00	0.00	145,500.00	122,759.44	43,260.49	-20,519.93
<u>C 2860.161-SP</u>	NONINSTRUCTIONAL WAGES/SUM PGM		5,000.00	0.00	5,000.00	8,468.00	0.00	-3,468.00
<u>C 2860.163</u>	SUBSTITUTES		2,500.00	0.00	2,500.00	2,087.05	0.00	412.95
<u>C 2860.200</u>	EQUIPMENT		3,000.00	0.00	3,000.00	4,288.26	0.00	-1,288.26
<u>C 2860.400</u>	CONTRACTUAL EXPENSE		4,500.00	0.00	4,500.00	1,838.69	2,114.27	547.04
<u>C 2860.410</u>	FOOD PURCHASES		290,000.00	0.00	290,000.00	240,481.03	42,198.09	7,320.88
<u>C 2860.411</u>	FOOD - COMMODITIES		41,000.00	0.00	41,000.00	18,528.99	0.00	22,471.01
<u>C 2860.450</u>	MATERIALS AND SUPPLIES		25,000.00	0.00	25,000.00	18,930.52	3,765.52	2,303.96
<u>C 2860.490</u>	BOCES SERVICES		0.00	0.00	0.00	58,070.25	14,517.57	-72,587.82
<u>C 2860.490-1</u>	BOCES SERVICES/MGMT		72,633.00	0.00	72,633.00	0.00	0.00	72,633.00
2860	SUPPLIES/EQUIPMENT/CONTRACTUAL	*	589,133.00	0.00	589,133.00	475,452.23	105,855.94	7,824.83
28		**	589,133.00	0.00	589,133.00	475,452.23	105,855.94	7,824.83
2		***	589,133.00	0.00	589,133.00	475,452.23	105,855.94	7,824.83
<u>C 9030.800</u>	SOCIAL SECURITY		11,700.00	0.00	11,700.00	9,743.00	3,355.64	-1,398.64
9030	SOCIAL SECURITY	*	11,700.00	0.00	11,700.00	9,743.00	3,355.64	-1,398.64
<u>C 9040.800</u>	WORKERS' COMPENSATION		5,059.00	0.00	5,059.00	5,059.00	0.00	0.00
9040	WORKERS' COMPENSATION	*	5,059.00	0.00	5,059.00	5,059.00	0.00	0.00
<u>C 9060.801</u>	HEALTH INSURANCE		45,100.00	0.00	45,100.00	36,087.30	9,012.70	0.00
<u>C 9060.802</u>	DENTAL INSURANCE		365.00	0.00	365.00	180.18	184.82	0.00
9060	HOSPITAL, MEDICAL & DENTAL INS	*	45,465.00	0.00	45,465.00	36,267.48	9,197.52	0.00
90		**	62,224.00	0.00	62,224.00	51,069.48	12,553.16	-1,398.64
9		***	62,224.00	0.00	62,224.00	51,069.48	12,553.16	-1,398.64
Fund CTotals:			651,357.00	0.00	651,357.00	526,521.71	118,409.10	6,426.19
Grand Totals:			651,357.00	0.00	651,357.00	526,521.71	118,409.10	6,426.19

TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL

Special Aid Fund Checking

BALANCE ON HAND: April 1, 2024	\$ 362,084.93
VOIDED CHECKS	\$ -

RECEIPTS:		2.57
	INTEREST	59,390.00
	TRANSFER (TITLE IV/UPK/TITLE I/TITLE II)	94,973.00
	TRANSFER(611/TITLE IV/619/TITLE I/UPK FED/TITLE II)	19,364.00
	TRANSFER (ESSER3)	

	TOTAL RECEIPTS \$ 173,729.57
	RECEIPTS & BALANCE \$ 535,814.50

DISBURSEMENTS:			
	CHECKS	3587-3589	14,027.81
	WIRES		110,716.69
			TOTAL DISBURSEMENTS \$ 124,744.50

BALANCE ON HAND: April 30, 2024	\$ 411,070.00
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BANK BALANCE	\$411,257.53
PLUS: BANK ERROR	-
PLUS: IN TRANSIT DEPOSITS	-
LESS: OUTSTANDING CHECKS	187.53
LESS: OUTSTANDING WIRES	-

NET BALANCE IN BANK	\$411,070.00
---------------------	--------------

June 3, 2024
DATE SUBMITTED


DISTRICT TREASURER

UNATEGO CSD

Bank Reconciliation for period ending on 4/30/2024



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

Ending Bank Balance:		411,257.53
Outstanding Checks (See listing below):	-	187.53
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	411,070.00
Cash Account Balance:	411,070.00

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
04/25/2024	3589	TEACHER SYNERGY LLC	187.53
Outstanding Check Total:			187.53

Dad M. Luthi 5/14/2024
Prepared By

Approved By

UNATEGO CSD

Trial Balance Report From 7/1/2023 - 4/30/2024



Account	Description	Debits	Credits	Balance
F 200	CASH - CHECKING	2,300,643.53	1,889,573.53	411,070.00
F 4102	FEDERAL AID RECEIVABLE	892,473.37	889,259.84	3,213.53
F 510	ESTIMATED REVENUES	2,218,103.80	592.00	2,217,511.80
F 521	ENCUMBRANCES	125,539,943.75	125,086,019.96	453,923.79
F 522	EXPENDITURES	1,672,351.28	6,516.75	1,665,834.53
F 630GEN	DUE TO GENERAL FUND	469,214.50	989,137.23	519,922.73 CR
F 821	RESERVE FOR ENCUMBRANCES	125,086,019.96	125,539,943.75	453,923.79 CR
F 960	APPROPRIATIONS	592.00	2,218,103.80	2,217,511.80 CR
F 980	REVENUES	766,041.86	2,326,237.19	1,560,195.33 CR
F Fund Totals:		258,945,384.05	258,945,384.05	0.00
Grand Totals:		258,945,384.05	258,945,384.05	0.00

UNATEGO CSD



Revenue Status Report By Function From 7/1/2023 To 4/30/2024

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>F 3289.49.23</u>	UPK ~ Universal Pre-K	44,800.00	0.00	44,800.00	44,024.42	775.58
<u>F 3289.HW.B</u>	STATE AID HEALTHCARE WORKER BONUS	0.00	0.00	0.00	1,614.75	-1,614.75
<u>F 3289.23.24</u>	SUMMER HANDICAPPED 23-24	36,823.29	35,183.52	72,006.81	75,508.43	-3,501.62
<u>F 3289.49.24</u>	UPK ~ Universal Pre-K 23-24	188,014.00	0.00	188,014.00	94,007.00	94,007.00
<u>F 4126.21.23</u>	TITLE I A&D IMPRV (BASIC) 22-23	133.12	0.00	133.12	0.00	133.12
<u>F 4126.21.24</u>	TITLE I A&D IMPRV (BASIC) 23-24	266,207.00	-592.00	265,615.00	185,740.00	79,875.00
<u>F 4256.32.23</u>	PL94-142 IDEA/SEC 611 22-23	11,740.82	0.00	11,740.82	0.00	11,740.82
<u>F 4256.32.24</u>	PL94-142 IDEA/SEC 611 23-24	288,388.00	0.00	288,388.00	211,594.00	76,794.00
<u>F 4256.33.24</u>	PL99-457 IDEA/SEC 619 23-24	6,987.00	0.00	6,987.00	5,991.00	996.00
<u>F 4286.218.1</u>	ARP HOMELESS 20-24	1,999.98	0.00	1,999.98	0.00	1,999.98
<u>F 4286.802.1</u>	ESSER 3 03/13/20-9/30/23	578,011.23	0.00	578,011.23	432,631.23	145,380.00
<u>F 4286.882.1</u>	ARP ESSER 1%-SUMMER LEARNING & ENRICHMENT	58,086.55	0.00	58,086.55	42,925.00	15,161.55
<u>F 4286.883.1</u>	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL	71,562.14	0.00	71,562.14	47,438.14	24,124.00
<u>F 4286.884.1</u>	ARP ESSER 5%-LOST INSTRUCTIONAL TIME	333,706.11	0.00	333,706.11	213,739.36	119,966.75
<u>F 4286.912.1</u>	ESSER 2 03/13/20-9/30/23	41,828.00	0.00	41,828.00	41,828.00	0.00
<u>F 4289.UP.K2.324</u>	ARP-UPK ALL DAY 23-24 (FEDERAL)	187,200.00	0.00	187,200.00	127,823.00	59,377.00
<u>F 4289.04.24</u>	TITLE IVA ALLOCATION 23-24	21,340.00	0.00	21,340.00	15,995.00	5,345.00
<u>F 4289.47.24</u>	TITLE II (A) TEACH/PRINCIPAL TRAINING/RECRUITMENT 23-24	26,161.00	0.00	26,161.00	19,336.00	6,825.00
<u>F 4289.ELC</u>	ELC GRANT	19,932.04	0.00	19,932.04	0.00	19,932.04
F Totals:		2,182,920.28	34,591.52	2,217,511.80	1,560,195.33	657,316.47
Grand Totals:		2,182,920.28	34,591.52	2,217,511.80	1,560,195.33	657,316.47

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 4/30/2024

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>F 0424.150-57</u>	TITLE IVA PROFESSIONAL SALARIES 23-24	17,645.00	0.00	17,645.00	12,400.05	5,244.95	0.00
<u>F 0424.450-57</u>	TITLE IVA SUPPLIES & MATERIALS 23-24	3,695.00	0.00	3,695.00	3,596.00	0.00	99.00
0424	*	21,340.00	0.00	21,340.00	15,996.05	5,244.95	99.00
04	**	21,340.00	0.00	21,340.00	15,996.05	5,244.95	99.00
0	***	21,340.00	0.00	21,340.00	15,996.05	5,244.95	99.00
<u>F 2110.20-0-AESS</u>	ARP-ESSER 3	0.00	91,650.00	91,650.00	91,650.00	0.00	0.00
<u>F 2110.40-0-AESS</u>	ARP-ESSER 3	20,859.48	103,141.00	124,000.48	86,800.00	37,200.00	0.48
<u>F 2110.45-0-AESS</u>	ARP-ESSER 3	19,234.00	-19,234.00	0.00	0.00	0.00	0.00
<u>F 2110.150-0A-ESS</u>	ARP-ESSER 3 PROF SALARY	323,088.75	-66,409.00	256,679.75	186,750.26	70,060.38	-130.89
<u>F 2110.160-0A-ESS</u>	ARP-ESSER 3 PROF SUPPORT STAFF	8,000.00	37,568.00	45,568.00	38,411.30	7,155.70	1.00
2110	ARP - SUMMER *	371,182.23	146,716.00	517,898.23	403,611.56	114,416.08	-129.41
<u>F 2112.150-AR-PEXT</u>	AFTER SCHOOL PROGRAM TEACHER SALARIES	0.00	0.00	0.00	0.00	0.00	0.00
2112	ARP SUMMER *	0.00	0.00	0.00	0.00	0.00	0.00
<u>F 2123.150-57</u>	TITLE 1 - A&D IMPROV/PROF SALARY 22-23	0.12	0.00	0.12	0.00	0.00	0.12
<u>F 2123.450-57</u>	TITLE I - A&D IMPROV/SUPPLIES 22-23	133.00	0.00	133.00	0.00	0.00	133.00
2123	*	133.12	0.00	133.12	0.00	0.00	133.12
<u>F 2124.150-57</u>	TITLE 1 - A&D IMPROV/PROF SALARY 23-24	170,630.00	0.00	170,630.00	118,941.41	51,689.79	-1.20
<u>F 2124.450-57</u>	TITLE I - A&D IMPROV/SUPPLIES 23-24	8,290.00	0.00	8,290.00	8,290.00	0.00	0.00
<u>F 2124.800-57</u>	TITLE I - A&D IMPROV BENEFITS 23-24	87,287.00	-592.00	86,695.00	58,509.00	0.00	28,186.00
2124	*	266,207.00	-592.00	265,615.00	185,740.41	51,689.79	28,184.80
21	**	637,522.35	146,124.00	783,646.35	589,351.97	166,105.87	28,188.51
<u>F 2250.080-0A-ESS</u>	ESSER 3 03/13/20-9/30/23	206,829.00	-146,716.00	60,113.00	60,113.00	0.00	0.00
2250	PROGRAMS-STUDENTS W/ DISABIL *	206,829.00	-146,716.00	60,113.00	60,113.00	0.00	0.00
<u>F 2253.472-57-2324</u>	SUMMER/TUITION/RESIDENTIAL 23-24	36,823.29	0.00	36,823.29	36,823.29	0.00	0.00
<u>F 2253.490-57-2324</u>	BOCES SUMMER SCHOOL 23-24	0.00	35,183.52	35,183.52	35,183.52	0.00	0.00
2253	TUITION/MAINTENANCE *	36,823.29	35,183.52	72,006.81	72,006.81	0.00	0.00
22	**	243,652.29	-111,532.48	132,119.81	132,119.81	0.00	0.00
<u>F 2815.16</u>	ELC GRANT-SALARIES	6,520.75	0.00	6,520.75	0.00	0.00	6,520.75
<u>F 2815.40</u>	ELC GRANT-CONTRACTUAL	7,423.42	0.00	7,423.42	0.00	0.00	7,423.42
<u>F 2815.45</u>	ELC GRANT-SUPPLIES	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>F 2815.80</u>	ELC GRANT-BENEFITS	3,987.87	0.00	3,987.87	0.00	0.00	3,987.87
<u>F 2815.160-HW-B</u>	HWB HEALTH SERVICE	0.00	0.00	0.00	1,500.00	0.00	-1,500.00
<u>F 2815.800-HW-B</u>	HWB HEALTH BENEFITS	0.00	0.00	0.00	114.75	0.00	-114.75

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 4/30/2024

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2815	*	19,932.04	0.00	19,932.04	1,614.75	0.00	18,317.29
28	**	19,932.04	0.00	19,932.04	1,614.75	0.00	18,317.29
2	***	901,106.68	34,591.52	935,698.20	723,086.53	166,105.87	46,505.80
<u>F 3223.150-57</u>	IDEA-PT B/SEC 611/PROF SALARY 22-23	1,478.88	0.00	1,478.88	0.00	0.00	1,478.88
<u>F 3223.400-57</u>	IDEA-PT B/SEC 611/PUR SERVICES 22-23	10,261.94	0.00	10,261.94	0.00	0.00	10,261.94
3223	*	11,740.82	0.00	11,740.82	0.00	0.00	11,740.82
<u>F 3224.150-57</u>	IDEA-PT B/SEC 611/SUPPORT STAFF 23-24	253,656.00	0.00	253,656.00	176,861.73	76,792.27	2.00
<u>F 3224.800-57</u>	IDEA-PT B/SEC 611/BENEFITS 23-24	34,732.00	0.00	34,732.00	34,732.00	0.00	0.00
3224	*	288,388.00	0.00	288,388.00	211,593.73	76,792.27	2.00
32	**	300,128.82	0.00	300,128.82	211,593.73	76,792.27	11,742.82
<u>F 3323.160-57</u>	IDEA-PT B/SEC 619/SUPPORT STAFF 22-23	0.00	0.00	0.00	0.00	0.00	0.00
3323	*	0.00	0.00	0.00	0.00	0.00	0.00
<u>F 3324.160-57</u>	IDEA-PT B/SEC 619/SUPPORT STAFF 23-24	6,987.00	0.00	6,987.00	5,990.60	996.40	0.00
3324	*	6,987.00	0.00	6,987.00	5,990.60	996.40	0.00
33	**	6,987.00	0.00	6,987.00	5,990.60	996.40	0.00
3	***	307,115.82	0.00	307,115.82	217,584.33	77,788.67	11,742.82
<u>F 4724.150-57</u>	TITLE IIA - PROFFESIONAL SALARIES 23-24	21,634.00	0.00	21,634.00	14,810.29	6,823.71	0.00
<u>F 4724.450-57</u>	TITLE IIA - PROFFESIONAL SALARIES 23-24	4,527.00	0.00	4,527.00	4,525.95	0.00	1.05
4724	*	26,161.00	0.00	26,161.00	19,336.24	6,823.71	1.05
47	**	26,161.00	0.00	26,161.00	19,336.24	6,823.71	1.05
<u>F 4923.150-UP-K</u>	ARP-FULL DAY UPK	0.00	0.00	0.00	1,880.97	0.00	-1,880.97
<u>F 4923.160-22-23</u>	STATE EXPENSE UPK 2022-23	0.00	0.00	0.00	0.00	32,207.03	-32,207.03
<u>F 4923.160-UP-K</u>	ARP-FULL DAY UPK	0.00	0.00	0.00	413.40	0.00	-413.40
<u>F 4923.200-22-23</u>	STATE EXP UPK EQUIPMENT	0.00	44,800.00	44,800.00	44,024.60	0.00	775.40
<u>F 4923.450-23-24</u>	STATE EXP UPK SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
4923	*	0.00	44,800.00	44,800.00	46,318.97	32,207.03	-33,726.00
<u>F 4924.150-23-24</u>	STATE EXPENSE UPK 2023-24	27,815.00	0.00	27,815.00	19,637.32	8,177.38	0.30
<u>F 4924.150-UP-K</u>	ARP-FULL DAY UPK (FEDERAL)	138,870.00	0.00	138,870.00	104,700.11	35,898.37	-1,728.48
<u>F 4924.160-23-24</u>	STATE EXPENSE UPK 2023-24	57,270.00	0.00	57,270.00	42,953.30	0.00	14,316.70
<u>F 4924.200-23-24</u>	STATE EXP UPK EQUIPMENT 23-24	15,000.00	8,400.00	23,400.00	21,000.00	0.00	2,400.00
<u>F 4924.400-23-24</u>	STATE EXP UPK PURCHASED SVCS 23-24	13,980.00	0.00	13,980.00	0.00	0.00	13,980.00
<u>F 4924.400-UP-K</u>	ARP-FULL DAY UPK (FEDERAL)	18,720.00	0.00	18,720.00	0.00	0.00	18,720.00

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 4/30/2024

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>F 4924.450-23-24</u>	STATE EXP UPK SUPPLIES	27,650.00	0.00	27,650.00	17,809.37	779.97	9,060.66
<u>F 4924.800-23-24</u>	STATE EXP UPK EMP BENEFITS 23-24	46,299.00	-8,400.00	37,899.00	23,513.00	0.00	14,386.00
<u>F 4924.800-UP-K</u>	ARP-FULL DAY UPK (FEDERAL)	29,610.00	0.00	29,610.00	23,123.00	0.00	6,487.00
4924	*	375,214.00	0.00	375,214.00	252,736.10	44,855.72	77,622.18
49	**	375,214.00	44,800.00	420,014.00	299,055.07	77,062.75	43,896.18
4	***	401,375.00	44,800.00	446,175.00	318,391.31	83,886.46	43,897.23
<u>F 5218.160</u>	ARP HOMELESS	0.00	2,000.00	2,000.00	2,000.00	0.00	0.00
<u>F 5218.450</u>	ARP HOMELSS	1,999.98	-2,000.00	-0.02	0.00	0.00	-0.02
5218	*	1,999.98	0.00	1,999.98	2,000.00	0.00	-0.02
52	**	1,999.98	0.00	1,999.98	2,000.00	0.00	-0.02
<u>F 5882.15-0</u>	ARP ESSER 1%-SUMMER LEARNIGN & ENRICHMENT	49,298.61	-19,715.00	29,583.61	29,583.70	0.00	-0.09
<u>F 5882.16-0</u>	ARP ESSER 1%-SUMMER LEARNING & ENRICHMENT	5,639.96	16,770.00	22,409.96	22,407.82	0.00	2.14
<u>F 5882.80-0</u>	ARP ESSER 1%-SUMMER LEARNING & ENRICHMENT	3,147.98	2,945.00	6,092.98	6,095.00	0.00	-2.02
5882	ARP ESSER 1%-SUMMER LEARNING & ENRICHMENT *	58,086.55	0.00	58,086.55	58,086.52	0.00	0.03
<u>F 5883.15-0</u>	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL SALARIES	22,530.07	0.00	22,530.07	14,620.01	7,798.31	111.75
<u>F 5883.16-0</u>	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL	25,300.89	0.00	25,300.89	25,722.02	26,222.97	-26,644.10
<u>F 5883.45-0</u>	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL	14,893.54	0.00	14,893.54	11,524.00	317.95	3,051.59
<u>F 5883.80-0</u>	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL	8,837.64	0.00	8,837.64	0.00	0.00	8,837.64
5883	ARP ESSER 1% COMPREHENSIVE AFTER SCHOOL *	71,562.14	0.00	71,562.14	51,866.03	34,339.23	-14,643.12
<u>F 5884.15-0</u>	ARP ESSER 5%-LOST INSTRUCTIONAL TIME	216,328.04	85,500.00	301,828.04	205,117.60	86,558.61	10,151.83
<u>F 5884.40-0</u>	ARP ESSER 5%-LOST INSTRUCTIONAL TIME CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00
<u>F 5884.80-0</u>	ARP ESSER 5%-LOST INSTRUCTIONAL TIME	117,378.07	-85,500.00	31,878.07	31,878.00	0.00	0.07
5884	ARP ESSER 5% LOST INSTRUCTIONAL TIME *	333,706.11	0.00	333,706.11	236,995.60	86,558.61	10,151.90
58	**	463,354.80	0.00	463,354.80	346,948.15	120,897.84	-4,491.19

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 4/30/2024

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
5		***	465,354.78	0.00	465,354.78	348,948.15	120,897.84	-4,491.21
F 9121.150	ESSER 2 03/13/20-9/30/23		21,932.00	0.00	21,932.00	28,428.16	0.00	-6,496.16
F 9121.400	ESSER 2 03/13/20-9/30/23		12,400.00	0.00	12,400.00	12,400.00	0.00	0.00
F 9121.490	ESSER 2 03/13/20-9/30/23		7,496.00	0.00	7,496.00	0.00	0.00	7,496.00
F 9121.800	ESSER 2 Benefits 03/13/20-9/30/23		0.00	0.00	0.00	1,000.00	0.00	-1,000.00
9121	ESSER 2	*	41,828.00	0.00	41,828.00	41,828.16	0.00	-0.16
91		**	41,828.00	0.00	41,828.00	41,828.16	0.00	-0.16
9		***	41,828.00	0.00	41,828.00	41,828.16	0.00	-0.16
Fund FTotals:			2,138,120.28	79,391.52	2,217,511.80	1,665,834.53	453,923.79	97,753.48
Grand Totals:			2,138,120.28	79,391.52	2,217,511.80	1,665,834.53	453,923.79	97,753.48

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

Capital Fund Checking

BALANCE ON HAND: April 1, 2024 **\$ 1,440,154.10**

VOIDED CHECKS **\$ -**

RECEIPTS:

INTEREST	12.28
EXCEL AID	652,349.00

TOTAL RECEIPTS \$ 652,361.28

RECEIPTS & BALANCE \$ 2,092,515.38

DISBURSEMENTS:	EFT/Wire Trans.		\$ -
	Checks	2070-2080	\$ 913,448.94

TOTAL DISBURSEMENTS \$ 913,448.94

BALANCE ON HAND: April 30, 2024 **\$ 1,179,066.44**

BANK BALANCE	\$1,179,406.44
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PLUS: BANK ERROR	-
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PLUS: IN TRANSIT DEPOSITS	-
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LESS: OUTSTANDING CHECKS	340.00
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LESS: OUTSTANDING WIRES	-
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NET BALANCE IN BANK	\$1,179,066.44
----------------------------	-----------------------

June 3, 2024
DATE SUBMITTED


DISTRICT TREASURER

UNATEGO CSD

Bank Reconciliation for period ending on 4/30/2024



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

Ending Bank Balance:		1,179,406.44
Outstanding Checks (See listing below):	-	340.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 1,179,066.44

Cash Account Balance: 1,179,066.44

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
04/25/2024	2077	A-VERDI LLC	340.00
Outstanding Check Total:			340.00

Dan M. Latta 5/14/2024
Prepared By

Approved By

UNATEGO CSD



Trial Balance Report From 7/1/2023 - 4/30/2024

Account	Description	Debits	Credits	Balance
H 200	CASH	18,404,991.07	17,225,924.63	1,179,066.44
H 2002NYH	NY CLASS CAPITAL	6,200,979.95	2,000,000.00	4,200,979.95
H 223	CASH WITH FISCAL AGENT	2,905,046.79	29,500.00	2,875,546.79
H 391GEN	DUE FROM GENERAL FUND	10,938,508.22	10,534,640.31	403,867.91
H 521	ENCUMBRANCES	14,428,628.04	8,029,089.23	6,399,538.81
H 522	EXPENDITURES	8,327,827.46	262,030.00	8,065,797.46
H 599	APPROPRIATED FUND BALANCE	11,129,964.15	0.00	11,129,964.15
H 605.BLANDING	RETAINAGE/BLANDING ELECTRIC	-84,392.79	0.00	84,392.79 CR
H 605.DAY	RETAINAGE/DAY	-7,458.48	0.00	7,458.48 CR
H 605.FARRELL	RETAINAGE/FARRELL	-10,650.00	0.00	10,650.00 CR
H 605.MANC GC	RETAINAGE/ANDREW R MANCINI ASSOC	-162,748.84	3,020.43	165,769.27 CR
H 605.PICC MECH	RETAINAGE/PICCIRILLI MECH	-62,892.98	0.00	62,892.98 CR
H 605.PICC PLUM	RETAINAGE/PICCIRILLI PLUMB	-42,790.18	0.00	42,790.18 CR
H 605.VEHICLE	RETAINAGE/VEHICLE SERVICE GROUP LLC	-14,587.88	0.00	14,587.88 CR
H 626	BOND ANTICIPATION NOTES PAYABLE	3,000,000.00	15,900,000.00	12,900,000.00 CR
H 630DEBT	DUE TO DEBT SERVICE	210,245.00	270,837.86	60,592.86 CR
H 688	EPC PAYABLE	0.00	2,904,237.00	2,904,237.00 CR
H 821	RESERVE FOR ENCUMBRANCES	8,029,089.23	14,428,628.04	6,399,538.81 CR
H 915	ASSIGNED UNAPPROPRIATED FUND BAL	0.00	11,118,753.15	11,118,753.15 CR
H 917.2021PRERE	2021 PRE-REFERENDUM TO CAPITAL PROJ.	11,295,930.24	0.00	11,295,930.24
H 917.EPC	EPC FUND BALANCE	3,484.80	0.00	3,484.80
H 917.SSB	SMART SCHOOL BOND FUND BALANCE	1,034,640.31	0.00	1,034,640.31
H 960	APPROPRIATIONS	0.00	11,129,964.15	11,129,964.15 CR
H 980	REVENUES	0.00	1,687,189.31	1,687,189.31 CR
H Fund Totals:		95,523,814.11	95,523,814.11	0.00
Grand Totals:		95,523,814.11	95,523,814.11	0.00

UNATEGO CSD



Revenue Status Report By Function From 7/1/2023 To 4/30/2024

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>H 2770</u>	MISCELLANEOUS	0.00	0.00	0.00	200.00	-200.00
<u>H 3297.-EX.CE.LAID</u>	EXCEL AID	0.00	0.00	0.00	652,349.00	-652,349.00
<u>H 3297.-SS.B</u>	SMART SCHOOLS BOND	0.00	0.00	0.00	1,034,640.31	-1,034,640.31
H Totals:		0.00	0.00	0.00	1,687,189.31	-1,687,189.31
Grand Totals:		0.00	0.00	0.00	1,687,189.31	-1,687,189.31

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 4/30/2024

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
H 1519.240-1	A-VERDI/STORAGE	0.00	1,764.00	1,764.00	7,140.00	624.00	-6,000.00
1519	*	0.00	1,764.00	1,764.00	7,140.00	624.00	-6,000.00
15	**	0.00	1,764.00	1,764.00	7,140.00	624.00	-6,000.00
H 1620.240-E-PC	FINANCIAL ADVISOR	0.00	0.00	0.00	22,000.00	0.00	-22,000.00
H 1620.241-E-PC	BOND COUNSEL	0.00	0.00	0.00	7,500.00	0.00	-7,500.00
H 1620.293-E-PC	"TRANE-EPC"	0.00	0.00	0.00	0.00	2,854,237.00	-2,854,237.00
1620	*	0.00	0.00	0.00	29,500.00	2,854,237.00	-2,883,737.00
16	**	0.00	0.00	0.00	29,500.00	2,854,237.00	-2,883,737.00
1	***	0.00	1,764.00	1,764.00	36,640.00	2,854,861.00	-2,889,737.00
H 2018.240-6-1	DELTA/2019 CAPITAL PROJECT (ARCHITECT & ENGINEER EXPENSES)	0.00	386,888.00	386,888.00	227,450.00	159,438.00	0.00
H 2018.240-6-2	DELTA-ASBESTOS MONITORING	0.00	0.00	0.00	32,529.05	0.00	-32,529.05
H 2018.240-6-3	R.G. TIMBS /2019 CAPITAL (FINANCIAL ADVISOR)	0.00	0.00	0.00	8,258.75	0.00	-8,258.75
H 2018.240-6-6	SCHOOL HOUSE	0.00	592,084.00	592,084.00	185,668.75	406,415.25	0.00
H 2018.240-6-8	A+TECH-VAPE	0.00	0.00	0.00	0.00	16,799.80	-16,799.80
H 2018.240-6-9	CONCRETE TESTING	0.00	0.00	0.00	2,094.60	12,905.40	-15,000.00
H 2018.244-61	ORRICK, HERRINGTON, & SUTCLIFFE, LLP LEGAL SERVICES	0.00	0.00	0.00	12,430.00	0.00	-12,430.00
H 2018.293	GENERAL CONSTRUCTION - PHASE 1	0.00	4,767,000.00	4,767,000.00	3,315,385.43	1,454,635.00	-3,020.43
H 2018.293-1	ROOFING- PHASE 1	0.00	0.00	0.00	213,000.00	0.00	-213,000.00
H 2018.294	MECHANICAL CONTRACT - PHASE 1	0.00	1,687,000.00	1,687,000.00	1,130,511.62	429,140.38	127,348.00
H 2018.295	PLUMBING CONTRACT - PHASE 1	0.00	1,117,000.00	1,117,000.00	770,151.55	261,196.45	85,652.00
H 2018.296	ELECTRICAL CONSTRUCTION CONTRACT - PHASE 1	0.00	2,266,690.00	2,266,690.00	1,687,855.80	578,834.20	0.00
H 2018.297	CONTROLS CONTRACT - PHASE 1	0.00	0.00	0.00	149,169.50	205,532.84	-354,702.34
2018	2019 CAPITAL PROJECT	0.00	10,816,662.00	10,816,662.00	7,734,505.05	3,524,897.32	-442,740.37
20	**	0.00	10,816,662.00	10,816,662.00	7,734,505.05	3,524,897.32	-442,740.37
2	***	0.00	10,816,662.00	10,816,662.00	7,734,505.05	3,524,897.32	-442,740.37
H 5006.293-1	VEHICLE SERVICE GROUP LLC/BUS LIFT	0.00	311,538.15	311,538.15	294,652.41	19,780.49	-2,894.75
5006	*	0.00	311,538.15	311,538.15	294,652.41	19,780.49	-2,894.75
50	**	0.00	311,538.15	311,538.15	294,652.41	19,780.49	-2,894.75
5	***	0.00	311,538.15	311,538.15	294,652.41	19,780.49	-2,894.75
Fund HTotals:		0.00	11,129,964.15	11,129,964.15	8,065,797.46	6,399,538.81	-3,335,372.12

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 4/30/2024

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
	Grand Totals:	0.00	11,129,964.15	11,129,964.15	8,065,797.46	6,399,538.81	-3,335,372.12

TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL

Trust & Agency Fund Checking

BALANCE ON HAND: April 1, 2024 \$ 185,266.10

VOIDED CHECKS \$ -

RECEIPTS:

INTEREST	2.65
COMMUNITY FOUNDATION OF OTSEGO CTY (EPIPEN/ANAPHYLAXIS PROJ)	1,000.00
HEALTH INSURANCE	17,600.69
PAYROLL SUMMARIES	829,998.67
TRANSFER FROM GENERAL (HEALTH INSURANCE)	221,322.47
TRANSFER FROM SCHOOL LUNCH (HEALTH INSURANCE)	4,523.90

TOTAL RECEIPTS 1,074,448.28

RECEIPTS & BALANCE \$ 1,259,714.38

DISBURSEMENTS:

CHECKS	3765-3777	1,073,444.21
WIRES	9840-9853	-

TOTAL DISBURESMENTS \$ 1,073,444.21

BALANCE ON HAND: April 30, 2024 \$ 186,270.17

BANK BALANCE \$423,384.71

PLUS: BANK ERROR -

PLUS: IN TRANSIT DEPOSITS -

LESS: OUTSTANDING CHECKS 237,114.54

LESS: OUTSTANDING WIRES -

LESS: OUTSTANDING ERS -

NET BALANCE IN BANK \$ 186,270.17

June 3, 2024


DISTRICT TREASURER

UNATEGO CSD

Bank Reconciliation for period ending on 4/30/2024



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

Ending Bank Balance:		423,384.71
Outstanding Checks (See listing below):	-	237,114.54
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	186,270.17
Cash Account Balance:	186,270.17

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
			25.00
05/25/2023	9638	KAITLYN HENN	40.00
06/01/2023	9648	ADRIAN BROWN	10.00
06/01/2023	9650	KOLTON DECKER	25.00
06/01/2023	9653	LUCAS ETZL	25.00
06/01/2023	9657	ETHAN LEBOURVEAU	10.00
06/01/2023	9665	HOLLY SMITH	231,279.00
04/25/2024	9645	CASEBP	1,221.63
04/25/2024	9647	METROPOLITAN LIFE INSURANCE CO	4,335.32
04/25/2024	9648	CHEN-DEL-O FEDERAL CREDIT UNION	143.59
04/25/2024	9650	NYSUT MEMBER BENEFIT	
Outstanding Check Total:			237,114.54

Paul H. Smith 5/14/2024
Prepared By

Approved By

UNATEGO CSD

Trial Balance Report From 7/1/2023 - 4/30/2024



Account	Description	Debits	Credits	Balance
TA 200	CASH - CHECKING - TA	11,220,408.51	11,034,136.34	186,270.17
TA 200BRA	CASH - CHECKING - BENEFIT REIMBURSEMENT - TA	32,706.68	31,271.50	1,435.18
TA 203	CASH CHECKING - PAYROLL	1,666.42	831.89	834.53
TA 204	CASH IN EXTRA CLASSROOM ACCOUNTS	96,656.11	0.00	96,656.11
TA 218.1	EMPLOYEES RETIREMENT	49,729.24	49,699.11	30.13
TA 220.1	HEALTH INSURANCE	2,924,957.47	2,960,433.08	35,475.61 CR
TA 220.2	DENTAL INSURANCE	69,657.60	74,827.70	5,170.10 CR
TA 228	EXTRA CLASSROOM	0.00	96,656.11	96,656.11 CR
TA 630GEN	DUE TO GENERAL FUND	667,049.93	678,804.79	11,754.86 CR
TA 630SL	DUE TO SCHOOL LUNCH FUND	7,565.26	11,347.89	3,782.63 CR
TA 850.1	STUDENT MATH COLLEGE COURSE	0.00	1,190.00	1,190.00 CR
TA 850.10	FLEXIBLE SPENDING/MEDICAL	16,636.51	41,568.02	24,931.51 CR
TA 850.14	6TH GRADE PICTURES	0.00	166.25	166.25 CR
TA 850.20	FLEXIBLE SPENDING/DEPENDANT CARE	1,053.23	2,106.46	1,053.23 CR
TA 850.2021	CLASS 2021	0.00	50.00	50.00 CR
TA 850.22	CLASS 2013/2014/2015	0.00	95.00	95.00 CR
TA 850.23	DONATIONS/OLYMPIA-TARGET	0.00	178.87	178.87 CR
TA 850.24	HS LIBRARY FUND	0.00	2,038.75	2,038.75 CR
TA 850.25	SCHOLASTIC BOOK FAIR	0.00	2,332.88	2,332.88 CR
TA 850.5	AWARDS	0.00	3,985.96	3,985.96 CR
TA 850.56	BETTIOL AWARD	0.00	2,000.00	2,000.00 CR
TA 850.57	MIKE HURLBURT SCHOLARSHIP	0.00	25.00	25.00 CR
TA 850.59	J & J SNOPKOWSKI SCHOLARSHIP	0.00	1,250.00	1,250.00 CR
TA 850.7	DOLLARS FOR SCHOLARS DONATION	0.00	9,802.00	9,802.00 CR
TA 850ATHL	ATHLETICS	0.00	6,062.93	6,062.93 CR
TA 850BBB	BOYS BASKETBALL	0.00	999.19	999.19 CR
TA 850BC	BOOSTER CLUB	0.00	1,053.05	1,053.05 CR
TA 850BOOKS	THOUSAND BOOKS/DONATION	0.00	3,264.94	3,264.94 CR
TA 850BRA	BENEFIT REIMBURSEMENT ACCOUNT	41,439.34	70,906.30	29,466.96 CR
TA 850BSOC	BOYS SOCCER	0.00	129.90	129.90 CR
TA 850CASSC	CASSC COURSE	0.00	120.00	120.00 CR
TA 850CC	COMMON CORE	0.00	1,160.00	1,160.00 CR
TA 850CHEER	CHEERLEADER & DANZ	0.00	896.96	896.96 CR
TA 850DANCE	DANCE TEAM	0.00	500.00	500.00 CR
TA 850DODD	CAROL DODD SCHOLARSHIP	0.00	115.00	115.00 CR
TA 850DT	DEBATE TEAM/NAT'L FORENSICS	0.00	565.22	565.22 CR
TA 850ENR	ENRICHMENT	0.00	475.72	475.72 CR
TA 850GBB	GIRLS BASKETBALL	0.00	98.35	98.35 CR
TA 850GSB	GIRLS SOFTBALL	0.00	292.24	292.24 CR
TA 850GSOC	GIRLS SOCCER	0.00	1,329.02	1,329.02 CR
TA 850GVB	GIRLS VOLLEYBALL	3,490.67	7,407.55	3,916.88 CR
TA 850HELP	HELPING HANDS	1,092.54	5,422.13	4,329.59 CR
TA 850INTERACT	INTERACT CLUB	650.00	4,511.00	3,861.00 CR
TA 850JACKETS	UNATEGO SPARTAN JACKETS	0.00	7.16	7.16 CR
TA 850MUSIC	MUSIC DEPT	0.00	2,000.00	2,000.00 CR
TA 850PARCE	DONATION/ANY USE/PARCE	0.00	1,000.00	1,000.00 CR

UNATEGO CSD

Trial Balance Report From 7/1/2023 - 4/30/2024

Account	Description	Debits	Credits	Balance
TA 850REIMB	REIMBURSEMENT	61.00	122.00	61.00 CR
TA 850SF	SCIENCE FUND	0.00	7,567.52	7,567.52 CR
TA 850SFSCH	SCIENCE FUND SCHOLARSHIP	6,516.45	16,179.22	9,662.77 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	2,403.08	3,938.28	1,535.20 CR
TA 850XC	CROSS COUNTRY	0.00	1,645.05	1,645.05 CR
TA Fund Totals:		15,143,738.04	15,143,738.04	0.00
Grand Totals:		15,143,738.04	15,143,738.04	0.00

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

Benefit Reimbursement Account

BALANCE ON HAND: April 1, 2024	\$ 3,901.03
VOIDED CHECKS:	\$ -
RECEIPTS:	\$ -
INTEREST	
FROM CASH DISBURSEMENT	10.00
HRA REPAYMENT	10.00
PAYROLL TRANSFERS FROM TRUST & AGENCY	1,160.00

		TOTAL RECEIPTS \$ 1,170.00
		RECEIPTS & BALANCE \$ 5,071.03
DISBURSEMENTS:	CHECKS	2,013.38
	WIRES	1,622.47
	3747, 3778-3796	
		TOTAL DISBURSEMENTS \$ 3,635.85
		\$ 1,435.18
BALANCE ON HAND: April 30, 2024		

BANK BALANCE	\$1,441.17
PLUS: BANK ERROR	-
PLUS: IN TRANSIT DEPOSITS	-
LESS: OUTSTANDING CHECKS	5.99
LESS: OUTSTANDING WIRES	-
NET BALANCE IN BANK	\$1,435.18

June 3, 2024
DATE SUBMITTED


DISTRICT TREASURER



UNATEGO CSD

Bank Reconciliation for period ending on 4/30/2024

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

Ending Bank Balance:	-	1,441.17
Outstanding Checks (See listing below):	-	5.99
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	1,435.18
Cash Account Balance:	1,435.18

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
04/29/2024	3795	LIFETIME BENEFIT SOLUTIONS	5.99
Outstanding Check Total:			5.99

Paul M. Leland 5/14/2024
Prepared By

Approved By

UNATEGO CSD

Bank Reconciliation for period ending on 4/30/2024



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

Ending Bank Balance:		6,119.84
Outstanding Checks (See listing below):	-	5,285.11
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 834.53

Cash Account Balance: 834.53

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
01/18/2024	90214	GAVIN K. BONCZKOWSKI	1,919.59
03/28/2024	90351	TARA J. NICHOLS	565.65
04/25/2024	90393	MONTIE C. NICHOLS	96.97
04/25/2024	90394	TARA J. NICHOLS	610.45
04/25/2024	90396	MARY E. SLOAN	387.87
04/25/2024	90404	COURTENAY E. O'HARA	1,534.88
04/25/2024	90407	SADAF BHATTI	169.70
Outstanding Check Total:			5,285.11

 5/14/2024
Prepared By

Approved By

UNATEGO CSD

Bank Reconciliation for period ending on 4/30/2024



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

Ending Bank Balance:		239,285.79
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	239,285.79
Cash Account Balance:	239,285.79

Outstanding Check Listing

Amount

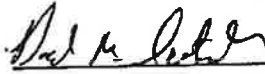
Check Date

Check Number

Payee

Outstanding Check Total:

0.00

 5/14/2024
Prepared By

Approved By

UNATEGO CSD

Trial Balance Report From 7/1/2023 - 4/30/2024

Account	Description	Debits	Credits	Balance
V 200	CASH	239,285.79	0.00	239,285.79
V 2002NYV	NY CLASS DEBT SERV	25,178.85	0.00	25,178.85
V 391CAP	DUE FROM CAPITAL FUND	270,837.86	210,245.00	60,592.86
V 630GEN	DUE TO GENERAL FUND	0.00	263.25	263.25 CR
V 884	RESERVE FOR DEBT	0.00	34,923.62	34,923.62 CR
V 980	REVENUES	0.00	289,870.63	289,870.63 CR
V Fund Totals:		535,302.50	535,302.50	0.00
Grand Totals:		535,302.50	535,302.50	0.00

UNATEGO CSD



Revenue Status Report By Function From 7/1/2023 To 4/30/2024

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>V 2401</u>	INTEREST AND EARNINGS	0.00	0.00	0.00	222,390.73	-222,390.73
<u>V 2710</u>	PREMIUM ON BAN	0.00	0.00	0.00	67,479.90	-67,479.90
V Totals:		0.00	0.00	0.00	289,870.63	-289,870.63
Grand Totals:		0.00	0.00	0.00	289,870.63	-289,870.63

UNATEGO CSD

Bank Reconciliation for period ending on 4/30/2024



Account: NY CLASS GENERAL
Cash Account(s): A 2002NYG

Ending Bank Balance:		8,859,313.28
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 8,859,313.28

Cash Account Balance: 8,859,313.28

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
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Outstanding Check Total: 0.00

Paul de Latorre 5/14/2024
Prepared By

Approved By

UNATEGO CSD

Bank Reconciliation for period ending on 4/30/2024



Account: NY CLASS CAPITAL
Cash Account(s): H 2002NYH

Ending Bank Balance:		4,200,979.95
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	4,200,979.95
Cash Account Balance:	4,200,979.95

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
Outstanding Check Total:			0.00

Paul M. J. J. 5/14/2024
Prepared By

Approved By

UNATEGO CSD

Bank Reconciliation for period ending on 4/30/2024



Account: NY CLASS DEBT SERV
Cash Account(s): V 2002NYV

Ending Bank Balance:		25,178.85
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	25,178.85
Cash Account Balance:	25,178.85

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
			Outstanding Check Total: 0.00

Paul M. Lutz 5/14/24
Prepared By

Approved By

UNATEGO CSD

Bank Reconciliation for period ending on 4/30/2024



Account: Webster Bank Checking
Cash Account(s): H 223

Ending Bank Balance:	-	2,875,546.79
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	2,875,546.79
Cash Account Balance:	2,875,546.79

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
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Outstanding Check Total:			0.00
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David M. Lett 5/14/2024
Prepared By

Approved By

UNATEGO CSD



Check Warrant Report For A - 59: GENERAL#59, 04/04/24 For Dates 4/4/2024 - 4/4/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
35836	04/04/2024	5985	AMAZON CAPITAL SERVICES	*See Detail Report	187.27
35837	04/04/2024	5902	BSN SPORTS LLC	230305	3.37
35838	04/04/2024	7310	CENTER STATE PROPANE		2,168.90
35839	04/04/2024	2743	CINTAS CORPORATION	230079	83.71
35840	04/04/2024	7326	BRIAN CUTTING		14.15
35841	04/04/2024	2658	BRIAN J. DAVIS		41.57
35842	04/04/2024	73	DELAWARE-CHENANGO-MADISON-OTSEGO BOCES		193.29
35843	04/04/2024	469	FIRST NATIONAL BANK OF OMAHA	230011	1,256.47
35844	04/04/2024	582	HILL & MARKES INC	230081	422.46
35845	04/04/2024	7304	KENWORTH NORTHEAST GROUP, INC.	230702	6,396.59
35846	04/04/2024	3374	MATTHEWS BUSES INC	230086	405.00
35847	04/04/2024	831	MUNSON BUILDING SUPPLY	230416	68.04
35848	04/04/2024	5865	SHEILA NOLAN	230047	80.40
35849	04/04/2024	943	NYSSMA	230483	426.00
35850	04/04/2024	4495	PARMENTER INC.	230709	6,276.88
35851	04/04/2024	2411	PYRAMID SCHOOL PRODUCTS	230721	672.00
35852	04/04/2024	7313	SOUTHWORTH-MILTON, INC.	230668	2,523.79
35853	04/04/2024	5917	TEACHER SYNERGY LLC	*See Detail Report	108.38
35854	04/04/2024	7321	TOWNLINE EQUIPMENT SALES INC.	230707	19,410.12
35855	04/04/2024	1363	UNATEGO SCHOOL LUNCH FUND	*See Detail Report	331.04

Number of Transactions: 20

Warrant Total: 41,069.43

Vendor Portion: 41,069.43

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

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 20 in number, in the total amount of \$ 41,069.43. 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.

4/3/24 Deborah A Whaley Claims Auditor
Date Signature Title

UNATEGO CSD



Check Warrant Report For A - 60: GENERAL#60, 04/11/24 For Dates 4/11/2024 - 4/11/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
35856	04/11/2024	22	ADVANCED FIRE PROTECTION INC	230077	74.00
35857	04/11/2024	7327	RHONDA BURNSIDE		599.00
35858	04/11/2024	7310	CENTER STATE PROPANE		334.16
35859	04/11/2024	6221	CONSTELLATION NEWENERGY, INC	*See Detail Report	7,683.33
35860	04/11/2024	388	DROGEN ELECTRIC SUPPLY	230098	502.05
35861	04/11/2024	4304	GLOBAL MONTELLO GROUP	*See Detail Report	13,709.78
35862	04/11/2024	6143	GRASSLAND EQUIPMENT AND IRRIGATION CORP	230162	337.67
35863	04/11/2024	7311	KOMENDA PROPERTY MANAGEMENT, LLC	230748	650.00
35864	04/11/2024	3374	MATTHEWS BUSES INC		5,191.46
35865	04/11/2024	5966	NEW DIRECTIONS SOLUTIONS	230602	6,727.50
35866	04/11/2024	936	NYSEG	*See Detail Report	6,078.62
35867	04/11/2024	4244	RENTALS TO GO	230419	390.00
35868	04/11/2024	7268	WILLIAMS SCOTSMAN, INC	230427	793.20
Number of Transactions: 13					
Warrant Total:					43,070.77
Vendor Portion:					43,070.77

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

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 13 in number, in the total amount of \$ 43,070.77. 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.

4/15/24
Date

Debra A Whaley
Signature

Claims Auditor
Title

UNATEGO CSD



Check Warrant Report For A - 61: GENERAL #61, 04/18/24 For Dates 4/18/2024 - 4/18/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
35869	04/18/2024	1042	AIRGAS USA, LLC.	230692	75.64
35870	04/18/2024	5985	AMAZON CAPITAL SERVICES	230738	955.98
35871	04/18/2024	73	DELAWARE-CHENANGO-MADISON-OTSEGO BOCES	230519	448,592.82
35872	04/18/2024	6203	FERRARA FIORENZA, PC	230012	998.50
35873	04/18/2024	582	HILL & MARKES INC	230081	92.50
35874	04/18/2024	5966	NEW DIRECTIONS SOLUTIONS	230602	6,727.50
35875	04/18/2024	5966	NEW DIRECTIONS SOLUTIONS	230602	2,990.00
35876	04/18/2024	7265	PENNYSAVER	230750	196.60
35877	04/18/2024	6214	PRESENCELEARNING, INC.	230643	7,117.25
35878	04/18/2024	2288	THE SARATOGA HILTON	230703	438.00
35879	04/18/2024	1386	SPRINGBROOK NY, INC.	230027	6,608.40
35880	04/18/2024	1224	STAPLES	230028	19.03
35881	04/18/2024	3886	UNADILLA VALLEY CENTRAL SCHOOL	230032	71,870.00

Number of Transactions: 13

Warrant Total: 546,682.22

Vendor Portion: 546,682.22

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 13 in number, in the total amount of \$ 546,682.22. 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.

4/19/24

Date

Debra A Whaley

Signature

Claims Auditor

Title

Check Warrant Report For A - 62: GENERAL#62, 04/25/24 For Dates 4/25/2024 - 4/25/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
35882	04/25/2024	4439	ADVANCE AUTO PARTS	230076	95.14
35883	04/25/2024	1042	AIRGAS USA, LLC.	*See Detail Report	1,072.05
35884	04/25/2024	5910	ALPHA D.C. MOTORS INC	230745	92.40
35885	04/25/2024	3150	THE ARC OTSEGO	230203	425.00
35886	04/25/2024	4530	BRANDOW'S FEED AND SEED	230387	76.93
35887	04/25/2024	7327	RHONDA BURNSIDE		72.29
35888	04/25/2024	3255	BUS PARTS WAREHOUSE		410.72
35889	04/25/2024	2525	CAZENOVIA EQUIPMENT CO INC.	230163	136.35
35890	04/25/2024	7310	CENTER STATE PROPANE		3,172.01
35891	04/25/2024	2743	CINTAS CORPORATION	230079	83.71
35892	04/25/2024	234	THE CITY OF ONEONTA		50.00
35893	04/25/2024	7309	MICHAEL DAVENPORT	230653	46.37
35894	04/25/2024	73	DELAWARE-CHENANGO-MADISON-OTSEGO BOCES	230058	1,074.08
35895	04/25/2024	478	FOLLETT CONTENT SOLUTIONS LLC	230713	823.75
35896	04/25/2024	1639	GRAINGER	230101	56.16
35897	04/25/2024	656	J.W. PEPPER & SON, INC.	*See Detail Report	293.47
35898	04/25/2024	6112	JOHN WHEELAN AUTOMOTIVE	230412	21.00
35899	04/25/2024	4440	LOWE'S	230415	23.69
35900	04/25/2024	3374	MATTHEWS BUSES INC	230086	28.44
35901	04/25/2024	5865	SHEILA NOLAN		780.00
35902	04/25/2024	1985	NYAPT	230740	198.00
35903	04/25/2024	939	NYSPPHSA, INC.	230751	51.00
35904	04/25/2024	968	OTESAGA RESORT HOTEL	230757	200.00
35905	04/25/2024	4495	PARMENTER INC.	230709	1,756.95
35906	04/25/2024	5895	JENNIFER S POTRZEBA	230050	58.42
35907	04/25/2024	1051	PUTNAM PEST CONTROL	230075	75.00
35908	04/25/2024	5782	SAFELITE FULFILLMENT, INC	230105	250.00
35909	04/25/2024	1841	SCOVILLE-MENO	230106	897.95
35910	04/25/2024	1224	STAPLES	230107	50.24
35911	04/25/2024	2171	TK ELEVATOR CORPORATION	230423	911.24
35912	04/25/2024	5783	TOLLS BY MAIL		3.46
35913	04/25/2024	3244	TRANSFINDER CORPORATION	*See Detail Report	11,495.00
35914	04/25/2024	2173	TRI-COUNTY COMMUNICATIONS INC	230161	3,583.72
35915	04/25/2024	1363	UNATEGO SCHOOL LUNCH FUND	230033	79.20
35916	04/25/2024	1580	UNITED AUTO SUPPLY	230089	14.47
35917	04/25/2024	1410	VILLAGE OF UNADILLA	230115	701.28
35918	04/25/2024	1412	VILLAGE VARIETY, LTD.	230425	96.40
35919	04/25/2024	1424	WASTE RECOVERY ENTERPRISES LLC	*See Detail Report	1,066.67

Check Warrant Report For A - 62: GENERAL#62, 04/25/24 For Dates 4/25/2024 - 4/25/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 38				Warrant Total:	30,322.56
				Vendor Portion:	30,322.56

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

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 38 in number, in the total amount of \$ 30,322.56. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

5/1/24

Date

Debra A Whaley

Signature

Claims Auditor

Title

UNATEGO CSD



Check Warrant Report For TA - 42: TA PAYROLL#42, APRIL 2024 For Dates 4/1/2024 - 4/30/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
3765	04/11/2024	919	NYS TAX DEPARTMENT		16,516.87
3766	04/11/2024	955	US OMNI & TSACG COMPLIANCE SERVICES, INC.		13,574.89
3767	04/11/2024	1365	UNATEGO PAYROLL ACCOUNT		284,444.77
3768	04/11/2024	1503	UNITED STATES TREASURY		93,040.98
3769	04/11/2024	4326	LIFETIME BENEFIT SOLUTIONS		575.00
3770	04/11/2024	6200	NYSDCP RECEIPTS		405.00
3771	04/25/2024	910	NYS & LOCAL RETIREMENT SYSTEM		4,764.93
3772	04/25/2024	919	NYS TAX DEPARTMENT		15,389.37
3773	04/25/2024	955	US OMNI & TSACG COMPLIANCE SERVICES, INC.		13,574.89
3774	04/25/2024	1365	UNATEGO PAYROLL ACCOUNT		263,076.45
3775	04/25/2024	1503	UNITED STATES TREASURY		87,314.43
3776	04/25/2024	4326	LIFETIME BENEFIT SOLUTIONS		575.00
3777	04/25/2024	6200	NYSDCP RECEIPTS		405.00
9840	04/11/2024	220	CHEN-DEL-O FEDERAL CREDIT UNION		4,335.32
9841	04/11/2024	946	NYSUT MEMBER BENEFIT		125.28
9842	04/11/2024	975	OTSEGO COUNTY SHERIFF'S OFFICE		118.92
9843	04/11/2024	1187	SIDNEY FEDERAL CREDIT UNION		4,026.05
9844	04/11/2024	4364	VOTE-COPE		2.00
9848	04/25/2024	220	CHEN-DEL-O FEDERAL CREDIT UNION		4,335.32
9849	04/25/2024	920	NYS TEACHERS' RETIREMENT SYSTEM		751.00
9850	04/25/2024	946	NYSUT MEMBER BENEFIT		143.59
9851	04/25/2024	975	OTSEGO COUNTY SHERIFF'S OFFICE		118.92
9852	04/25/2024	1187	SIDNEY FEDERAL CREDIT UNION		4,059.38
9853	04/25/2024	4364	VOTE-COPE		2.00

Number of Transactions: 24

Warrant Total: 811,675.36

Vendor Portion: 811,675.36

Certification of Warrant

To The District Treasurer, I hereby certify that I have verified the above claims, 24 in number, in the total amount of \$ 811,675.36. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

5/1/24 Debra A Whaley Claims Auditor
Date Signature Title

UNATEGO CSD



Check Warrant Report For TA - 43: TA#43, LIFETIME BENEFIT REIMB APR'24 For Dates 4/1/2024 - 4/30/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
3747	04/03/2024	4326	LIFETIME BENEFIT SOLUTIONS		24.97
3778	04/04/2024	4326	LIFETIME BENEFIT SOLUTIONS		15.00
3779	04/06/2024	4326	LIFETIME BENEFIT SOLUTIONS		1.63
3780	04/07/2024	4326	LIFETIME BENEFIT SOLUTIONS		25.00
3781	04/05/2024	4326	LIFETIME BENEFIT SOLUTIONS		824.00
3782	04/15/2024	4326	LIFETIME BENEFIT SOLUTIONS		-10.00
3783	04/11/2024	4326	LIFETIME BENEFIT SOLUTIONS		7.81
3784	04/14/2024	4326	LIFETIME BENEFIT SOLUTIONS		35.67
3785	04/12/2024	4326	LIFETIME BENEFIT SOLUTIONS		50.00
3786	04/13/2024	4326	LIFETIME BENEFIT SOLUTIONS		414.05
3787	04/16/2024	4326	LIFETIME BENEFIT SOLUTIONS		107.00
3788	04/18/2024	4326	LIFETIME BENEFIT SOLUTIONS		25.00
3789	04/19/2024	4326	LIFETIME BENEFIT SOLUTIONS		10.00
3790	04/20/2024	4326	LIFETIME BENEFIT SOLUTIONS		22.32
3791	04/22/2024	4326	LIFETIME BENEFIT SOLUTIONS		10.00
3792	04/25/2024	4326	LIFETIME BENEFIT SOLUTIONS		14.96
3793	04/26/2024	4326	LIFETIME BENEFIT SOLUTIONS		10.00
3794	04/27/2024	4326	LIFETIME BENEFIT SOLUTIONS		399.98
3795	04/29/2024	4326	LIFETIME BENEFIT SOLUTIONS		5.99
3796	04/09/2024	4326	LIFETIME BENEFIT SOLUTIONS		10.00

Number of Transactions: 20

Warrant Total: 2,003.38
Vendor Portion: 2,003.38

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 20 in number, in the total amount of \$ 2,003.38. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

5/2/24
Date

Debra A Whaley
Signature

Claims Auditor
Title

UNATEGO CSD



Check Warrant Report For TA - 44: TRUST & AGENCY#44, 04/25/24 (HEALTH INS) For Dates
4/25/2024 - 4/25/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
9845	04/25/2024	7264	CASEBP		231,279.00
9846	04/25/2024	4297	EXCELLUS HEALTH PLAN - GROUP		29,268.22
9847	04/25/2024	803	METROPOLITAN LIFE INSURANCE CO		1,221.63
Number of Transactions: 3					
Warrant Total:					261,768.85
Vendor Portion:					261,768.85

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 \$ 261,768.85. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

5/1/24 Debra A Whaley Claims Auditor
Date Signature Title

UNATEGO CSD



Check Warrant Report For C - 29: SCHOOL LUNCH #29, 04/04/24 For Dates 4/4/2024 - 4/4/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
7375	04/04/2024	96	BEHLOG & SON PRODUCE INC	230371	1,505.84
7376	04/04/2024	4612	BILL BROS DAIRY	230372	4,878.40
7377	04/04/2024	160	BIMBO BAKERIES USA	230373	681.12
7378	04/04/2024	6042	CATSKILL CATTLE COMPANY	230375	18.00
7379	04/04/2024	6161	CATSKILLS AGRARIAN ALLIANCE INC	230374	198.30
7380	04/04/2024	520	GINSBERG'S INSTITUTIONAL FOODS, INC	230376	22,587.97
7381	04/04/2024	6043	HEADWATER FOODS, INC.	230377	1,039.91
7382	04/04/2024	4318	HERSHEY CREAMERY COMPANY	230378	1,347.98
7383	04/04/2024	582	HILL & MARKES INC	230379	1,754.93
7384	04/04/2024	7297	SINGER - KITTREDGE EQUIPMENT CO.	230739	1,565.20
Number of Transactions: 10				Warrant Total:	35,577.65
				Vendor Portion:	35,577.65

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 \$ 35,577.65. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

4/3/24
Date

Debra A Whaley
Signature

Claims Auditor
Title

UNATEGO CSD

Check Warrant Report For C - 30: SCHOOL LUNCH#30, 04/18/2024 For Dates 4/18/2024 - 4/18/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
7385	04/18/2024	73	DELAWARE-CHENANGO-MADISON-OTSEGO BOCES	230519	7,258.78
Number of Transactions: 1					
Warrant Total:					7,258.78
Vendor Portion:					7,258.78

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 7,258.78. 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.

4/19/24
Date

Debra D Whaley
Signature

Claims Auditor
Title

UNATEGO CSD**Check Warrant Report For F - 21: FEDERAL#21, 04/11/24 For Dates 4/11/2024 - 4/11/2024**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
3587	04/11/2024	5985	AMAZON CAPITAL SERVICES	230613	1,440.28
3588	04/11/2024	7228	UPSTATE SECURITY CONSULTANTS, LLC	230508	12,400.00
Number of Transactions: 2					
Warrant Total:					13,840.28
Vendor Portion:					13,840.28

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 \$ 13,840.28. 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.

4/15/24
Date

Debra A Whaley
Signature

Claims Auditor
Title

UNATEGO CSD



Check Warrant Report For F - 22: FEDERAL#22, 04/25/24 For Dates 4/25/2024 - 4/25/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
3589	04/25/2024	5917	TEACHER SYNERGY LLC	230710	187.53
Number of Transactions: 1				Warrant Total:	187.53
				Vendor Portion:	187.53

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 \$ 187.53. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

5/1/24 Debra A Whaley Claims Auditor
Date Signature Title

UNATEGO CSD



Check Warrant Report For H - 29: CAPITAL #29, 04/04/24 For Dates 4/4/2024 - 4/4/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
2070	04/04/2024	117	BLANDING ELECTRIC INC.	220785	357,168.66
2071	04/04/2024	2033	DAY AUTOMATION SYSTEMS INC	230746	141,711.02
2072	04/04/2024	4401	FILTREC CORPORATION	230723	2,894.75
2073	04/04/2024	5909	SCHOOLHOUSE CONSTRUCTION SERVICES LLC	210177	26,156.25
Number of Transactions: 4				Warrant Total:	527,930.68
				Vendor Portion:	527,930.68

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 4 in number, in the total amount of \$ 527,930.68. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

4/3/24

Date

Debra A Whaley

Signature

Claims Auditor

Title

UNATEGO CSD

Check Warrant Report For H - 30: CAPITAL#30, 04/11/2024 For Dates 4/11/2024 - 4/11/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
2074	04/11/2024	5953	A-VERDI LLC	220764	340.00
Number of Transactions: 1				Warrant Total:	340.00
				Vendor Portion:	340.00

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 \$ 340.00. 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.

4/15/24
Date

Debra A Whaley
Signature

Claims Auditor
Title

UNATEGO CSD**Check Warrant Report For H - 31: CAPITAL#31, 04/18/2024 For Dates 4/18/2024 - 4/18/2024**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
2075	04/18/2024	7328	ARM-NY INC PC	230752	2,094.60
2076	04/18/2024	5909	SCHOOLHOUSE CONSTRUCTION SERVICES LLC	210177	25,512.50
Warrant Total:					27,607.10
Vendor Portion:					27,607.10

Number of Transactions: 2

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 \$ 27,607.10. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

4/19/24
Date

Debra A Whaley
Signature

Claims Auditor
Title

UNATEGO CSD



Check Warrant Report For H - 32: CAPITAL#32, 04/25/2024 For Dates 4/25/2024 - 4/25/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
2077	04/25/2024	5953	A-VERDI LLC	220764	340.00
2078	04/25/2024	3168	ANDREW R MANCINI ASSOC INC	220782	305,163.66
2079	04/25/2024	4704	DELTA ENGINEERS, ARCHITECTS & LAND SURVEYORS	210460	3,000.00
2080	04/25/2024	7248	PICCIRILLI MECHANICAL INC	220783	49,067.50
Number of Transactions: 4				Warrant Total:	357,571.16
				Vendor Portion:	357,571.16

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 4 in number, in the total amount of \$ 357,571.16. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

5/1/24
Date

Debra A Whaley
Signature

Claims Auditor
Title

Unatego Central School District

Unatego, NY 13825

MEMO

To: Dr. Richards

From: Patti Loker, School Business Manager



Date: May 17, 2024

Re: Reserve usage and funding for 2023-2024

Below are the totals that I am recommending that the District utilize from the reserves for the 2023-24 year:

Unemployment Reserve = \$7,000

Employee Benefit Liability Reserve = \$93,101

Retirement Reserve = \$262,139 (as budgeted)

Debt Reserve = \$20,000 (as budgeted)

The following are my recommended funding amounts, to increase the reserves, for the 2023-24 year:

Retirement Reserve	Up to \$1,150,000
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TRS Reserve	Up to \$136,000
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Employee Benefit Liability Reserve	Up to \$250,000
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Capital Reserve - #2	Up to \$1,000,000
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I recommend that the Board of Education approve usage and funding of the above reserves for 2023-24.

To: Dr. Richards, Superintendent

From: Julie Lambiaso, HS Principal



Date: May 1, 2024

Re: Scholarships

I am recommending we approve the following new scholarships.

Monte Snow Memorial Scholarship

This scholarship is in the amount of \$500.00 and is to be awarded to a student that plans to go into an Engineering field. If there are multiple candidates Community Service will be considered.

Paul Nichols Memorial Scholarship

This scholarship is in the amount of \$500.00 and is to be awarded to a student that plans to go into a field of Conservation or Agricultural. If there are multiple candidates Community Service will be considered.

To: Dr. Richards, Superintendent

From: Julie Lambiaso, HS Principal

Date: May 22, 2024

Re: Scholarships




I am recommending we approve the following new scholarships.

The Unatego Touchdown Club Scholarship is given in memory of Jerry Barber and Michael Packard. Jerry and Mike were both long time coaches for many years to the youth programs at Unatego. Their passion for the sports that they coached, and dedication to their teams was unwavering.

- A student that has a good attitude in all that they do
- A student that is not necessarily the best athlete, but enjoys sports and the comradery that sports provide
- Preference given to a student that is going into a vocational or teaching role.

To: Dr. Richards, Superintendent

From: Julie Lambiaso, HS Principal 

Date: May 29, 2024

Re: New Courses

I am recommending we add the following courses to the Unatego High School Course Catalog:

World Regional Geography

The Tortured Swifties Department

Strength Training

The Ocho8

Course Title: World Regional Geography**Instructor: Michael Gregg****Course Description:**

This course analyzes human settlement and modification of the Earth's major regions. It uses a social science perspective to review key aspects of our on-going economic, historical and cultural development in a comparative context.

Student Learning Outcomes:

Upon successful completion of this course, students will be able to:

1. Understand the physical diversity of the world's regions and climates and how they have shaped human settlement patterns.
2. Realize basic aspects of the impact human action has had on altering the environment through factors such as deforestation, mining, agriculture, urbanization, introduction of plant and animal species, and industrial development.
3. Appreciate the dynamic influences of resource access, trade networks, population growth, education, religious and philosophical belief, language, race, and governance have had on human use of the Earth.
4. Understand from a social science perspective, the complex nature of human interactions within and between different regions.
5. Have basic knowledge of the world's continents, oceans, major river systems, nations, major geographic features, and the importance of weather, topography, water access, and altitude that influence human settlement patterns.

Class Modalities / Learning Strategies:

A. Students will use Google Classroom to access and submit assignments.

B. Students will view and analyze a plethora of audiovisual materials.

C. Students will access primary documents from various websites. Sub-fields of study within regional geography are numerous and scholarship is constantly expanding, especially in electronic formats and publications. The National Council for Geographic Education (www.ncge.org) is a useful site for recent trends and scholarship. Such diverse social science topics as immigration, religious conflicts, global trade, sustainability, pollution, racial conflicts, petroleum production and use, and linguistic frontiers all are having an impact on the broader field of regional geography. Instructors are encouraged to research topics and review the most current literature focusing on the sub-field of choice using the book as a central unifying narrative. Web-based materials may be the most current ones in this field of study. Below is a sample list of standard printed texts suitable for consultation in support of this introductory survey course.

D. This introductory survey course will utilize a lively lecture and discussion format to illuminate class concepts. Small group activities in the classroom will work in support of class presentations and discussion topics. Each student will pursue one short research project to compare aspects of two different geographical regions with instructor guidance and support of a presentation by a reference librarian. Since we host so many international students, inviting TC3

international students to provide perspective is suggested. Many of the faculty and staff at TC3 have expertise in various regions and cultures inviting them in as guest speakers is recommended as well.

Course Content/Essential Topics:

- A. Review the major land regions, river systems and oceans 90-100%
- B. Review basic physical geography, oceanography and climate 10-15%
- C. Analyze human use and alteration of their environments 90-100%
- D. Understand the economic development patterns within the regions and compare them to other regions 20-30%
- E. Appreciate the impact of religion, philosophy, race, and language on settlement and development patterns 30-35%
- F. Review how the quest for resources, markets, and security impact exploration, expansion, migration, immigration and settlement 20-30%

Methods of Assessment / Evaluation:

- A. Summative Assessments: 90% (Exams, Tests, etc.)
 - 1. There will be an exam at the end of each unit that will consist of multiple choice questions and an essay component.
- B. Formative Assessments: 01% (classwork, homework)
 - 1. There will be homework based on the assigned readings listed below.
 - 2. Historical deliberations and debates will also be conducted.

Proposed Elective: The Tortured Swifties Department

2024-2025

Unatego MS/HS

Miss. Samantha Petkovsek

spetkovsek@unatego.stier.org

Rationale:

Music is something that students are extremely passionate about. It is an outlet for students to express themselves as well as an opportunity for them to learn vocabulary and think critically about the meaning of song lyrics. Taylor Swift is a phenomenon in pop culture and among our teens. This class will give students an opportunity to explore that interest and dive into important English skills and content.

Course Description:

Although the name might indicate you have to be a Swiftie to take this course, you don't! This class is going to be focused on the one and only, Taylor Swift! I know, a little crazy right. But there's actually so much we can learn from this *Mastermind*. (I hope you get the reference!) In this course we're going to start by researching Taylor's background and upbringing. We'll take a look at her journey into fame and what got her to where she is today. The bulk of the class will explore and analyze her lyrical albums such as folklore, evermore, Midnights and of course, The Tortured Poets Department. We're going to explore her lyrical vocabulary as well as analyze the deeper meaning behind her music. We will also be taking a look at her Eras Tour and its impact on the economy. This will also allow us to gain knowledge on careers in the music industry as well as all of the careers that go along with the tour. We may even "touchdown" on her relationship with Travis Kelce and debate her impact on the NFL. The class will wrap up with an independent study branching off of one of the topics we have covered or exploring an entirely different avenue!

Course Content/Audience:

This course will be available to any 10th - 12th grade students that have an interest in Taylor Swift, English, and discussing the effect of musical artists on pop culture.

Instructional Methods:

- Listening to songs/reading lyrics

Proposed Elective: The Tortured Swifties Department

2024-2025

Unatego MS/HS

Miss. Samantha Petkovsek

spetkovsek@unatego.stier.org

- Writing creatively to relate the song to one's own life
- Research about the economy and pop culture
- Student led class discussion
- Exploring and using complex vocabulary

Course Objectives Aligned with NYS Standards:

By the end of this class you will be able to...

- Analyze how Taylor's early life and rise to fame impacted her career.
- Find the 'invisible string' tying some of her songs together as well as their impact on pop culture.
- Participate in class discussions and collaborate with classmates to find the deeper meaning of lyrics.
- Define challenging vocabulary within the songs and use them in everyday life.
- Compose paragraphs and essays that pertain to the content of the class using multiple writing styles.
- Explore Scooter Braun's role in the making of Taylor's Version albums.
- Explain the impact that the Eras Tour had on the countries/cities it toured in.
- List the careers associated with the music industry and the Eras tour.
- Debate your argument of Taylor's negative or positive impact on the NFL.
- Choose and research a topic we discussed or that relates to a topic we touched on in class to present as the final project.

PE Strength Training

Instructor: Microni

Grades: 9-12

Class Summary:

As a Physical Education elective, this class will focus on the fundamentals of basic weight training exercises. The goal of this class is to make students familiar with different types of equipment and exercises to improve strength and fitness. Also to have the students feel confident in their knowledge of weightlifting so it can become a lifetime activity after they graduate from Unatego Central Schools.

Types of Strength Training:

1. Barbell and free weights
2. Dumbbells
3. Kettlebells
4. Weight Machines
5. Bodyweight
6. Programming workouts per week

Grading:

1. Class participation
2. Keeping a strength training journal
3. Final exam focusing on types of exercises and which muscles are targeted. Proper technique while performing different lifts. How to program workouts.
4. Grading is 90% summative and 10% formative.

PE The Ocho8

Instructor: Barnes

Grades: 9th -12th grade elective

Class Summary:

As a Physical Education elective, this class will focus on non-typical sports that are featured on the ESPN8 The Ocho channel. Sports from this channel are obscure sports that do not run in the mainstream but are also ways to keep active for a lifetime in a fun non typical way.

Games/Sports :

- Crossnet
- Disc golf
- Soccer golf
- Sport stacking
- Extreme pogo
- Juggling
- Firefighter games
- Shuffleboard
- Breakdancing
- Adult kickball
- Spikeball
- Wiffleball
- Cornhole
- Dodgeball
- Bed Races
- Headis
- Rock, Paper, Scissors
- Cherry Pit spitting
- and many other non-typical but school appropriate games

Grading:

Grading will be done on a daily class participation basis in addition to written assignments for the obscure sports, there will be mini quizzes in this class. There will also be a final that will focus on the sports and their origins. This class will be 90% summative and 10% formative as per the school policy. This class will not have a walking option since it is an elective. Late work will be accepted on a 10% reduction daily for any assignments given.



UNATEGO CENTRAL SCHOOL DISTRICT 2024-2025 Instructional Calendar

JULY 2024

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024 (18+2)

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024 (21+1)

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024 (17)

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024 (15)

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

KEY

- No School
- Offices Closed
- Staff Development Day
- Regents & State Exams
- Early Dismissal
- 1/2 Day of School for Students

JULY 2024

4 4th of July, Offices Closed

AUGUST 2024

19-20 Regents Exams

SEPTEMBER 2024

2 Labor Day—No School, Offices Closed

3-4 Staff Development Day—No School

5 First Day for Students

OCTOBER 2024

10 1/2 Day—Staff Development

10 Early Dismissal Day (15 min. early)

11 Staff Development Day—No School

14 Columbus Day—No School, Offices Closed

NOVEMBER 2024

11 Veterans Day—No School, Offices Closed

21-22 1/2 Day—Parent/Teacher Conf.

27-29 Thanksgiving Recess—No School

28-29 Offices Closed

DECEMBER 2024

23-31 Holiday Recess—No School

24-26 Christmas, Offices Closed

31 Offices Closed

JANUARY 2025

1 New Year's—No School, Offices Closed

20 Martin Luther King, Jr. Day—No School, Offices Closed

21-24 Regents Exams

29 Lunar New Year—No School, Offices Closed

FEBRUARY 2025

17-21 Winter Recess—No School

MARCH 2025

13 1/2 Day—Staff Development

14 Staff Development Day—No School

21 1/2 Day—Parent/Teacher Conf.

24 1/2 Day—Parent/Teacher Conf.

APRIL 2025

7 NYS Gr. 3-8 Testing Window Opens

18 Good Friday—No School, Offices Closed

18-25 Spring Recess—No School

MAY 2025

16 NYS Gr. 3-8 Testing Window Closes

26 Memorial Day—No School, Offices Closed

JUNE 2025

4, 10 Regents Exams

17-25 Regents Exams

19 Juneteenth—No School, Offices Closed

26-27 Rating Days, No Regents

JANUARY 2025 (20)

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025 (15)

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025 (20+1)

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025 (16)

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025 (21)

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025 (19)

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

IT TAG	Serial Number	Device
IT0000225207		chromebook damaged (no warranty)
IT0000081561		chromebook damaged (no warranty)
IT0000104547		chromebook damaged (no warranty)
IT0000171346		chromebook damaged (no warranty)
IT0000225183		chromebook damaged (no warranty)
IT0000171170		chromebook damaged (no warranty)
IT0000171410		chromebook damaged (no warranty)
IT0000171368		chromebook damaged (no warranty)
IT0000171281		chromebook damaged (no warranty)
IT0000105020		chromebook damaged (no warranty)
IT0000104551		chromebook damaged (no warranty)
IT0000171396		chromebook damaged (no warranty)
IT0000104973		chromebook damaged (no warranty)
IT0000134857		chromebook damaged (no warranty)
IT0000104896		chromebook damaged (no warranty)
IT0000104991		chromebook damaged (no warranty)
IT0000104878		Dell 5070
IT0000034052		chromebook 3180
IT0000058525		chromebook 3181
IT0000058860		Dell Latitude E6440
IT0000033560		Dell Latitude E6430
IT0000104829	9HM0453	Dell Latitude 5500
IT0000033842		dell precision m4600
IT0000104842		Dell Latitude 5500
IT0000033549		Dell Latitude 5550
IT0000033558		dell Latitude 5550
IT0000033568		dell Latitude 5551
IT0000058951		Dell Latitude E6440
IT0000104878		Dell 5070
IT0000104877		Dell 5070
IT0000104388		Dell5060
IT0000104384		Dell5060
IT0000104333		Dell 5060
IT0000104382		Dell 5060
IT0000104343		Dell 5060
IT0000104785		Dell 5070
	36S2C73	Dell Chromebook
	H56R2H2	Dell Chromebook
	9BPK2H2	Dell Chromebook
	GKD2YQ3	Dell Chromebook
	H7K06R3	Dell Chromebook
	87D7HT2	Dell Chromebook
	87D7HT2	Dell Chromebook
	2n9sft2	Dell Chromebook
	d293c73	Dell Chromebook

	bth9ht2	Dell Chromebook
	GHJY3F3	Dell Chromebook
	7yh4c73	Dell Chromebook
	1g9sft2	Dell Chromebook
	5q9sft2	Dell Chromebook
	8qrfnq3	Dell Chromebook
IT0000104477		Dell Chromebook (no warranty)
IT0000081565		Dell Chromebook (no warranty)
IT0000171226		Dell Chromebook (no warranty)
IT0000104935		Dell Chromebook (no warranty)
IT0000171400		Dell Chromebook (no warranty)
IT0000081446		Dell Chromebook (no warranty)
hrk8c73		Dell Chromebook (no warranty)
IT0000134827		Dell Chromebook (no warranty)
d8d7ht2		Dell Chromebook (no warranty)
gw19c73		Dell Chromebook (no warranty)
IT0000104954		Dell Chromebook (no warranty)
IT0000017328		DELL 9020
IT0000017323		DELL 9020
IT0000017323		DELL 9020
IT0000017338		DELL 9020

To: Dr. David Richards, Board of Education
From: Luci Hopps Cook/Manager, DCMO BOCES
Re: Summer Workers
Date: 5/28/2024

I would like to recommend Danielle Whitaker, Rena Barkman, and Melissa Washburn for the Summer Feeding Program @ a rate of \$16.50 per hour. The program will run from July 8th – August 16th, Monday – Friday. The hours will be from 7:00 am – 1:00 pm. Not to exceed 7 hours per day.

I would also like to recommend Tisha Degner, Michelle Holcomb, and Heather McGrail for the Substitute summer workers @ a rate of \$16.50 per hour. The program will run from July 8th – August 16th, Monday – Friday. The hours will be from 7:00 am – 1:00 pm. Not to exceed 7 hours per day.

Thank You,

Luci Hopps
Cook/Manager, DCMO BOCES
(607)988-5035

May 15, 2024

To: Board of Education

RE: Recommendations for the 2024 Unatego Summer Care Program

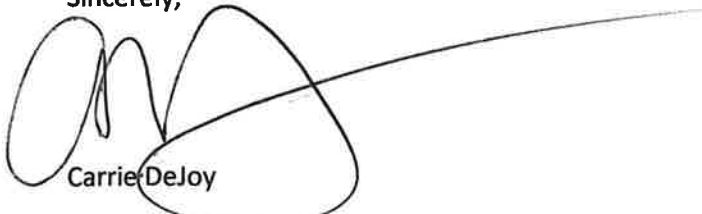
I would like to recommend the following people for full-time employment during the 2024 Summer Care Program: Deborah Ritchey, Mari Ruff, and Kerri Frailey.

I would like to recommend the following people for part time employment for the 2024 Summer Care Program: McKenzie Rutherford and Gina Boliski.

I would like to recommend the following people as a substitute for the 2024 Summer Care Program: Irene Murphy, Kim Renwick, Rena Barkman, Savannah Jackson, Nancy Dalton, Kelly DeMorier, Sherri Lapp, Kristen Sousa, Becci Cutting, Michelle Holcomb, Grace Baker, and Danielle Whitaker.

Thank you for your time and consideration on this matter.

Sincerely,



Carrie DeJoy
Director, ASCP

Dr. Richards,

I recommend the following for 2024 summer custodial work as needed.

Rose Strickland
Rebecca Towndrow
Dian Jungermann
Tracy Fortin

Thank you

A handwritten signature in black ink that reads "Brian Trask". The signature is written in a cursive style with a large, looping initial "B" and a trailing flourish.

Brian Trask

I Allison Worman resign as a School Bus Driver effective June 30th 2024. I will continue working for the district as an Aide.

Thank you

Allison Worman

A handwritten signature in black ink, appearing to read "Allison Worman", written in a cursive style.A red ink date stamp that reads "MAY 29 2024". The stamp is rectangular and has a slightly distressed or stamped appearance.

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Allison Worman _____

POSITION: Aide _____

REPLACES: same position - full-time _____

EFFECTIVE DATE: July 1, 2024 _____

EDUCATION LEVEL: 12th Grade _____

YEARS OF EXPERIENCE: 1 _____

SALARY: STEP _____ LEVEL _____ \$ _____ per Aide contract

CERTIFICATION: none _____

COLLEGE: none _____

REFERENCES CONTACTED:

1. Mike Snider _____
2. Katie James _____

COMMENTS: Allison has worked this year as an elementary special needs aide
in first grade. She has done a great job and works well with the
students and teachers.



ADMINISTRATOR SIGNATURE

5-28-24

DATE

Sheila Nolan

MAY 28 2024

From: David Richards
Sent: Tuesday, May 28, 2024 1:18 PM
To: Sheila Nolan
Subject: FW: Leave of Absence

FYI, I can recommend the leave.

Dave

-----Original Message-----

From: Marilyn Bush <MBush@unatego.stier.org>
Sent: Friday, May 24, 2024 11:55 AM
To: David Richards <drichards@unatego.stier.org>
Cc: Brian Trask <btrask@unatego.stier.org>
Subject: Leave of Absence

Dear Mr. Richard's

I am writing to formally request a leave of absence from my position as Bus Driver for Unatego Central School District from June 3, 2024 to the end of June 2024, returning after summer break 2024 to work.

The reason for this leave of absence is due to personal medical issues I am currently going through and medical procedures I have coming up.

Thank you for considering my request. I appreciate your understanding and support during this time. Please let me know if there are any specific procedures or forms I need to complete in order to finalize this request.

Sincerely
Marilyn Bush

MAY 29 2024

To Whom it may Concern,

I am writing to formally resign from my position as a one on one Aide at OCA, effective June 30, 2024. I want to express my deepest gratitude for the opportunities I have had to work for Unatego Central School.

Sincerely,
Elizabeth Miller

Dr. Richards,

I recommend the following 2024 summer school transportation work as needed.

Mike Fortin
Allison Worman
Carol Wilber
Marion Wilson

Sub if needed.

Rich Cooley
Brian Cutting
Claudia Fallot
Kerry Fallot
Tracy Fortin
Janet Peebles-LeClair
Rebecca Towndrow
William Worman

Thank you

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

Brian Trask

Unatego Central School

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

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

Patricia Loker
Business Manager
(607) 988-5038

May 31, 2024

Approve the following returning non-teaching substitutes for the 2024-2025 school year:

Mallorie Bomba (FSH)
Joseph (Will) Clark (Bus Driver)
Carrie DeJoy (Aide/LTA)
George DeNys (LTA)
Elizabeth Hilton (OCA Aide)
David Nichols (Cleaner/Bus Driver)
Stephanie Reeves (Aide/LTA/Clerical)
Kim Renwick (Aide/LTA)
Brandon Simonds (Bus Driver)
Mary Sloan (Aide/LTA)
Stephanie Welch (LTA)

Approve the following returning substitute teachers for the 2024-2025 school year:

Kathy Becker
Kevin Bedient
Onanong Yoosuk Bloomfield
Gavin Bonczkowski
William Brundege
Carrie DeJoy
George DeNys
Howard Hacker
Suzanne Patrick
Stephanie Reeves
Kim Renwick
Mary Sloan
Stephanie Welch

MAY 02 2024

FY.

Unatego Central School Board of Education
Dr. David Richards, Superintendent of Schools
Unatego Central School District
2641 State Highway 7
PO Box 483
Otego, NY 13825

Dear Members of the Unatego Central School Board of Education and Dr. Richards:

I hereby resign from my employment with the Unatego Central School District for personal reasons, effective August 31, 2024.

Sincerely,



Ashley Fisher

Date: 5/02/24

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Leah Trass _____

POSITION: Elementary General Education Teacher - 1st Grade _____

REPLACES: Katie James _____

EFFECTIVE DATE: September 1, 2024 _____

EDUCATION LEVEL: Masters in Special Education / Literacy _____

YEARS OF EXPERIENCE: 16 _____

SALARY: STEP ¹⁶ LEVEL ^M \$ ^{\$71,894} _____

CERTIFICATION: Student with Disabilities - Birth - 6; Childhood Ed - Birth - 6 _____

COLLEGE: U Albany - Masters Degree, SUNY Oneonta - Bachelors Degree _____

REFERENCES CONTACTED:

1. Mike Snider, Principal _____

2. _____

COMMENTS: Leah has done a terrific job as a special education teacher this
year. She is an excellent candidate for our first grade classroom.

I recommend her without reservation.



ADMINISTRATOR SIGNATURE

05-02-2024

DATE

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Cierra Arnold

POSITION: Special Education Teacher, Elementary

REPLACES: Leah Trass

EFFECTIVE DATE: September 1, 2024

EDUCATION LEVEL: BA - Special Education and Elementary Education

YEARS OF EXPERIENCE: 0

SALARY: STEP 1 LEVEL B \$



CERTIFICATION: pending - Special Education, NYSED

COLLEGE: Western Governors University

REFERENCES CONTACTED:

1. Bonnie Johnson, former Franklin CSD Supt. (current Gilboa Supt.)
2. Ashleigh Doxtader, Special Education Teacher, Franklin CSD

COMMENTS: Phenomenal - you'd be getting a winner - Great with kids, thinks
outside the box, is a positive influence on kids, has a calming
effect on kids, would be a great fit.

  05-13-24
ADMINISTRATOR SIGNATURE **DATE**

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: LEE SUPENSKY

POSITION: CONSULTANT FOR SPECIAL PROGRAMS

REPLACES: NA

EFFECTIVE DATE: September 1, 2024

EDUCATION LEVEL: BA, MBA, MA, CAS

YEARS OF EXPERIENCE: 36

SALARY: STEP _____ LEVEL _____ \$500.00 per day worked not to exceed 40 days per year

CERTIFICATION: SCHOOL DISTRICT ADMINISTRATOR

COLLEGE: SUNY CORTLAND

REFERENCES CONTACTED:

1. BRYAN AYRES, FRANKLIN CSD SUPERINTENDENT
2. _____

COMMENTS: HIGHLY RECOMMENDED ADMINISTRATOR.
WILL RUN CSE MEETINGS AND COLLABORATE
WITH DIRECTOR OF SPECIAL PROGRAMS



ADMINISTRATOR SIGNATURE

5/30/24
DATE

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Kerri Frailey-Love

POSITION: Aide

REPLACES: Rebecca Towndrow

EFFECTIVE DATE: September 1, 2024

EDUCATION LEVEL: BA Degree - Human Services - 2012

YEARS OF EXPERIENCE: 5

SALARY: STEP LEVEL \$ per Aide Contract

CERTIFICATION: Level 3 Licensed Teacher Assistant certification

COLLEGE: University of Phoenix and SUNY Cobleskill

REFERENCES CONTACTED:

1. Mike Snider

2.

COMMENTS: Kerri has been a special needs aide for two years and an LTA for
three years. She also has previous experience as a teacher
assistant at Springbrook.



ADMINISTRATOR SIGNATURE

05-30-24

DATE