

To be approved by Board of Education on September 24, 2019

Substitute Teachers through BOCES Substitute Service – These people have been screened by BOCES Substitute Service:

Stephanie Cook

Kelsey Cox

Aaron Enous

Kevin Little

Sabrina Long

Hannah Nicklas

Danielle Ross

Mission Statement: We will provide students of every ability the support, dedication, quality instruction and experiences they need as they strive to fulfill their dreams and aspirations for the future.

Goal1: To provide opportunities to improve overall student success by developing and recognizing student achievement in all areas.

Goal 2: Ensure and secure the district's fiscal stability while delivering exceptional educational results at a cost appropriate to the community's economic condition.

Goal 3: Continue to nurture, support and improve the school district culture of a safe, welcoming and inclusive climate with a strong emphasis on effective strategies that support all students.

Goal 4: Continually evaluate, maintain and improve facilities that address the current and future needs of our district and provide students, employees and community members with an inviting, safe, efficient and modern infrastructure.

Goal 5: Continually explore methods to provide concise, clear and consistent two-way communication among all school and community members.

Goal 6: Identify and partner with resources that will assist us in the fulfillment of our mission.

Students

SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING

The Board recognizes the unique challenges that face students in temporary housing (i.e., homeless children and youth) and will provide these students with access to the same free and appropriate public education, including public preschool education, as other students, as well as access to educational and other services necessary to be successful in school. The District will ensure that these students are not separated from the mainstream school environment. The Board is also committed to eliminating barriers to the identification, enrollment, attendance, and success of students in temporary housing.

Identification of Students in Temporary Housing

All districts are obligated to affirmatively identify all students in temporary housing. Therefore, the District will determine whether there are students in temporary housing within the District by using a housing questionnaire to determine the nighttime residence of all newly enrolled students and all students whose address changes during the school year. Not all students in temporary housing can be identified through social service agencies or shelters, as children may be sharing the housing of other persons, such as family or friends, due to loss of housing, economic hardship, or other similar reason. For this reason, the District uses a housing questionnaire that asks for a description of the current living arrangements of the child or youth to determine whether the child or youth meets the definition of a homeless child.

In addition to using the housing questionnaire, the District will also contact the local department of social services (LDSS) (i.e., the social services district) to identify students in temporary housing, as well as the local runaway and homeless youth shelter, and any other shelters located within District boundaries to ensure all students in temporary housing are properly identified and served.

Definitions

- a) Feeder school means:
 - 1. A preschool whose students are entitled to attend a specified elementary school or group of elementary schools upon completion of that preschool;
 - 2. A school whose students are entitled to attend a specified elementary, middle, intermediate, or high school or group of specified elementary, middle, intermediate, or high schools upon completion of the terminal grade of such school; or
 - 3. A school that sends its students to a receiving school in a neighboring school district.
- b) Homeless child means:
 - 1. A child or youth who lacks a fixed, regular, and adequate nighttime residence, including a child or youth who is:

(Continued)

Students

SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)

- (a) Sharing the housing of other persons due to a loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled-up");
 - (b) Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
 - (c) Abandoned in hospitals;
 - (d) A migratory child who qualifies as homeless under (a), (b), or (c) of this subparagraph or item 2) below; or
 - (e) An unaccompanied youth; or
2. A child or youth who has a primary nighttime location that is:
- (a) A supervised, publicly, or privately operated shelter designed to provide temporary living accommodations, including, but not limited to, shelters operated or approved by the state or LDSS, and residential programs for runaway and homeless youth established in accordance with applicable law; or
 - (b) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, including a child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.
- c) Migratory child means a child or youth who made a qualifying move in the preceding 36 months:
- 1. As a migratory agricultural worker or a migratory fisher; or
 - 2. With, or to join, a parent or spouse who is a migratory agricultural worker or a migratory fisher
- d) Preschool means a publicly funded prekindergarten program or a Head Start program administered by the District and/or services under the Individuals with Disabilities Act administered by the District.
- e) Receiving school means:
- 1. A school that enrolls students from a specified or group of preschools, elementary schools, middle schools, intermediate schools, or high schools; or

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Students

SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)

2. A school that enrolls students from a feeder school in a neighboring local educational agency.
- f) Regional placement plan means a comprehensive regional approach to the provision of educational placements for homeless children that has been approved by the Commissioner of Education.
- g) School district of current location means the public school district within New York State in which the hotel, motel, shelter or other temporary housing arrangement of a homeless child, or the residential program for runaway and homeless youth, is located, which is different from the school district of origin.
- h) School district of origin means the school district within New York State in which:
 1. The homeless child was attending a public school or preschool on a tuition-free basis or was entitled to attend when circumstances arose that caused the child to become homeless, which is different from the school district of current location;
 2. The child was residing when circumstances arose that caused the child to become homeless if the child was eligible to apply, register, or enroll in public preschool or kindergarten at the time the child became homeless; or
 3. The homeless child has a sibling who attends a school in the school district in which the child was residing when circumstances arose that caused the child to become homeless.
- i) School of origin means:
 1. The public school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool or a charter school;
 2. The designated receiving school at the next grade level for all feeder schools for a student in temporary housing who completes the final grade level served by the school of origin; and
 3. The public school or preschool in which the child would have been entitled or eligible to attend based on the child's last residence before the circumstances arose which caused the child to become homeless if the child becomes homeless after the child is eligible to apply, register, or enroll in the public preschool or kindergarten or if the child is living with a school-age sibling who attends school in the school district of origin.

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Students

SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)

- j) Unaccompanied youth means a homeless child or youth who is not in the physical custody of a parent or legal guardian.

The McKinney-Vento Liaison for Students in Temporary Housing

The District will designate an appropriate staff person, who may also be a coordinator for other federal programs, as the District liaison for students in temporary housing (otherwise referred to as the McKinney-Vento liaison). The District's McKinney-Vento liaison serves as one of the primary contacts between families experiencing homelessness and school staff, district personnel, shelter workers, and other service providers. The McKinney-Vento liaison coordinates services to ensure that homeless children and youth enroll in school and have the opportunity to succeed.

The District's McKinney-Vento liaison must ensure that:

- a) Students in temporary housing are identified by school personnel and through coordination activities with other entities and agencies;
- b) Students in temporary housing enroll in, and have full and equal opportunity to succeed in, the District's schools;
- c) Students in temporary housing and their families receive educational services for which they are eligible, including Head Start programs administered by a local educational agency, Early Head Start, early intervention services under part C of the Individuals with Disabilities Education Act, and other preschool programs administered by the District.
- d) Students and parents in temporary housing receive referrals to health care services, dental services, mental health and substance abuse services, housing services and other appropriate services;
- e) Parents or guardians of students in temporary housing are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- f) Parents and guardians of students in temporary housing, and unaccompanied youth, are fully informed of all transportation services, including transportation to and from the school district of origin and are assisted in accessing transportation services;
- g) Disputes regarding eligibility, school selection, enrollment and/or transportation are mediated in accordance with applicable laws and regulations;

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Students

SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)

- h) Assistance in commencing an appeal, in accordance with applicable law, of a final determination regarding eligibility, enrollment, school selection, and/or transportation is provided to the student in temporary housing's parent or guardian or the unaccompanied youth;
- i) A record is maintained of all appeals of enrollment, school selection, and transportation;
- j) Public notice of the educational rights of students in temporary housing is posted in locations where these students receive services, such as schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of students in temporary housing, and unaccompanied youth;
- k) School personnel providing services to students in temporary housing receive professional development and other support;
- l) Unaccompanied youths:
 - 1. Are enrolled in school;
 - 2. Have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth, including receiving credit for full or partial coursework earned in a prior school pursuant to Commissioner's regulations; and
 - 3. Are informed of their status as independent students under section 480 of the Higher Education Act of 1965 and that the youths may obtain assistance from the McKinney-Vento liaison to receive verification of this status for purposes of the Free Application for Federal Student Aid (FAFSA);
- m) School personnel, service providers, advocates working with students in temporary housing, parents and guardians of students in temporary housing, and students in temporary housing are informed of the duties of the McKinney-Vento liaison; and
- n) Assistance with obtaining any necessary immunizations or screenings, or immunization or other required health records is provided to the parents or guardians of the students in temporary housing.

School District and School Designations

A designator will make the initial decision about which school district and school a student in temporary housing will attend. A designator is:

- a) The parent or person in parental relation (guardian) to a student in temporary housing;

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SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)

- b) The student in temporary housing, together with the McKinney-Vento liaison, in the case of an unaccompanied youth; or
- c) The director of a residential program for runaway and homeless youth, in consultation with the student in temporary housing, where the student is living in that program.

The District will ask the designator to designate one of the following as the school district of attendance for the student in temporary housing:

- a) The school district of current location;
- b) The school district of origin; or
- c) A school district participating in a regional placement plan.

The District will also ask the designator to designate one of the following as the school where a student in temporary housing seeks to attend:

- a) The school of origin; or
- b) Any school that permanent housed children and youth who live in the attendance area in which the child or youth is actually living are eligible to attend, including a preschool.

A student in temporary housing is entitled to attend the schools of the school district of origin without the payment of tuition for the duration of his or her homelessness and through the remainder of the school year in which the student becomes permanently housed and for one additional year if that year constitutes the student's terminal year in that school building, subject to a best interest determination.

Designation/STAC 202 Form

The District will identify all students in temporary housing, and a designation form will be completed by the designator for all these students and any other student who claims homelessness. Designations must be made on the STAC 202 form provided by the Commissioner.

The appropriate designator must complete the designation form. The District makes designation forms available to a student in temporary housing who seeks admission to school or to the parent or person in parental relation who seeks to enroll the child in school.

The District will provide completed designation forms to the McKinney-Vento liaison immediately, but no later than two business days from the earlier date on which the child or youth either:

- a) Sought enrollment in school; or

(Continued)

Students

SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)

- b) Was placed in a temporary housing facility or residential facility for runaway and homeless youth.

Where a parent or person in parental relation or a child who is neither placed in a temporary housing facility by the LDSS nor housed in a residential program for runaway homeless youth, designates the District as the school district of current location, the District will forward to the State Education Department a completed designation form and a statement of the basis for its determination that the child is a homeless child entitled to attend the District's schools.

Immediate Enrollment and Best Interest Determinations

Upon identification of a child who is in temporary housing and/or receipt of a completed designation/STAC 202 form, the District will:

- a) Immediately review the designation form to ensure that it has been completed and admit the student in temporary housing even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, medical records, immunization records, proof of residency or other documentation and even if the child or youth has missed application deadlines;
- b) Determine whether the designation made by the designator is consistent with the best interests of the student in temporary housing. In making best interests decisions the District will:
 - 1. Presume that keeping the child in the school of origin is in the child's best interest, except when doing so is contrary to the wishes of the parent or guardian (or youth in the case of an unaccompanied youth); and
 - 2. Consider student-centered factors such as the effect of mobility on student achievement, education, health, and safety of the child, giving priority to the wishes of the child's parent or guardian (or the youth, if a homeless unaccompanied youth). If the District determines that it is in the best interest of the student in temporary housing to attend a school other than the school of origin or the designated school, the District will provide the parent or guardian (or youth, if an unaccompanied youth) with a written explanation of its determination, including information about the right to appeal.
- c) Provide the child with access to all of the District's programs, activities and services to the same extent as they are provided to resident students;
- d) Immediately contact the school district where the child's records are located in order to obtain a copy of these records and coordinate the transmittal of records for students with disabilities pursuant to applicable laws and regulations;

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SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)

- e) Immediately refer the parent or guardian of the student in temporary housing to the McKinney-Vento liaison who must assist in obtaining necessary immunizations or immunization or medical records if the child or youth needs to obtain immunizations or immunization or medical records;
- f) Forward the STAC 202 form to the Commissioner and the school district of origin, where applicable. In all cases, the District will give a copy of the completed STAC 202 form to the designator and keep a copy of the STAC 202 form for the District's records;
- g) Arrange for transportation in accordance with applicable laws and regulations; and
- h) Arrange for the child to receive free school meals.

Request for Records

Within five days of receipt of a request for school records from a new school, the District will forward, in a manner consistent with state and federal law, a complete copy of the student in temporary housing's records, including, but not limited to, proof of age, academic records, evaluations, immunization records, and guardianship papers, if applicable.

Tuition Reimbursement

The District is eligible to request reimbursement from the State Education Department for the direct costs of educational services to students in temporary housing that are not otherwise reimbursed under special federal programs, when:

- a) The District is either the school district of current location or a school district participating in a regional placement plan;
- b) The District is designated as the school district of attendance; and
- c) The school district of origin for the student in temporary housing is within New York State.

All claims for reimbursement will be made on the STAC 202 form prescribed by the Commissioner of the State Education Department.

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Students

SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)

In addition, the District is eligible for reimbursement for the direct costs of educational services, including transportation costs for students who continue enrollment in the District schools after finding permanent housing midyear in a different school district within New York State. In these cases, the District will directly bill the new district where the student permanently resides for all direct costs of educational services, including transportation, that are not otherwise reimbursed under special federal programs.

Transportation Responsibilities

The LDSS is responsible for providing transportation to students in temporary housing, including preschool students and students with disabilities who are eligible for benefits under Social Services Law §350-j and placed in temporary housing arrangements outside their designated districts. Where the LDSS requests that the District provide or arrange for transportation for a student in temporary housing in the circumstances above, the District will provide or arrange for the transportation and directly bill the LDSS so that the district will be fully and promptly reimbursed for the cost of the transportation.

If the District is the designated school district of attendance, the District will provide for the transportation of each student in temporary housing who is living in a residential program for runaway and homeless youth, including if the temporary housing is located outside the school district. The costs for transportation for each student in temporary housing who lives in a residential program for runaway youth and homeless youth located outside of the designated school district will be reimbursed by the State Education Department, to the extent funds are provided for the purpose, with the submission of a Runaway and Homeless Youth Act Transportation Program Form. Where the District provides transportation for a student living in a Runaway and Homeless Youth facility, the District will promptly request reimbursement using the Runaway and Homeless Youth Act Transportation Form.

The District will transport any student in temporary housing to their school of origin, including preschools and charter schools, where it is the designated district of attendance and the student in temporary housing is not entitled to receive transportation from the Department of Social Services.

When the District is designated as the school district of current location for a student in temporary housing and the student does not attend the school of origin, the District will provide transportation on the same basis as it is provided to resident students, unless the local transportation policy represents a barrier to the student's attendance in school.

If the student in temporary housing designates the District as the school district of attendance, transportation will not exceed 50 miles each way, unless the Commissioner determines that it is in the best interest of the child.

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Students

SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)

Where the District is designated as the school district of attendance and it has recommended the student in temporary housing attend a summer educational program, the district of attendance will provide transportation services to students in temporary housing for summer educational programs if the lack of transportation poses a barrier to the student's participation in the program.

Where the District is designated as the school district of attendance, it will provide transportation services to students in temporary housing for extracurricular or academic activities when:

- a) The student participates in or would like to participate in an extracurricular or academic activity, including an after-school activity, at the school;
- b) The student meets the eligibility criteria for the activity; and
- c) The lack of transportation poses a barrier to the student's participation in the activity.

Where the District is designated as the school district of attendance, it will provide transportation as described above for the duration of homelessness, unless the LDSS is responsible for providing transportation. After the student becomes permanently housed, the District will provide transportation to the school of origin until the end of the school year and for one additional year if that year constitutes the child's terminal year in the school building.

Dispute Resolution Process

The District has established the following procedures for the prompt resolution of disputes regarding school selection or enrollment of a homeless child or youth:

- a) The District will provide a written explanation, including a statement regarding the right to appeal, to the parent or guardian of a student in temporary housing, or to an unaccompanied youth, if the District determines that the District is not required to either enroll and/or transport the child or youth to the school of origin or a school requested by the parent or guardian or unaccompanied youth, or if there is a disagreement about a child's or youth's status as a homeless child or unaccompanied youth. The written explanation will be in a manner and form understandable to the parent, guardian, or unaccompanied youth and will include a statement regarding the McKinney-Vento liaison's availability to help the parent, guardian, or unaccompanied youth with any appeal and the contact information for the liaison.

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Students

SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)

- b) The District will immediately enroll the student in the school in which enrollment is sought by the parent or guardian or unaccompanied youth, provide transportation to the school, and will delay for 30 days the implementation of a final determination to decline to either enroll in and/or transport the student in temporary housing to the school of origin or a school requested by the parent or guardian or unaccompanied youth.
- c) If the parent or guardian of a student in temporary housing or unaccompanied youth commences an appeal to the Commissioner within 30 days of such final determination, the student will be permitted to continue to attend the school he or she is enrolled in at the time of the appeal and/or receive transportation to that school pending the resolution of all available appeals.

The McKinney-Vento Liaison's Dispute Resolution Responsibilities

The District's McKinney-Vento liaison must assist the student in temporary housing's parent or guardian or unaccompanied youth in bringing an appeal to the Commissioner of a final school district decision regarding enrollment, school selection and/or transportation. In the event of a dispute regarding eligibility, enrollment, school selection, and/or transportation, the District's McKinney-Vento liaison will:

- a) Provide the parent or guardian or unaccompanied youth with a copy of the form petition;
- b) Assist the parent or guardian or unaccompanied youth in completing the form petition;
- c) Arrange for the copying of the form petition and supporting documents for the parent or guardian or unaccompanied youth, without cost to the parent or guardian or unaccompanied youth;
- d) Accept service of the form petition and supporting papers on behalf of any District employee or officer named as a party, or the District if it is named as a party, or arrange for service by mail by mailing the form petition and supporting documents to any District employee or officer named as a party, and, if the District is named as a party, to a person in the office of the Superintendent who has been designated by the Board to accept service on behalf of the District;
- e) Provide the parent or guardian or unaccompanied youth with a signed and dated acknowledgment verifying that he or she has received the form petition and supporting documents, and will either accept service of these documents on behalf of the District

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Students

SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)

employee or officer of District, or effect service by mail by mailing the form petition and supporting documents to any District employee or officer named as a party, and, if the District is named as a party, to a person in the office of the Superintendent who has been designated by the Board to accept service on behalf of the District;

- f) Transmit on behalf of the parent or guardian or unaccompanied youth, within five days after the service of, the form petition or any pleading or paper to the Office of Counsel, New York State Education Department, State Education Building, Albany, New York 12234;
- g) Provide the parent or guardian or unaccompanied youth with a signed and dated acknowledgement verifying that he or she has received the form petition and supporting documents and will transmit these documents on behalf of the parent, guardian or unaccompanied youth to the Office of Counsel, New York State Education Department, State Education Building, Albany, New York 12234;
- h) Accept service of any subsequent pleadings or papers, including any correspondence related to the appeal, if the parent or guardian or unaccompanied youth so elects. He or she will also make this correspondence available to the parent or guardian or unaccompanied youth; and
- i) Maintain a record of all appeals of enrollment, school selection, and transportation determinations.

Coordination

The District will coordinate the provision of services described in this policy with local social services agencies, housing providers and other agencies or programs providing services to students in temporary housing and their families, including services and programs funded under the Runaway and Homeless Youth Act.

The District will coordinate with other school districts on inter-district issues, such as transportation or transfer of school records.

The District will coordinate implementation of the above provision of services with the requirements of the Individuals with Disabilities Education Act (IDEA) for students with disabilities.

Coordination with Title I

The District acknowledges that students in temporary housing are eligible for services under Title I, Part A, whether or not they live in a Title I school attendance area or meet the academic requirements required of other children. The District will ensure that:

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Students

SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)

- a) Title I, Part A funds are set aside as are necessary to provide students in temporary housing, who may have unique needs that differ from their permanently housed peers, with educationally related support services;
- b) Its local plan includes a description of how the plan is coordinated with McKinney-Vento;
- c) Its local plan describes the services provided to students in temporary housing;
- d) Its local plan describes the efforts it made to identify students in temporary housing, including unaccompanied youth, if the District reports that there are no students in temporary housing enrolled in the District. These efforts will include contacting the LDSS or Office of Children and Family Services (OCFS) to verify that there are no students in temporary housing in the District; and
- e) Its housing questionnaire asks about the living arrangements of the child or unaccompanied youth, including asking if he or she is living in a shelter; with relatives or others due to loss of housing or economic hardship; in an abandoned apartment/building; in a motel/hotel, camping ground, car, train/bus station or other similar situation due to the lack of alternative, adequate housing. Documentation of the District's efforts to identify students in temporary housing will be maintained on file and a copy of the housing questionnaire will also be kept on file.

Reporting Requirements

The District will collect and transmit to the Commissioner of Education, at the time and in the manner as the Commissioner may require, a report containing information as the Commissioner determines is necessary, including the numbers of homeless students, their grade, and their nighttime residence.

Access to Free Meals

The District will provide free meals to all children identified as homeless. They do not have to complete a free or reduced-price meal application. When the McKinney-Vento liaison or a shelter director provides a child's name to the District's school food service office, free school meals will commence immediately.

Removal of Barriers

The District will review and revise its policies that may act as barriers to the identification of students in temporary housing and their enrollment and retention in school, including barriers to enrollment and retention due to outstanding fees or fines, or absences.

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SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)**Comparable Services**

The District will provide services to students in temporary housing comparable to those offered to other students in the District, including: transportation services; educational services for which the child or youth meets the relevant criteria, such as services provided under Title I or similar State or local programs; educational programs for students with disabilities; educational programs for English learners; programs in career and technical education; programs for gifted and talented students; and school nutrition programs.

Student Privacy

Information about a student in temporary housing's living situation will be treated as a student education record and will not be deemed to be directory information under the Family Educational Rights and Privacy Act (FERPA). A parent or guardian or unaccompanied youth may consent to the release of a student's address information in the same way they would for other student education records under FERPA.

Training

All school enrollment staff, secretaries, school counselors, school social workers, and principals will be trained on the requirements for enrollment of students in temporary housing. Other staff members including school nutrition staff, school registered professional nurses, teachers, and bus drivers will receive training on homelessness that is specific to their field.

McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act (ESSA) of 2015, 42 USC § 11431, et seq.
Education Law §§ 902(b) and 3209
Executive Law Article 19-H
8 NYCRR § 100.2(x)

1st Reading: 8/13/19
2nd Reading: 9/24/19
Adoption Date:

DUANESBURG CENTRAL SCHOOL DISTRICT

TOWN OF DUANESBURG

September 10, 2019

Board Meeting

6:30 P.M. in Joe Bena Auditorium

Mission

We endeavor to provide students of every ability with the support, dedication and quality instruction they need as they strive for personal excellence and work to fulfill the dreams and aspirations they have for their future.

Board Goals

1. To provide opportunities to improve overall student success by both recognizing and developing student achievement in all areas.
2. Maintain and improve the district's fiscal stability, delivering excellent educational results at a cost commensurate with the community's economic condition.
3. Continually evaluate, maintain and improve facilities that address the current and future needs of our district and provide students, employees and community members with an inviting, safe, efficient and modern infrastructure.
4. Expand methods to improve communication with parents and community members using multiple methods to promote proactive, interactive and meaningful two-way communication, including the use of the 21st century technologies.
5. Foster meaningful relationships with all stakeholders.
6. Continue to support the school district culture of a safe, welcoming and inclusive climate with a strong emphasis on effective strategies that support all students.

ROLL CALL: Pres. Camille Siano Enders VP Deb Grier Jennifer Sexton
 Shayne Mitchell Teresa Wood-Irvin Henrietta "Hank" Dunn Dianne Grant

MEETING CALLED TO ORDER at 6:35 p.m. by President Siano Enders.

Also Present: Superintendent Macri, Business Official Rivenburg, Principal Conover, Principal Marvin, Athletic Director Hardenstine

SALUTE TO THE FLAG**PRIVILEGE OF THE FLOOR****AGENDA CHANGES – additions and/or deletions - addendum****SUPERINTENDENT'S STATUS REPORT/UPDATE**

- ❖ Tax bills – the return envelopes have Mechanicville CSD address on them. Have been in touch w/BOCES(Neric), BOCES will rectify. Any issues, need to contact Frank. There is a new vendor with the system.
- ❖ 2 staff PD days before school. Second day had a poverty simulation; it was eye opening for the staff. Reviewed different types of poverty prior to living the life of a family in poverty. 25% of our students are eligible for free/reduced lunch.
- ❖ HS/ES openings went smooth.
- ❖ Bussing is being worked on. Some issues regarding routes.
 - Morning drop off only 5-7 minutes behind schedule which includes UPK & parent drop offs.
 - There is no increased cost for the split bus routes; currently running below bussing costs.

Transportation is expense based aid-the more you spend, the more you get back.

- ❖ Letter received from BOCES, Kenneth Haley, he worked on a WTEN Stem commercial; great ambassador for BOCES & the school district.

PRINCIPALS' REPORTS/UPDATES

- ❖ **Principal Marvin** – Kids are enthusiastic, buildings are alive, in the HS, the Building Leadership team got the 1 Book 1 School grant. The goal this year is to build culture with kids. Opening day program was rolled out to students. Doing activities with students until 9/13. Kids will keep the book. On PBIS day, Sweethearts & Heroes will be here.
- ❖ **AD Hardenstine** – Fall sports have started. It's been rougher than normal due to communication. 10 out of 15 coaches are new. 81/167 boys are playing sports – a 9% increase over 2018/19. 87/147 girls are playing sports – an 8% increase over last year.
- ❖ Boys' soccer started with 9 kids; some early games were postponed; will have 12 or 13 kids by next week.
- ❖ Homecoming is 9/21 – football will kick it off. PTA & the Booster Club will be at the events.
This is also Spirit week & events will be held all week.
- ❖ Safety team – ran an evacuation drill this summer; next step will take the administration through the steps.
- ❖ **Principal Conover** – 1 Book 1 School is launching in October. Volunteers are recording chapters. If interested in reading a chapter, contact Erin Goodwin or Melissa Walsh
- ❖ Supervised recess this year give teachers planning time
- ❖ There was a Safety meeting today. Monday had an unplanned 40 outside minute drill due to a technical issue, everyone did great.
- ❖ Created the Funshine Committee – will surprise employees on their birthdays & do fun things throughout the year.

PRESENTATION/APPROVAL OF BOE MINUTES FOR ACTION:

Recommendation that the Board of Education approve the minutes of the August 13 and September 4, 2019 meetings as submitted.

Motion by Board Member Dunn, seconded by Board Member Grant.

In favor: 7

Opposed: 0

Motion Carried

NEW BUSINESS: BOE STANDING COMMITTEE REPORT – (2019-20 MEMBERS)

Audit Committee – Dianne Grant (chair), Hank Dunn, Teresa Wood-Irvin

Buildings & Grounds Committee –Shayne Mitchell (chair), Jennifer Sexton, Hank Dunn – Met 8/29- planned 4 facility visits, meeting 9/17 with the district architect to discuss future projects. Kudos to maintenance & Phil Sexton on developing Grounds & Maintenance plan.

Education Committee – Jennifer Sexton (chair), Teresa Wood-Irvin, Deb Grier

Employee Relations Committee – Camille Siano Enders (chair), Deb Grier, Dianne Grant – Met 9/10- looking at contracting with BOCES for dedicated HR person. It would be BOCES aidable and a 1 year pro-rated contract (Janette Folckemer is retiring).

Policy Committee – Teresa Wood-Irvin (chair), Shayne Mitchell, Hank Dunn

Public Relations Committee – Deb Grier (chair), Jennifer Sexton – Per Deb – Schoharie County School Boards Assoc. will have their evening dinner meeting on 11/14; MCS is hosting. One topic being

discussed is increasing the Valedictorian & Salutatorian awards from \$25 to \$50 and increasing the school dues from \$100 to \$250 to offset the awards

FINANCIAL ITEMS:

1. Accept Claims Auditor's Comments on August 12th & 28th, 2019 reports.

General Warrant	# 4	\$ 147,953.23
	5	251,948.52

Motion by Board Member Mitchell, seconded by VP Grier.

In favor: 7

Opposed: 0

Motion Carried

2. Accept Financial Reports.

Recommendation that the Duanesburg Board of Education accept the Appropriation Status, Revenue Status and Treasurer's reports as provided by the treasurer and recommended by the business official.

Motion by Board Member Sexton, seconded by Board Member Dunn

In favor: 7

Opposed: 0

Motion Carried

3. Approve Adult Breakfast and Lunch price increases.

Recommendation that the Board of Education approve the price increases for adult breakfast from \$2.45 to \$2.50 and for lunch from \$4.10 to \$4.30 as recommended by the business official.

Motion by VP Grier, seconded by Board Member Wood-Irvin.

In favor: 7

Opposed: 0

Motion Carried

4. Approve Shared Services Agreements with Schalmont Central School District.

Recommendation that the Board of Education approve the agreements between Schalmont Central School District and Duanesburg CSD for the 2019-2020 school year as recommended by the business official.

Motion by Board Member Dunn, seconded by Board Member Grant.

In favor: 7

Opposed: 0

Motion Carried

5. Award Bid for Maintenance Vehicle.

Recommendation that the Duanesburg Board of Education award the bid for the 2020 Ford F350 under bid #T19080004 to Carmody Ford Inc. totaling \$43,620.72 as recommended by the business official.

Motion by Board Member Mitchell, seconded by VP Grier.

In favor: 7

Opposed: 0

Motion Carried

6. Approve PILOT Agreements with Eden Renewables.

RESOLUTION PURSUANT TO RPTL SEC. 487 – WHEREAS, the District received notice on behalf of Eden Renewables (“Eden”) of Eden’s intent to develop solar projects on property within the District identified as the Oak Hill Solar 1 Project and the Oak Hill Solar 2 Project, both located at 13590 Duaneburg Road / SBL # 74.00-2-5 (the “Projects”).

WHEREAS, the Board previously authorized Frank Macri, Superintendent of Schools, to advise Eden or its legal representative that the District would require Eden and/or the owner of the property to enter into PILOT agreements with the District pursuant to the provisions of New York Real Property Tax Law Section 487 in connection with the Projects.

WHEREAS, the District has negotiated Payment in Lieu of Taxes Agreements with Oak Hill Solar 1, LLC and Oak Hill Solar 2, LLC in connection with the Projects (the PILOT Agreements”), which have been reviewed by the Board.

NOW THEREFORE, the Board approves the PILOT Agreements and authorizes the President of the Board of Education or the Superintendent of Schools to execute the PILOT Agreements on behalf of the District.

Motion by Board Member Sexton, seconded by Board Member Mitchell.

In favor: 7

Opposed: 0

Motion Carried

OTHER ITEMS:

1. Approve CSE minutes.

Recommendation that the Duaneburg Board of Education approve the CSE minutes of August 15, 2019 meeting as submitted.

Motion by Board Member Sexton, seconded by Board Member Dunn.

In favor: 7

Opposed: 0

Motion Carried

2. Approve Policy.

Recommendation that the Board of Education approve the following policy as recommended by the superintendent:

Policy 7511 – Immunization of Students

Motion by Board Member Wood-Irvin, seconded by Board Member Dunn.

In favor: 7

Opposed: 0

Motion Carried

PERSONNEL ITEMS:

1. Approve Appointments.

Recommendation that the Duaneburg Board of Education approve the following appointments as recommended by the superintendent. All appointments are “employees at will” and the appointment at this time does not guarantee employment for the entire school term/year.

BOCES substitute list

Motion by VP Grier, seconded by Board Member Sexton.

In favor: 7

Opposed: 0

Motion Carried

DISCUSSION:

Adjourn meeting at 7:25 p.m.

Motion by VP Grier, seconded by Board Member Dunn.

In favor: 7

Opposed: 0

Motion Carried

(Continued)

ADDENDUM TO September 10. 2019 BOE Meeting

DUANESBURG CENTRAL SCHOOL DISTRICT - BOARD OF EDUCATION MEETING

PERSONNEL ITEM:

2. Accept Resignation.

BE IT RESOLVED that the Duanesburg Board of Education hereby accepts the resignation of Francis Macri, Superintendent of Schools, effective as of December 14, 2019.

Motion by VP Grier, seconded by Board Member Dunn.

In favor: 7
Opposed: 0

Motion Carried

Respectfully submitted,

Celeste E Junge
District Clerk

Dates to remember:

- | | | |
|-----------|----|---|
| September | 12 | Bus Safety Drill (rain date 9/13) |
| | 13 | Bus Safety Drill rain date |
| | 17 | Building facilities committee mtg, 3:30 pm, District Office |
| | 19 | BBQ/Bake Sale |
| | | JR/SR HS Open House, 6:00 pm |
| | 24 | BOE mtg – 6:30 pm, Joe Bena Auditorium |
| | | JR/SR Picture Day |
| | 25 | JR/SR Picture Day |
| | 26 | ES Picture Day |
| | | Grades K-6 Open House, 6:00-7:30 pm, ES |
| | 27 | ES & HS PBIS Kick Off |

Duanesburg Central School District

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1010.400-50-00</u>	BOE Contr Expense	8,700.00	0.00	8,700.00	1,805.00	0.00	6,895.00
<u>A 1010.450-50-00</u>	BOE Supplies	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 1010.451-50-00</u>	BOE Postage	14,200.00	0.00	14,200.00	720.73	12,139.97	1,339.30
<u>A 1010.490-50-00</u>	BOE BOCES Services	4,500.00	0.00	4,500.00	400.00	4,000.00	100.00
1010	BOARD OF EDUCATION	28,400.00	0.00	28,400.00	2,925.73	16,139.97	9,334.30
<u>A 1040.400-50-00</u>	Clerk Cont Expense	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 1040.450-50-00</u>	Clerk Supplies	250.00	0.00	250.00	0.00	0.00	250.00
1040	DISTRICT CLERK	750.00	0.00	750.00	0.00	0.00	750.00
<u>A 1060.400-50-00</u>	Dist Mtg Cont Expense	400.00	0.00	400.00	0.00	0.00	400.00
<u>A 1060.450-50-00</u>	Dist Mtg Supplies	100.00	0.00	100.00	0.00	0.00	100.00
1060	DISTRICT MEETING	500.00	0.00	500.00	0.00	0.00	500.00
10		29,650.00	0.00	29,650.00	2,925.73	16,139.97	10,584.30
<u>A 1240.150-20-00</u>	CSA Instructional Salary	141,000.00	0.00	141,000.00	29,822.71	0.00	111,177.29
<u>A 1240.160-20-00</u>	CSA Non-Instructional Salary	42,225.00	0.00	42,225.00	8,839.55	0.00	33,385.45
<u>A 1240.400-20-00</u>	CSA Cont Expense	6,000.00	0.00	6,000.00	2,365.50	592.62	3,041.88
<u>A 1240.450-20-00</u>	CSA Supplies	400.00	0.00	400.00	115.00	0.00	285.00
1240	CHIEF SCHOOL ADMINISTRATOR	189,625.00	0.00	189,625.00	41,142.76	592.62	147,889.62
12		189,625.00	0.00	189,625.00	41,142.76	592.62	147,889.62
<u>A 1310.150-20-00</u>	Bus Adm Instructional Salary	99,000.00	0.00	99,000.00	18,211.44	0.00	80,788.56
<u>A 1310.160-20-00</u>	Bus Adm Non-Inst Salary	100,774.00	0.00	100,774.00	20,227.70	0.00	80,546.30
<u>A 1310.400-20-00</u>	Bus Adm Cont Expense	66,368.00	0.00	66,368.00	11,445.06	39,587.73	15,335.21
<u>A 1310.450-20-00</u>	Bus Adm Supplies	3,500.00	0.00	3,500.00	492.11	0.00	3,007.89
<u>A 1310.490-20-00</u>	Bus Adm BOCES Services	8,000.00	0.00	8,000.00	4,090.74	3,909.26	0.00
1310	BUSINESS ADMINISTRATION	277,642.00	0.00	277,642.00	54,467.05	43,496.99	179,677.96
<u>A 1320.400-20-00</u>	Audit Cont Expense	25,000.00	0.00	25,000.00	8,700.00	5,300.00	11,000.00
1320	AUDITING	25,000.00	0.00	25,000.00	8,700.00	5,300.00	11,000.00
<u>A 1330.450-20-00</u>	Tax Collector Supplies	200.00	0.00	200.00	0.00	0.00	200.00
1330	TAX COLLECTOR	200.00	0.00	200.00	0.00	0.00	200.00
<u>A 1345.490-00-00</u>	Purchasing BOCES	4,635.00	0.00	4,635.00	473.34	3,866.66	295.00
1345	PURCHASING	4,635.00	0.00	4,635.00	473.34	3,866.66	295.00
<u>A 1380.400-20-00</u>	Fiscal Agent Fees	7,400.00	0.00	7,400.00	0.00	7,000.00	400.00
1380	FISCAL AGENT FEE	7,400.00	0.00	7,400.00	0.00	7,000.00	400.00
13		314,877.00	0.00	314,877.00	63,640.39	59,663.65	191,572.96

Duanesburg Central School District

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1420.400-00-00</u>	Legal Contractual Expense	50,000.00	0.00	50,000.00	3,207.00	30,293.00	16,500.00
1420	LEGAL	50,000.00	0.00	50,000.00	3,207.00	30,293.00	16,500.00
<u>A 1430.400-00-00</u>	Personnel Cont Expense	1,000.00	0.00	1,000.00	291.00	709.00	0.00
<u>A 1430.490-00-00</u>	Personnel BOCES	25,500.00	0.00	25,500.00	2,842.00	14,210.00	8,448.00
1430	PERSONNEL	26,500.00	0.00	26,500.00	3,133.00	14,919.00	8,448.00
<u>A 1460.400-00-00</u>	Records Management - Contractual	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 1460.450-00-00</u>	Records Management - Materials & Suppl	100.00	0.00	100.00	0.00	0.00	100.00
1460	RECORDS MANAGEMENT OFFICER	1,100.00	0.00	1,100.00	0.00	0.00	1,100.00
<u>A 1480.400-00-00</u>	Public Info Cont Expense	1,500.00	0.00	1,500.00	586.20	913.80	0.00
<u>A 1480.450-00-00</u>	Public Info Supplies	100.00	0.00	100.00	0.00	0.00	100.00
<u>A 1480.490-00-00</u>	Public Info BOCES	87,300.00	0.00	87,300.00	14,759.15	71,431.85	1,109.00
1480	PUBLIC INFORMATION & SERVICES	88,900.00	0.00	88,900.00	15,345.35	72,345.65	1,209.00
14		166,500.00	0.00	166,500.00	21,685.35	117,557.65	27,257.00
<u>A 1620.160-00-00</u>	Operations Non-Instr Salary	166,434.00	0.00	166,434.00	31,883.61	0.00	134,550.39
<u>A 1620.161-00-00</u>	Operations Overtime	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 1620.200-10-00</u>	Operations Equipment	97,500.00	6,400.58	103,900.58	6,400.58	43,620.72	53,879.28
<u>A 1620.400-10-00</u>	Operations Cont Expense	90,000.00	35,542.25	125,542.25	30,482.65	62,800.06	32,259.54
<u>A 1620.420-10-00</u>	Phone District	7,200.00	0.00	7,200.00	2,503.70	1,496.30	3,200.00
<u>A 1620.421-10-00</u>	Water Rent	8,504.00	0.00	8,504.00	1,848.00	5,652.00	1,004.00
<u>A 1620.422-00-00</u>	Sewer	70,000.00	0.00	70,000.00	0.00	60,000.00	10,000.00
<u>A 1620.430-10-00</u>	Fuel Oil	68,000.00	0.00	68,000.00	0.00	0.00	68,000.00
<u>A 1620.430-30-00</u>	Fuel Oil ES	61,000.00	0.00	61,000.00	0.00	0.00	61,000.00
<u>A 1620.431-10-00</u>	Electric	76,200.00	0.00	76,200.00	9,432.75	45,567.25	21,200.00
<u>A 1620.431-30-00</u>	Electric ES	49,800.00	0.00	49,800.00	5,974.08	39,025.92	4,800.00
<u>A 1620.432-10-00</u>	Propane	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 1620.450-10-00</u>	Operations Supplies	120,000.00	19,789.10	139,789.10	32,098.20	59,040.27	48,650.63
<u>A 1620.490-00-00</u>	BOCES Services	43,561.00	0.00	43,561.00	3,945.00	27,732.44	11,883.56
1620	OPERATION OF PLANT	861,199.00	61,731.93	922,930.93	124,568.57	344,934.96	453,427.40
<u>A 1621.160-00-00</u>	Maint Non-Instr Salaries	292,126.00	0.00	292,126.00	86,285.52	0.00	205,840.48
<u>A 1621.161-00-00</u>	Maint Overtime	13,000.00	0.00	13,000.00	563.35	0.00	12,436.65
<u>A 1621.200-00-00</u>	Maint Equipment	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 1621.400-00-00</u>	Maint Cont Expense	35,535.00	9,913.37	45,448.37	0.00	14,674.00	30,774.37
<u>A 1621.450-10-00</u>	Maint Supplies	30,000.00	0.00	30,000.00	2,666.97	12,655.49	14,677.54

Duanesburg Central School District

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1621	MAINTENANCE OF PLANT	373,161.00	9,913.37	383,074.37	89,515.84	27,329.49	266,229.04
<u>A 1680_490-00-00</u>	Data Processing BOCES	38,000.00	0.00	38,000.00	7,620.09	25,333.39	5,046.52
1680	CENTRAL DATA PROCESSING	38,000.00	0.00	38,000.00	7,620.09	25,333.39	5,046.52
16	Unallocated Insurance	1,272,360.00	71,645.30	1,344,005.30	221,704.50	397,597.84	724,702.96
<u>A 1910_400-00-00</u>		58,222.00	0.00	58,222.00	51,698.00	0.00	6,524.00
1910	UNALLOCATED INSURANCE	58,222.00	0.00	58,222.00	51,698.00	0.00	6,524.00
<u>A 1930_400-00-00</u>	Judgements And Claims	250.00	0.00	250.00	0.00	0.00	250.00
1930	JUDGMENTS & CLAIMS	250.00	0.00	250.00	0.00	0.00	250.00
<u>A 1964_400-00-00</u>	Refund On Real Property Taxes	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
1964	REFUND ON REAL PROPERTY TAXES	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 1981_490-00-00</u>	Administrative Charge BOCES	97,836.00	0.00	97,836.00	82,937.00	0.00	14,899.00
1981	BOCES ADMINISTRATIVE COSTS	97,836.00	0.00	97,836.00	82,937.00	0.00	14,899.00
19		157,308.00	0.00	157,308.00	134,635.00	0.00	22,673.00
1		2,130,320.00	71,645.30	2,201,965.30	485,733.73	591,551.73	1,124,679.84
<u>A 2010_150-10-00</u>	Curr Devel Instr Salaries	4,500.00	-2,250.00	2,250.00	2,125.00	0.00	125.00
<u>A 2010_150-30-00</u>	Curr Devel Instr Salaries ES	4,500.00	2,250.00	6,750.00	6,750.00	0.00	0.00
2010	CURRICULUM DEVEL & SUPERVISION	9,000.00	0.00	9,000.00	8,875.00	0.00	125.00
<u>A 2020_150-10-00</u>	Admin Instr Salaries	146,500.00	0.00	146,500.00	30,547.22	0.00	115,952.78
<u>A 2020_150-30-00</u>	Admin Instr Salaries ES	120,500.00	0.00	120,500.00	24,868.80	0.00	95,631.20
<u>A 2020_160-10-00</u>	Admin Non-Instr Salaries	75,000.00	0.00	75,000.00	17,858.39	0.00	57,141.61
<u>A 2020_160-30-00</u>	Admin Non-Instr Salaries ES	50,000.00	0.00	50,000.00	6,309.72	0.00	43,690.28
<u>A 2020_161-10-00</u>	Admin Non-Instr Salaries Subs	1,250.00	0.00	1,250.00	427.35	0.00	822.65
<u>A 2020_161-30-00</u>	Admin Non-Instr Salaries Subs ES	1,250.00	0.00	1,250.00	0.00	0.00	1,250.00
<u>A 2020_400-10-00</u>	Admin Contr Expense	2,500.00	0.00	2,500.00	1,161.84	0.00	1,338.16
<u>A 2020_400-30-00</u>	Admin Contr Expense ES	2,500.00	0.00	2,500.00	600.00	0.00	1,900.00
<u>A 2020_450-10-00</u>	Admin Supplies	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 2020_450-30-00</u>	Admin Supplies ES	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
2020	SUPERVISION-REGULAR SCHOOL	402,500.00	0.00	402,500.00	81,773.32	0.00	320,726.68
<u>A 2060_490-00-00</u>	Reg Plan BOCES	13,575.00	0.00	13,575.00	1,484.34	7,421.66	4,669.00
2060	RESEARCH, PLANNING & EVALUAT	13,575.00	0.00	13,575.00	1,484.34	7,421.66	4,669.00
<u>A 2070_490-00-00</u>	Inserv Training BOCES	72,000.00	0.00	72,000.00	2,754.50	25,975.50	43,270.00
2070	INSERVICE TRAINING-INSTRUCTION	72,000.00	0.00	72,000.00	2,754.50	25,975.50	43,270.00
20		497,075.00	0.00	497,075.00	94,887.16	33,397.16	368,790.68

Duanesburg Central School District



Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2110.110-30-00</u>	Teacher Salaries Kindergarten	167,703.00	0.00	167,703.00	4,709.59	0.00	162,993.41
<u>A 2110.120-30-00</u>	Teacher Salaries 1-6	1,394,806.00	0.00	1,394,806.00	59,472.55	0.00	1,335,333.45
<u>A 2110.130-10-00</u>	Teacher Salaries 7-12	1,871,530.00	0.00	1,871,530.00	69,693.04	0.00	1,801,836.96
<u>A 2110.132-10-00</u>	Teacher Assistant Salaries	25,151.00	0.00	25,151.00	800.68	0.00	24,350.32
<u>A 2110.140-10-00</u>	Teacher Salaries Subs	72,000.00	0.00	72,000.00	1,127.70	0.00	70,872.30
<u>A 2110.140-30-00</u>	Teacher Salaries Subs ES	72,000.00	0.00	72,000.00	0.00	0.00	72,000.00
<u>A 2110.151-00-00</u>	Teacher Salaries Tutoring	8,500.00	0.00	8,500.00	0.00	0.00	8,500.00
<u>A 2110.160-10-00</u>	Non-Instnr Salaries	0.00	0.00	0.00	0.00	0.00	0.00
<u>A 2110.160-30-00</u>	Non-Instnr Salaries ES	78,226.00	0.00	78,226.00	1,853.09	0.00	76,372.91
<u>A 2110.161-10-00</u>	Sub Aide Non-Instnr Sal	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 2110.161-30-00</u>	Sub Aide Non-Instnr Sal ES	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 2110.200-10-00</u>	Equipment HS	6,000.00	4,798.00	10,798.00	4,949.00	3,550.00	2,299.00
<u>A 2110.200-30-00</u>	Equipment ES	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
<u>A 2110.400-10-00</u>	Contractual Expense	100,000.00	0.00	100,000.00	5,860.21	42,468.14	51,671.65
<u>A 2110.400-30-00</u>	Contractual Expense ES	19,000.00	0.00	19,000.00	397.50	2,088.00	16,514.50
<u>A 2110.401-10-00</u>	Teacher Conferences	4,500.00	500.00	5,000.00	500.00	0.00	4,500.00
<u>A 2110.401-30-00</u>	Teacher Conferences ES	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
<u>A 2110.450-10-00</u>	General Supplies	75,300.00	39,733.48	115,033.48	30,651.89	55,325.70	29,055.89
<u>A 2110.450-30-01</u>	General Supplies ES	36,300.00	0.00	36,300.00	264.70	9,836.15	26,199.15
<u>A 2110.470-00-00</u>	Tuition - Regular Education	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
<u>A 2110.480-10-00</u>	Textbooks	30,000.00	934.45	30,934.45	8,103.74	223.60	22,607.11
<u>A 2110.480-30-00</u>	Textbooks ES	30,000.00	0.00	30,000.00	15,432.04	8,901.85	5,666.11
<u>A 2110.490-00-00</u>	Regular Education BOCES	246,106.00	0.00	246,106.00	15,165.84	116,547.56	114,392.60
2110	TEACHING-REGULAR SCHOOL	4,274,622.00	45,965.93	4,320,587.93	218,981.57	238,941.00	3,862,665.36
21		4,274,622.00	45,965.93	4,320,587.93	218,981.57	238,941.00	3,862,665.36
<u>A 2250.150-10-00</u>	Special Education Instr Salary	270,000.00	0.00	270,000.00	21,366.77	0.00	248,633.23
<u>A 2250.150-30-00</u>	PHC Instr Salary ES	320,000.00	0.00	320,000.00	10,339.18	0.00	309,660.82
<u>A 2250.160-10-00</u>	Special Education Non-Instnr Salary	100,000.00	0.00	100,000.00	3,424.89	0.00	96,575.11
<u>A 2250.160-30-00</u>	PHC Non-Instnr Salary ES	174,000.00	0.00	174,000.00	5,396.21	0.00	168,603.79
<u>A 2250.400-00-00</u>	Special Education Cont Expense	144,542.00	0.00	144,542.00	1,685.00	104,215.00	38,642.00
<u>A 2250.450-30-00</u>	Special Education Supplies	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
<u>A 2250.470-00-00</u>	Special Education Tuition	685,000.00	0.00	685,000.00	0.00	435,523.00	249,477.00
<u>A 2250.490-00-00</u>	PHC BOCES	635,410.00	0.00	635,410.00	15,981.01	619,428.99	0.00

Duanesburg Central School District

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2250	PROGRAMS-STUDENTS W/ DISABIL	2,331,952.00	0.00	2,331,952.00	58,193.06	1,159,166.99	1,114,591.95
<u>A 2280.490-00-00</u>	Occ Ed BOCES	318,302.00	0.00	318,302.00	0.00	281,957.00	36,345.00
2280	OCCUPATIONAL EDUCATION	318,302.00	0.00	318,302.00	0.00	281,957.00	36,345.00
22	Library Instr Salaries	2,650,254.00	0.00	2,650,254.00	58,193.06	1,441,123.99	1,150,936.95
<u>A 2610.150-10-00</u>	Library Instr Salaries ES	51,000.00	0.00	51,000.00	1,921.06	0.00	49,078.94
<u>A 2610.150-30-00</u>	Library Non-Instr Salaries ES	68,800.00	0.00	68,800.00	0.00	0.00	68,800.00
<u>A 2610.160-30-00</u>	Library Non-Instr Salaries ES	0.00	0.00	0.00	3,123.67	0.00	-3,123.67
<u>A 2610.450-10-00</u>	Library Supplies	2,500.00	0.00	2,500.00	0.00	975.01	1,524.99
<u>A 2610.450-30-00</u>	Library Supplies ES	2,500.00	0.00	2,500.00	1,232.46	1,000.00	267.54
<u>A 2610.460-10-00</u>	Library/Loan Program	10,000.00	0.00	10,000.00	0.00	7,275.00	2,725.00
<u>A 2610.460-30-00</u>	Library/Loan Program ES	10,000.00	0.00	10,000.00	7,386.81	922.86	1,690.33
<u>A 2610.490-00-00</u>	Library Services BOCES	28,391.00	0.00	28,391.00	4,171.32	20,856.68	3,363.00
2610	SCHOOL LIBRARY & AUDIOVISUAL	173,191.00	0.00	173,191.00	17,835.32	31,029.55	124,326.13
<u>A 2630.160-00-00</u>	Tech Support Non Instr Sal	59,000.00	0.00	59,000.00	12,292.72	0.00	46,707.28
<u>A 2630.220-00-00</u>	Computer Hardware	52,000.00	0.00	52,000.00	0.00	38,026.32	13,973.68
<u>A 2630.400-00-00</u>	Computer Cont Expense	15,000.00	22,617.75	37,617.75	21,432.75	0.00	16,185.00
<u>A 2630.450-00-00</u>	Computer Supplies	14,000.00	12,497.37	26,497.37	19,730.86	1,280.00	5,486.51
<u>A 2630.460-00-00</u>	Computer Software	28,000.00	0.00	28,000.00	10,181.17	458.08	17,360.75
<u>A 2630.490-00-00</u>	Computer Aided Instr BOCES	190,958.00	0.00	190,958.00	48,617.47	123,717.80	18,622.73
2630	COMPUTER ASSISTED INSTRUCTION	358,958.00	35,115.12	394,073.12	112,254.97	163,482.20	118,335.95
26	Guidance Instr Salaries	532,149.00	35,115.12	567,264.12	130,090.29	194,511.75	242,662.08
<u>A 2810.150-10-00</u>	Guidance Instr Salaries	105,000.00	0.00	105,000.00	13,532.94	0.00	91,467.06
<u>A 2810.160-10-00</u>	Guidance Non-Instr Salaries	26,100.00	0.00	26,100.00	5,264.93	0.00	20,835.07
<u>A 2810.450-00-00</u>	Guidance Supplies	2,500.00	0.00	2,500.00	0.00	1,958.93	541.07
<u>A 2810.490-00-00</u>	Guidance BOCES	3,355.00	0.00	3,355.00	2,163.86	1,191.14	0.00
2810	GUIDANCE-REGULAR SCHOOL	136,955.00	0.00	136,955.00	20,961.73	3,150.07	112,843.20
<u>A 2815.160-10-00</u>	Health Non-Instr Salaries	45,000.00	0.00	45,000.00	3,115.10	0.00	41,884.90
<u>A 2815.160-30-00</u>	Health Non-Instr Salaries ES	73,000.00	0.00	73,000.00	2,749.91	0.00	70,250.09
<u>A 2815.400-10-00</u>	Health Cont Expense	12,500.00	474.72	12,974.72	0.00	10,574.72	2,400.00
<u>A 2815.400-30-00</u>	Health Cont Expense ES	12,500.00	0.00	12,500.00	0.00	10,100.00	2,400.00
<u>A 2815.450-10-00</u>	Health Supplies	2,000.00	226.57	2,226.57	549.38	226.57	1,450.62
<u>A 2815.450-30-00</u>	Health Supplies ES	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
2815	HEALTH SERVICES-REGULAR SCHOOL	146,500.00	701.29	147,201.29	6,414.39	20,901.29	119,885.61

Duanesburg Central School District

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2820.150-00-00</u>	Psych Instr Salaries	57,000.00	0.00	57,000.00	2,121.03	0.00	54,878.97
<u>A 2820.400-00-00</u>	Psych Cont Expense	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2820.450-00-00</u>	Psych Supplies/Testing Materials	600.00	0.00	600.00	0.00	0.00	600.00
<u>A 2820.490-00-00</u>	Psych. BOCES	36,000.00	0.00	36,000.00	0.00	34,420.00	1,580.00
2820	PSYCHOLOGICAL SRVC-REG SCHOOL	94,100.00	0.00	94,100.00	2,121.03	34,420.00	57,558.97
<u>A 2825.150-00-00</u>	Social Work Instr Salaries	136,982.00	0.00	136,982.00	5,573.94	0.00	131,408.06
<u>A 2825.450-00-00</u>	Social Work Materials & Supplies	500.00	0.00	500.00	0.00	0.00	500.00
2825	SOCIAL WORK SRVC-REG SCHOOL	137,482.00	0.00	137,482.00	5,573.94	0.00	131,908.06
<u>A 2850.150-00-00</u>	Co-Curr Instr Salaries	70,213.00	0.00	70,213.00	0.00	0.00	70,213.00
<u>A 2850.160-00-00</u>	Co-Curr Non-Instr Salaries	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2850.450-00-00</u>	Co-Curr Supplies	500.00	0.00	500.00	0.00	0.00	500.00
2850	CO-CURRICULAR ACTIV-REG SCHL	71,213.00	0.00	71,213.00	0.00	0.00	71,213.00
<u>A 2855.150-10-00</u>	Athletics Instr Salaries	79,475.00	0.00	79,475.00	0.00	0.00	79,475.00
<u>A 2855.160-10-00</u>	Athletics Non-Instr Salaries	33,257.00	0.00	33,257.00	0.00	0.00	33,257.00
<u>A 2855.200-10-00</u>	Athletics Equipment	35,000.00	25,670.07	60,670.07	25,670.07	0.00	35,000.00
<u>A 2855.400-10-00</u>	Athletics Cont Expense	40,000.00	0.00	40,000.00	7,825.62	9,625.00	22,549.38
<u>A 2855.401-10-00</u>	Athletics Officials - Football	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
<u>A 2855.402-10-00</u>	Athletics Officials	33,000.00	0.00	33,000.00	495.00	0.00	32,505.00
<u>A 2855.450-10-00</u>	Athletics Supplies	35,000.00	9,924.59	44,924.59	14,821.84	10,970.24	19,132.51
<u>A 2855.451-00-00</u>	Athletics Uniforms	15,000.00	7,911.15	22,911.15	8,634.22	496.93	13,780.00
<u>A 2855.451-10-00</u>	Athletics Supplies - Football	12,000.00	1,433.28	13,433.28	5,586.38	6,713.00	1,133.90
2855	INTERSCHOL ATHLETICS-REG SCHL	285,732.00	44,939.09	330,671.09	63,033.13	27,805.17	239,832.79
28		871,982.00	45,640.38	917,622.38	98,104.22	86,276.53	733,241.63
2		8,826,082.00	126,721.43	8,952,803.43	600,256.30	1,994,250.43	6,358,296.70
<u>A 5510.150-40-00</u>	Trans. Director Salaries	14,000.00	0.00	14,000.00	2,730.86	0.00	11,269.14
<u>A 5510.160-40-00</u>	Trans Non-Instr Salaries	566,000.00	0.00	566,000.00	50,163.42	0.00	515,836.58
<u>A 5510.161-40-00</u>	Trans Non-Instr Salaries - Subs	40,748.00	0.00	40,748.00	852.25	0.00	39,895.75
<u>A 5510.162-40-00</u>	Trans Field/Sports Trips	48,000.00	0.00	48,000.00	510.63	0.00	47,489.37
<u>A 5510.163-40-00</u>	Trans Supervisor Salaries	70,000.00	0.00	70,000.00	12,891.96	0.00	57,108.04
<u>A 5510.200-40-00</u>	Trans Equipment	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
<u>A 5510.400-40-00</u>	Trans Cont Expense	75,000.00	0.00	75,000.00	23,362.51	15,678.24	35,959.25
<u>A 5510.450-40-00</u>	Trans Supplies	78,000.00	0.00	78,000.00	12,625.53	54,017.61	11,356.86
<u>A 5510.451-40-00</u>	Trans Gasoline	44,557.00	0.00	44,557.00	4,760.09	39,739.91	57.00

Duanesburg Central School District

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 5510.452-40-00</u>	Trans Tires	9,000.00	0.00	9,000.00	0.00	0.00	9,000.00
<u>A 5510.453-40-00</u>	Trans Oil & Antifreeze	5,000.00	0.00	5,000.00	0.00	1,500.00	3,500.00
<u>A 5510.454-40-00</u>	Trans Diesel Fuel	30,000.00	0.00	30,000.00	1,104.59	18,895.41	10,000.00
<u>A 5510.455-40-00</u>	Trans Propane	37,000.00	0.00	37,000.00	758.83	34,241.17	2,000.00
5510	DISTRICT TRANSPORTATION	1,023,305.00	0.00	1,023,305.00	109,760.67	164,072.34	749,471.99
<u>A 5530.400-40-00</u>	Bus Garage Cont Expense	40,000.00	19,398.00	59,398.00	19,676.02	955.34	38,766.64
<u>A 5530.422-40-00</u>	Bus Garage Sewer	8,600.00	0.00	8,600.00	0.00	7,500.00	1,100.00
<u>A 5530.430-40-00</u>	Bus Garage Fuel Oil	11,000.00	0.00	11,000.00	0.00	11,000.00	0.00
<u>A 5530.431-40-00</u>	Bus Garage Electric	7,875.00	0.00	7,875.00	859.43	5,640.57	1,375.00
<u>A 5530.450-40-00</u>	Bus Garage Supplies	3,500.00	1,695.00	5,195.00	1,788.75	0.00	3,406.25
5530	GARAGE BUILDING	70,975.00	21,093.00	92,068.00	22,324.20	25,095.91	44,647.89
55		1,094,280.00	21,093.00	1,115,373.00	132,084.87	189,168.25	794,119.88
5		1,094,280.00	21,093.00	1,115,373.00	132,084.87	189,168.25	794,119.88
<u>A 9010.800-00-00</u>	Employees Retirement System	250,000.00	0.00	250,000.00	32,741.33	0.00	217,258.67
9010		250,000.00	0.00	250,000.00	32,741.33	0.00	217,258.67
<u>A 9020.800-00-00</u>	NYS Teacher Retirement System	525,000.00	0.00	525,000.00	28,168.42	0.00	496,831.58
9020		525,000.00	0.00	525,000.00	28,168.42	0.00	496,831.58
<u>A 9030.800-00-00</u>	Social Security	525,000.00	0.00	525,000.00	42,943.02	0.00	482,056.98
9030		525,000.00	0.00	525,000.00	42,943.02	0.00	482,056.98
<u>A 9040.800-00-00</u>	Workers Compensation	65,000.00	0.00	65,000.00	37,534.00	0.00	27,466.00
9040		65,000.00	0.00	65,000.00	37,534.00	0.00	27,466.00
<u>A 9050.800-00-00</u>	Unemployment Insurance	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
9050		20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
<u>A 9060.150-00-00</u>	Health Insurance Buy Back	42,000.00	0.00	42,000.00	0.00	0.00	42,000.00
<u>A 9060.800-00-00</u>	Health Insurance	1,935,250.00	0.00	1,935,250.00	522,913.75	1,412,086.25	250.00
<u>A 9060.801-00-00</u>	Dental Insurance	42,000.00	0.00	42,000.00	0.00	0.00	42,000.00
<u>A 9060.804-00-00</u>	Flexible Benefits Plan	1,000.00	0.00	1,000.00	151.20	448.80	400.00
9060		2,020,250.00	0.00	2,020,250.00	523,064.95	1,412,535.05	84,650.00
<u>A 9070.800-00-00</u>	Disability Insurance-Administration	5,000.00	0.00	5,000.00	698.88	2,085.12	2,216.00
9070		5,000.00	0.00	5,000.00	698.88	2,085.12	2,216.00
90	EMPLOYEE BENEFITS	3,410,250.00	0.00	3,410,250.00	665,150.60	1,414,620.17	1,330,479.23
<u>A 9711.600-00-00</u>	Bond Principal - Construction	1,005,000.00	0.00	1,005,000.00	340,000.00	0.00	665,000.00
<u>A 9711.700-00-00</u>	Bond Interest - Construction	663,988.00	0.00	663,988.00	27,943.75	0.00	636,044.25

Duanesburg Central School District

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9711		1,668,988.00	0.00	1,668,988.00	367,943.75	0.00	1,301,044.25
<u>A 9722.600-00-00</u>	Bond Principal - Bus Purchase	170,000.00	0.00	170,000.00	0.00	123,515.00	46,485.00
<u>A 9722.700-00-00</u>	Bond Interest - Bus Purchase	15,080.00	0.00	15,080.00	0.00	11,323.35	3,756.65
9722		185,080.00	0.00	185,080.00	0.00	134,838.35	50,241.65
97		1,854,068.00	0.00	1,854,068.00	367,943.75	134,838.35	1,351,285.90
<u>A 9901.930-00-00</u>	Transfer To Lunch Fund	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
<u>A 9901.950-00-00</u>	Transfer To Special Aid Fund	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
9901	INTERFUND TRANSFERS	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
99		50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
9		5,314,318.00	0.00	5,314,318.00	1,033,094.35	1,549,458.52	2,731,765.13
	Fund ATotals:	17,365,000.00	219,459.73	17,584,459.73	2,251,169.25	4,324,428.93	11,008,861.55
	Grand Totals:	17,365,000.00	219,459.73	17,584,459.73	2,251,169.25	4,324,428.93	11,008,861.55

Duanesburg Central School District
 Extra Curricular Account Activity for the Month ended 07/31/2019

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
EC3002	Yearbook	\$ 2,774.53	\$ 1,625.00	\$ 2,782.65	\$ 1,616.88
EC3015	HS School Store	\$ 1,178.30			\$ 1,178.30
EC3014	FBLA	\$ 790.09			\$ 790.09
EC3016	Drama Club	\$ 2,854.61			\$ 2,854.61
EC3024	HS Student Council	\$ 10,649.45			\$ 10,649.45
EC3001	Sales Tax	\$ 107.59			\$ 107.59
EC3116	Class of 2019	\$ 104.95		\$ 104.95	\$ 0.00
EC3117	Class of 2020	\$ 9,590.67			\$ 9,590.67
EC3118	Class of 2021	\$ 4,882.01			\$ 4,882.01
EC2022	Class of 2022	\$ 2,146.88			\$ 2,146.88
EC2023	Class of 2023	\$ 104.73			\$ 104.73
EC2024	Class of 2024	\$ 806.01			\$ 806.01
		\$ 35,989.82	\$ 1,625.00	\$ 2,887.60	\$ 34,727.22

Grand Total \$ 34,727.22

Reconciliation with Bank Statements:

ECA Checking	\$ 33,671.54
Less: Other Debits	
Add: Deposits in transit from NBT	\$ 2,538.60
Add: other Credits	\$ -
Less: Outstanding Checks	\$ (1,482.92)
	\$ 34,727.22

Unreconciled Difference \$ (0.00)

I certify that the above balances are in agreement with the bank statements, as reconciled:



ECA Treasurer, Duanesburg Central School District

Duanesburg Central School District
 Extra Curricular Account Activity for the Month ended 08/31/2019

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
EC3002	Yearbook	\$ 1,616.88	\$ -	\$ -	\$ 1,616.88
EC3015	HS School Store	\$ 1,178.30			\$ 1,178.30
EC3014	FBLA	\$ 790.09			\$ 790.09
EC3016	Drama Club	\$ 2,854.61			\$ 2,854.61
EC3024	HS Student Council	\$ 10,649.45			\$ 10,649.45
EC3001	Sales Tax	\$ 107.59			\$ 107.59
EC3116	Class of 2019	\$ 0.00	\$ -	\$ -	\$ 0.00
EC3117	Class of 2020	\$ 9,590.67			\$ 9,590.67
EC3118	Class of 2021	\$ 4,882.01			\$ 4,882.01
EC2022	Class of 2022	\$ 2,146.88			\$ 2,146.88
EC2023	Class of 2023	\$ 104.73			\$ 104.73
EC2024	Class of 2024	\$ 806.01			\$ 806.01
		<u>\$ 34,727.22</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 34,727.22</u>

Grand Total \$ 34,727.22

Reconciliation with Bank Statements:

ECA Checking	\$ 34,862.22
Less: Other Debits	
Add: Deposits in transit from NBT	\$ -
Add: other Credits	\$ -
Less: Outstanding Checks	\$ (135.00)
	<u>\$ 34,727.22</u>

Unreconciled Difference \$ (0.00)

I certify that the above balances are in agreement with the bank statements, as reconciled:

Elizabeth Horin

ECA Treasurer, Duanesburg Central School District

Duanesburg Central School District
Revenue Status Report From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	Real Property Taxes	7,142,101.00	0.00	7,142,101.00	0.00	7,142,101.00
A 1085	Star Reimbursement	930,000.00	0.00	930,000.00	0.00	930,000.00
A 1090	Interest & Penalties On Taxes	8,500.00	0.00	8,500.00	0.00	8,500.00
A 2401	Interest And Earnings	10,000.00	0.00	10,000.00	751.09	9,248.91
A 2413	Rental Of Real Property - Boces	1,000.00	0.00	1,000.00	0.00	1,000.00
A 2690	Other Compensation For Loss	0.00	0.00	0.00	214.96	-214.96
A 2701	Boces-Refund Prior Years Expense	25,000.00	0.00	25,000.00	0.00	25,000.00
A 2703	Other-Refund Prior Years Expense	45,000.00	0.00	45,000.00	5,363.08	39,636.92
A 2770	Other Unclassified Revenues	145,500.00	0.00	145,500.00	306.65	145,193.35
A 3101	Basic Formula Aid	5,333,459.00	0.00	5,333,459.00	0.00	5,333,459.00
A 3101..1	Excess Cost Aid	1,438,984.00	0.00	1,438,984.00	0.00	1,438,984.00
A 3102	Lottery Aid	685,000.00	0.00	685,000.00	0.00	685,000.00
A 3102..1	Lottery Grant	290,113.00	0.00	290,113.00	0.00	290,113.00
A 3102..2	Commercial Gaming Grant	40,000.00	0.00	40,000.00	0.00	40,000.00
A 3103	Boces Aid	554,601.00	0.00	554,601.00	0.00	554,601.00
A 3260	Textbook Aid	43,000.00	0.00	43,000.00	0.00	43,000.00
A 3262	Computer Software Aid	11,000.00	0.00	11,000.00	0.00	11,000.00
A 3262..1	Computer Hardware Aid	11,593.00	0.00	11,593.00	0.00	11,593.00
A 3263	Library Loan Program	5,101.00	0.00	5,101.00	0.00	5,101.00
A 4601	Medicaid	25,000.00	0.00	25,000.00	0.00	25,000.00
A Totals:		16,744,952.00	0.00	16,744,952.00	6,635.78	16,738,316.22

Grand Totals:	16,744,952.00	0.00	16,744,952.00	6,635.78	16,738,316.22
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DUANESBURG CENTRAL SCHOOL DISTRICT

TREASURER'S MONTHLY REPORT
For The Month Ended August 31st, 2019

	Multi Fund Account					Total	Capital Fund Checking	Dental Reserve Checking
	General	School Lunch	Federal	Scholarships	Trust & Agency			
Available Cash Balance as Reported at the End of Preceding Month	\$5,272,470.96	\$17,837.11	\$97,244.74	\$55,758.99	\$84,669.66	\$5,527,981.46	\$74,646.21	\$310,474.30
Add:								
Receipts: Collected During the Month:								
Real Property Taxes	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00	0.00
Penalties on Taxes	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00	0.00
Star Reimbursement	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00	0.00
State & Federal Aid	213,194.40	0.00	31,088.00	0.00	0.00	\$244,282.40	0.00	0.00
Interest & Earnings on Investments	311.76	0.00	0.00	0.00	0.00	\$311.76	9.51	52.87
Tuition & Charges for Services	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00	0.00
Sales	0.00	732.80	0.00	0.00	0.00	\$732.80	0.00	0.00
Payroll & Interfund Transfers	0.00	0.00	0.00	0.00	255,431.37	\$255,431.37	0.00	1,472.76
Miscellaneous Receipts	21.96	0.00	0.00	0.00	7,051.23	\$7,073.19	0.00	0.00
Redeem/Decrease Investments	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00	0.00
Total Receipts	213,528.12	732.80	31,088.00	0.00	262,482.60	\$507,831.52	9.51	1,525.63
Less:								
Disbursements: Used During the Month:								
By Check	370,720.40	0.00	22,185.17	0.00	15,380.34	\$408,285.91	0.00	0.00
By Phone, Wire, Payroll Transfer	228,658.44	1,560.93	25,212.00	0.00	246,243.81	\$501,675.18	0.00	0.00
Available Cash Balance At End of Month	\$4,886,620.24	\$17,008.98	\$80,935.57	\$55,758.99	\$85,528.11	\$5,125,851.89	\$74,655.72	\$311,999.93

	AZ00/A203/A200.1	C200/C200.1/C200.2	F200/F200.1	TE & TN200	TA200/202/200.2	H200/H200	TA200.3
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Reconciliation with Bank Statement:

Balance per bank statements:	Checking	\$ 2,211,676.48	\$ 74,655.72	\$ 311,999.93
	NBT Lunch Cking	\$ 12,108.56		
	Deposit Acct	\$ 3,122,385.26		
	Transfer Account	\$ 4,738.49		
	Total	\$ 5,350,908.79		
	Less: Outstanding Checks	(\$255,211.44)		
	Add: Deposits in Transit	\$31,461.65		
	Other Credits	\$0.00		
	Other Debits: Due to ECA account	\$0.00		
	Less: ERS outstanding	(\$1,307.11)		
	Adjusted Bank Balance	\$ 5,125,851.89	\$ 74,655.72	\$ 311,999.93

Unreconciled Difference \$0.00 (\$0.00)

I certify that the above balances are in agreement with the bank statements, as reconciled.


 Treasurer, Duaneburg Central School District
Assistant to Treasurer

SEPTEMBER 18, 2019 - CAPITAL WARRANT Hd & GENERAL WARRANT AG

**DUANESBURG CENTRAL SCHOOL DISTRICT
CLAIMS AUDITOR CHECKLIST**

	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
1. Were authorized signatures noted for the Receiving Copy of Packing Slip and the Purchase copy?	✓		
2. Did amount on check equal the Invoice amount? (Mathematical Accuracy)	✓		
3. Was Invoice price within approximately 15 % of Purchase Order amount?	✓		
4. Checked for duplicate payments? (previously paid invoice from vendors have been checked to be sure payment is not a duplication).	✓		
5. Were Conference Request forms properly Approved by the Superintendent, properly Documented and summarized?	✓		
6. Were Receipts evident for travel, hotel, and meals? Vouchers for travel must contain purpose of travel, dates and points of travel, and approved rate.	✓		
7. Were vouchers properly itemized? Vouchers for personal service, such as chaperones, referees; etc. must contain purpose, date of service, length of service, and approved rate.	✓		
8. Were late charges deducted from claims?	✓		
9. Did the invoice date precede the Purchase Order date?		✓	
10. Was there evidence of violation of bid law?		✓	
11. Are all checks properly accounted for?	✓		
12. Were all purchase discounts taken?	✓		
13. Was there evidence of Sales Tax paid?		✓	

14. Did Petty Cash Report have receipts
Attached there to?

N/A

15. Check Register was found accurate?

✓

16. Did Requisition accompany a blanket
Invoice for non-contractual Items?

✓

Additional comments:

— — No Comments — —

Multiple horizontal lines for additional comments.

I hereby certify that the schedule of claims, GF Warrant No. AG

Capital Warrant No. H2 Dated 09/18/19 has been audited.

Stephanie Long
Stephanie Long

Claims Auditor Date 09/18/19



Signature _____

Print Name _____ Substitute Claims Auditor Date _____

Duanesburg Central School District

Check Warrant Report For H - 2: Capital Pmts Sept 18 2019 For Dates 9/1/2019 - 9/30/2019



Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
1373	09/18/2019	116	CDW Government, Inc.					
HM 2110.200					TNV9835	200262	2,245.50	2,245.50
HM 2110.200					TPS7905	200262	1,795.00	1,795.00
HM 2110.200					TTJ6798	200262	21,186.00	21,186.00
Check Total:							25,226.50	
Warrant Total:							25,226.50	
Vendor Portion:							25,226.50	

Number of Transactions: 1

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 \$ 25,226.50. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

09/18/19 _____
 Date

 Claims Auditor

Duanesburg Central School District

Check Warrant Report For A - 6: September 18 2019 Pmts For Dates 9/1/2019 - 9/30/2019



Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
A 1620.450-10-00					3756152	200127	75.52	75.52
A 1620.450-10-00					3761860	200127	75.52	75.52
A 5510.450-40-00					3761891	200127	9.15	
A 1620.450-10-00					3756153	200127	65.70	65.70
A 1620.450-10-00					3761861	200127	65.70	65.70
A 1620.450-10-00					3767594	200127	75.52	75.52
Check Total:							367.11	
36566	09/18/2019	691	United Parcel Service					
A 2110.400-10-00					00009T0T58359	200079	24.81	24.81
Check Total:							24.81	
36567	09/18/2019	1977	W.B. Mason Company, Inc	paper supplies				
C 2860.450-00					202059356	200248	199.25	199.25
C 2860.450-00					202059835	200248	226.99	226.99
Check Total:							426.24	
36568	09/18/2019	722	WAC					
A 2855.400-10-00					Spring 2019 dues		999.94	
Check Total:							999.94	
36569	09/18/2019	711	Deborah Walpole					
A 1620.400-10-00					Sept 2019 Uniform Allowance		92.50	
Check Total:							92.50	
36570	09/18/2019	366	William V. MacGill					
A 2110.450-10-00					IN0682790	200048	637.74	638.74
Check Total:							637.74	
36571	09/18/2019	731	Wolberg Electric					
A 1621.450-10-00					2110783	200128	62.42	62.42
A 1621.450-10-00					2110782	200128	417.63	417.63
Check Total:							480.05	
36572	09/18/2019	3871	Workfit Medical, LLC					
A 5510.400-40-00					00083994-00	200175	100.00	100.00
Check Total:							100.00	

Duanesburg Central School District

Check Warrant Report For A - 6: September 18 2019 Pmts For Dates 9/1/2019 - 9/30/2019



Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
A 2110.450-10-00					208123364687	190737	40.92	40.92
36550	09/18/2019	1865	Bruce Seeley				4,055.59	
A 2855.402-10-00					9/11/19 Girls V Soccer		100.00	
36551	09/18/2019	6529	Sharps Compliance, Inc				100.00	
A 2815.450-10-00					0002077257	200057	123.38	125.00
36552	09/18/2019	1990	Sherwin-Williams				123.38	
A 1620.450-10-00					4339-2	200124	209.40	209.40
A 1620.450-10-00					4683-3	200124	739.35	739.35
A 1620.450-10-00					4958-9	200124	258.33	258.33
A 1620.450-10-00					4957-1	200124	173.75	173.75
A 1620.450-10-00					5646-9	200124	99.05	99.05
36553	09/18/2019	630	Lisa Snyder				1,479.88	
C 2860.400-00					Sept 2019 Uniform Allowance		92.50	
36554	09/18/2019	7247	South Colonie CSD				92.50	
A 2855.400-10-00					JV Volleyball Tourney		250.00	
36555	09/18/2019	7245	South Glens Falls Booster Club				250.00	
A 2855.400-10-00					entry fee	200319	150.00	150.00
36556	09/18/2019	639	Staples Contract & Commercial				150.00	
A 2110.450-10-00					3417166584	190709	19.70	19.70
A 2110.450-10-00				math supplies	3422597381	200271	30.51	30.51
A 2110.450-10-00					3418372338	200047	81.66	81.66
A 2110.450-10-00					3424598273	200300	42.04	42.04
A 2110.450-10-00					3424598272	200299	59.66	59.66
A 2110.450-10-00					3418372339	200047	43.80	43.80

Duanesburg Central School District

Check Warrant Report For A - 6: September 18 2019 Pmts For Dates 9/1/2019 - 9/30/2019



Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
36535	09/18/2019	1168	Prestige Services Inc.		1950378	200158	40.50	40.50
A 5510.450-40-00						Check Total:	40.50	
36536	09/18/2019	542	Preusser, Raymond G., CPA		18/19 review	200082	8,700.00	8,700.00
A 1320.400-20-00						Check Total:	8,700.00	
36537	09/18/2019	1491	Queensbury High School		XC Invitational	200298	200.00	200.00
A 2855.400-10-00			Queensbury Adirondack			Check Total:	200.00	
36538	09/18/2019	1568	Rand Window Fashions		5619	190851	574.00	574.00
A 1620.450-10-00			window shades			Check Total:	574.00	
36539	09/18/2019	543	Really Good Stuff, LLC		6899464	190811	423.12	450.44
A 2110.450-10-00					7095477	200278	75.94	71.49
A 2110.450-30-01						Check Total:	499.06	
36540	09/18/2019	4250	RMB Heating & Cooling		8398	200218	1,425.00	1,425.00
A 1620.400-10-00			2 exhaust hoods			Check Total:	1,425.00	
36541	09/18/2019	2530	Sandra Roe		Sept 2019 Uniform Allowance		92.50	
A 1620.400-10-00						Check Total:	92.50	
36542	09/18/2019	3004	Karen Roenpapel-Weiler		Sept 2019 Uniform Allowance		92.50	
A 5510.400-40-00						Check Total:	92.50	
36543	09/18/2019	3259	Schaeffer, Doris		Sept 2019 Uniform Allowance		55.00	
C 2860.400-00						Check Total:	55.00	
36544	09/18/2019	589	Schenectady Truck & Auto Suppl		375115	200163	4.99	4.99
A 5510.450-40-00					374696	200163	36.32	36.32
A 5510.450-40-00						Check Total:	55.00	

Duanesburg Central School District

Check Warrant Report For A - 6: September 18 2019 Pmts For Dates 9/1/2019 - 9/30/2019



Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
A 2110.400-10-00				reimbursement	fingerprinting		101.75	
A 5510.400-40-00				reimbursement	DMV fingerprinting		105.25	
36517	09/18/2019	361	Lowe's				207.00	
A 1621.450-10-00					910762	200117	36.09	36.09
36518	09/18/2019	6911	Frank Macri				36.09	
A 1240.400-20-00				reimbursement	Aug 2019 mileage		12.99	
36519	09/18/2019	370	MAG Group Business Operations, Inc				12.99	
A 1310.400-20-00					9776	200068	3,677.08	3,677.08
36520	09/18/2019	2752	magna5				3,677.08	
A 1620.420-10-00					5194824	200217	1,238.51	1,238.51
36521	09/18/2019	3246	McGraw-Hill School Education Holdings, LLC				1,238.51	
A 2110.450-10-00					108911040001	200214	825.74	825.74
A 2110.480-10-00					108911040001	200214	866.88	866.88
A 2630.460-00-00					108911040001	200214	121.89	121.89
36522	09/18/2019	432	James Nesbitt				1,814.51	
A 1620.400-10-00					Sept 2019 Uniform Allowance		92.50	
36523	09/18/2019	4055	netStyle Corp				92.50	
A 2110.450-10-00					4P-150766	190694	125.00	125.00
36524	09/18/2019	119	New York Bus Sales LLC				125.00	
A 5510.450-40-00					2008315	200151	840.86	840.86
A 5510.450-40-00					2008399	200151	32.16	32.16
A 5510.450-40-00					2008390	200151	69.14	69.14
36525	09/18/2019	3264	New York Labor Law Poster Sys				942.16	
A 1310.450-20-00				labor law posters	2288353	200272	297.00	337.00

Duanesburg Central School District

Check Warrant Report For A - 6: September 18 2019 Pmts For Dates 9/1/2019 - 9/30/2019



Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
A 1620.450-10-00					9262480099	200112	37.38	37.38
36499	09/18/2019	7244	GRB, Inc. - XC			Check Total:	186.90	
A 2855.400-10-00					entry fee	200318	175.00	175.00
36500	09/18/2019	4273	Dorothy Halbohm			Check Total:	175.00	
C 2860.400-00					Sept 2019 Uniform Allowance		55.00	
36501	09/18/2019	3797	Hannaford Charge Sales			Check Total:	55.00	
A 2110.450-10-00					8255347964	200042	80.06	80.06
A 2110.450-10-00					8255358494	200042	69.98	69.98
A 2110.450-10-00					8255358510	200042	29.98	29.98
36502	09/18/2019	1274	HD Supply			Check Total:	180.02	
A 1620.450-10-00					50011016880	200250	417.89	417.89
36503	09/18/2019	4272	Christie Hennessey			Check Total:	417.89	
C 2860.400-00					Sept 2019 Uniform Allowance		55.00	
36504	09/18/2019	283	Hill & Markes Inc			Check Total:	55.00	
A 1620.450-10-00					2206186-00	200114	472.54	472.54
C 2860.450-00					2215119-00	200245	103.64	103.64
A 1620.450-10-00					2197095-01	200114	70.00	70.00
A 1620.450-10-00					2190764-01	200114	129.07	129.07
A 1620.450-10-00					2189730-00	200114	109.97	109.97
36505	09/18/2019	290	Hopkins Audiometer LLC			Check Total:	885.22	
A 2815.450-10-00					19070	200207	426.00	426.00
36506	09/18/2019	1820	Houghton Mifflin Harcourt			Check Total:	426.00	
A 2110.480-30-00					954541800	200264	2,405.10	2,405.03
						Check Total:	2,405.10	

Duanesburg Central School District

Check Warrant Report For A - 6: September 18 2019 Pmts For Dates 9/1/2019 - 9/30/2019



Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
A 2855.402-10-00					9/4/19 Girls V Soccer		100.00	
36481	09/18/2019	7238	Amanda DeLorenzo				100.00	
C 2860.400-00					Sept 2019 Uniform Allowance		55.00	
36482	09/18/2019	2998	Delta Dental of New York				55.00	
TA 20.1				8/22-9/4 2019	BE003568357C		2,580.10	
36483	09/18/2019	173	Demco Inc				2,580.10	
A 2610.450-30-00					6647721	200212	80.43	80.43
36484	09/18/2019	190	Dan Dymes				80.43	
A 2855.402-10-00					9/4/19 Girls V Soccer		100.00	
36485	09/18/2019	1427	E. A. Morse & Co.				100.00	
A 1620.450-10-00					699630	200108	16.00	16.00
A 1620.450-10-00					697909-2	200108	304.30	304.30
36486	09/18/2019	830	Henry W. Eckert				320.30	
A 1620.400-10-00					Sept 2019 Uniform Allowance		92.50	
36487	09/18/2019	200	Electronic Express				92.50	
A 2110.450-10-00				tech supplies	670417	200012	951.70	926.70
36488	09/18/2019	2840	Fastenal Company				951.70	
A 1621.450-10-00					NYSCH186750	200110	47.90	47.90
36489	09/18/2019	216	Jim Fazzone				47.90	
A 2855.402-10-00					9/11/19 Girls V Soccer		100.00	
							100.00	

Duanesburg Central School District

Check Warrant Report For A - 6: September 18 2019 Pmts For Dates 9/1/2019 - 9/30/2019



Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
A 1310.400-20-00				membership	300002261	200274	396.00	396.00
Check Total:							396.00	
36464	09/18/2019	6467	AssetWorks LLC					
A 1310.400-20-00				annual contract	MA19-276	200084	2,880.00	3,500.00
Check Total:							2,880.00	
36465	09/18/2019	2827	Bellevue Builders Supply LLC					
A 1621.450-10-00					5157819	200101	33.95	33.95
A 1621.450-10-00					5157332	200101	154.32	154.32
Check Total:							188.27	
36466	09/18/2019	933	Benetech, Inc					
TA 20.2				7/31-8/29 claims	78066		1,066.71	
A 1310.400-20-00				Sept 2019	25869	200072	125.00	125.00
A 9060.804-00-00				Sept 2019	25778	200071	50.40	50.40
Check Total:							1,242.11	
36467	09/18/2019	959	Blittig, Betty					
A 1310.400-20-00				NERIC	9/5/19 mileage		25.52	
Check Total:							25.52	
36468	09/18/2019	995	Bimbo Foods, Inc./Freihofer					
C 2860.410-00					66405042791	200242	35.40	35.40
C 2860.410-00					66405042792	200242	34.86	34.86
C 2860.410-00					66405042717	200242	35.85	35.85
C 2860.410-00					66405042718	200242	96.33	96.33
Check Total:							202.44	
36469	09/18/2019	3480	Booksource					
A 2110.480-30-00				books	844548	200193	1,162.50	1,162.50
Check Total:							1,162.50	
36470	09/18/2019	2139	Brownell's E-Z Clean, LLC					
A 1620.400-10-00					9395	200102	635.00	635.00
A 1620.400-10-00					9386	200102	125.00	125.00
A 1620.400-10-00					9388	200102	125.00	125.00
A 1620.400-10-00					9405	200102	150.00	150.00
A 1620.400-10-00					9416	200102	150.00	150.00
Check Total:							1,185.00	

Duanesburg Central School District

Check Warrant Report For A - 6: September 18 2019 Pmts For Dates 9/1/2019 - 9/30/2019



Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
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Number of Transactions: 117

Warrant Total: 127,583.88
 Vendor Portion: 127,583.88

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 117 in number, in the total amount of \$ 127,583.88. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

09/18/19
 Date

Stephane D. D. Boy
 Claims Auditor

RECEIVED
SEP 13 2019

BY:

**AGREEMENT
BY AND BETWEEN
FONDA-FULTONVILLE CENTRAL SCHOOL DISTRICT
AND
DUANESBURG CENTRAL SCHOOL DISTRICT**

This Agreement (“Agreement”) by and between the Fonda-Fultonville Central School District, (“Fonda-Fultonville”) with a principal place of business at 112 Old Johnstown Rd., Fonda, New York 12068, and the Duaneburg Central School District, (“Duaneburg”) with a principal place of business at 133 School Rd, Delanson, NY 12053, provides as follows:

WITNESSETH:

WHEREAS, the Duaneburg Committee on Special Education (“CSE”) has developed an individualized education program (“IEP”) for Student # 9485 (the “Student”), with a recommended placement in a 12:1:4 Life Skills special education class (“Special Class”) at Fonda-Fultonville Middle School; and

WHEREAS, Fonda-Fultonville has space available in that class and is willing to accept the Student as a non-resident student subject to the payment of tuition and terms as set forth herein.

NOW THEREFORE, in consideration of the mutual promises and agreements contained herein, and intending to be legally bound, the parties hereby agree as follows:

1. Term and Services.

a. For the 2019-2020 school year, the Student shall attend the Special Class at Fonda-Fultonville Middle School and other programming as specified in the Student’s 2019-2020 IEP, September 4, 2019 through June 30, 2020.

b. Such services shall be provided on-site at Fonda-Fultonville, on such days and times as may be mutually agreed to by the parties. Provided, however, that services shall not be provided on any days when Fonda-Fultonville is not in session.

c. Fonda-Fultonville agrees to permit a representative of Duanesburg to visit the program in which the Student is enrolled on appropriate notice.

2. Payment.

a. Duanesburg shall pay nonresident tuition to Fonda-Fultonville for the Student in an amount equal to but not exceeding the actual cost of such placement. The annualized cost is presently calculated to be Seventeen Thousand Four Hundred Thirty-Five Dollars and 64 cents for the period of **September 4, 2019** through June 30, 2019). The actual cost of such placement shall be reviewed by Fonda-Fultonville on a quarterly basis. The nonresident tuition rate may be amended retroactive to the date of any change in services or classroom enrollment. Duanesburg shall be notified in writing of, and agrees to pay, any such amended actual cost nonresident tuition rate.

b. Payments for said services shall be due commencing thirty (30) days from the submission of payment request by Fonda-Fultonville, but in any event no later than July 8, 2020, whichever comes first.

c. No parent, guardian, or any other person shall be required to make any payments for the services covered by this Agreement.

3. State Aid. Duanesburg, as the student's district of residence, shall be solely and exclusively responsible for claiming all available state aid for the Student, and for submitting all required documentation to the New York State Education Department ("NYSED") in connection with any claim or application for state aid related to services for the Student. Fonda-Fultonville will not claim or apply for any state aid for the Student.

4. Medicaid Billing. If or to the extent that any Medicaid reimbursable services are provided to the Student, Duanesburg shall be solely and exclusively responsible for billing

Medicaid for such services. Fonda-Fultonville staff that provides any Medicaid-reimbursable services to the Student shall timely prepare, maintain and submit to Duanesburg all documentation required for Medicaid billing, and shall fully comply with all applicable Medicaid billing required in providing services to the Student. Fonda-Fultonville will not bill Medicaid for any services rendered to the Student.

5. CSE Responsibility. Duanesburg shall retain all CSE responsibilities for the Student, including but not limited to development, distribution, and amendment of the IEP, conducting or arranging for all required evaluations, and compliance with applicable due process requirements. Fonda-Fultonville agrees that teachers and/or related services providers who are assigned to the Student shall be required to prepare and maintain all documentation related to such services in compliance with federal and state laws and regulations, and the requirements of including quarterly reports, annual summaries, and assistance as requested for evaluations, and draft portions of the IEP for the Student. Fonda-Fultonville agrees, upon reasonable notice and at mutually convenient dates/times, that teachers and/or related service providers who work with the Student may be required to attend CSE meetings for the Student (to be held on-site at Fonda-Fultonville School).

6. Other Responsibilities. Duanesburg shall bear all other responsibilities as district of residence for the Student including, but not limited to, registration, transportation, BEDs reports and other mandated reporting for resident students, transcripts and diploma. Fonda-Fultonville agrees that its guidance counselor(s) shall cooperate in developing a schedule and transmitting grades, progress reports, and course credit information for the Student to Duanesburg.

7. Code of Conduct. The Student shall be subject to Fonda-Fultonville's Code of Conduct. In the event that the Student violates Fonda-Fultonville's Code of Conduct, the Student may be

subject to disciplinary processes and penalties imposed by Fonda-Fultonville pursuant to the Fonda-Fultonville Code of Conduct and NY Education Law §3214, upon notice to Duanesburg.

8. Change of Placement or Program. If, at any time during the course of this contract, Fonda-Fultonville determines that its placement is no longer appropriate to meet the needs of the Student or determines that it is unable to continue to provide all the services as recommended on the student's IEP, Fonda-Fultonville shall immediately notify both the Student's Parent(s) and Duanesburg, in writing, of its concerns and Duanesburg shall schedule a meeting, if necessary, to review the Student's special education program and make whatever changes and recommendations are determined necessary and appropriate to the student's IEP. In the event of a dispute over a student's placement, nothing in this agreement is intended to create a pendency placement for a student in Fonda-Fultonville.

9. Other Students. Nothing herein shall require Fonda-Fultonville to admit any other non-resident student, either upon request of Duanesburg, or any other school district, or any non-resident parent. Except as provided by this Agreement, Fonda-Fultonville Policies and Procedures regarding residency, shall remain in full force and effect unless and until it is amended or repealed by the Fonda-Fultonville Board of Education.

10. Qualifications and Certification. The services under this Agreement shall be performed only by qualified professionals acting within the scope of their applicable license or certification and the laws and regulations of New York State. Proof of licensure or certification for each individual provider shall be provided to Duanesburg upon request. The services provided by Fonda-Fultonville pursuant to this Agreement shall at all times comply with all applicable laws and regulations governing the provision of such services. Fonda-Fultonville shall comply with prevailing standards of care in the community with respect to the provision of services to the

Student. It shall further be the responsibility of Fonda-Fultonville to ensure that all required criminal history checks for staff are completed, and to provide Duanesburg with proof of the same, upon request.

11. Insurance. Fonda-Fultonville shall obtain and maintain, during the term of this Agreement or any extension or renewal thereof, professional liability insurance, which shall include coverage for employment practices, on an occurrence basis, in the minimum amount of \$1,000,000 per occurrence and \$3,000,000 in the aggregate. Fonda-Fultonville shall provide proof of such insurance to Fort Plain, upon request.

12. Indemnification of Fonda-Fultonville. Fort Plain will indemnify Fonda-Fultonville and hold it harmless from and against any and all claims, actions, damages, liabilities and expenses in connection with loss of life, personal injury and/or damage to property arising from or out of any occurrence occasioned wholly or in part by an act or omission of Duanesburg, its agents, employees and/or servants subject to the terms and limits of insurance carried by Duanesburg. In the event Fonda-Fultonville shall, without fault on its part, be made a party to any litigation commenced by or against Duanesburg, Duanesburg shall protect and hold Fonda-Fultonville harmless and pay all costs, expenses and reasonable attorney's fees incurred or paid by Fonda-Fultonville in connection with such litigation. Duanesburg shall provide written notification to Fonda-Fultonville upon notification or knowledge of any claim being made under this provision.

13. Indemnification of Fort Plain. Fonda-Fultonville will indemnify Duanesburg and hold it harmless from and against any and all claims, actions, damages, liabilities and expenses in connection with loss of life, personal injury and/or damage to property arising from or out of any occurrence occasioned wholly or in part by an act or omission of Fonda-Fultonville, its agents, employees and/or servants subject to the terms and limits of insurance carried by Fonda-

Fultonville. In the event Duanesburg shall, without fault on its part, be made a party to any litigation commenced by or against Fonda-Fultonville, Fonda-Fultonville shall protect and hold Duanesburg harmless and pay all costs, expenses and reasonable attorney's fees incurred or paid by Duanesburg in connection with such litigation. Fonda-Fultonville shall provide written notification to Fort Plain upon notification or knowledge of any claim being under this provision.

14. Independent Contractor. This Agreement does not create an employee-employer relationship between Duanesburg and any Fonda-Fultonville employee. Staff assigned to provide services to the Student at Fonda-Fultonville shall remain employees of Fonda-Fultonville for all purposes, and shall not be entitled to any of the benefits or terms or conditions of employment accorded to employees of Duanesburg.

15. Termination. This Agreement may be terminated upon thirty (30) days written notice by either party to the other party. Upon any such termination, the parties shall endeavor in an orderly manner to wind down activities hereunder.

16. Counterparts; Delivery by Facsimile or Electronically. This Agreement may be executed in one or more counterparts, each of which shall for all purposes be deemed to be an original and all of which shall constitute the same instrument. Delivery and execution of an executed counterpart of a signature page to this Agreement by facsimile or electronically, shall be effective as delivery of a manually executed counterpart of this Agreement.

17. Headings. The headings of the sections and paragraphs of this Agreement are inserted for convenience only and shall not be deemed to constitute part of this Agreement or to affect the construction hereof.

18. Assignment. The terms and conditions of this Agreement shall not be assigned by any party hereto without the prior written consent of the other party.

19. Amendment. Neither this Agreement nor any of its terms may be changed or modified, waived, or terminated (unless as otherwise provided hereunder) except by an instrument in writing signed by an authorized representative of the party against whom the enforcement of the change, waiver, or termination is sought.

20. Choice of Law. This Agreement shall be governed by the laws of the State of New York and any dispute arising out of or under this Agreement shall be resolved in an action or proceeding commenced in a court of competent jurisdiction in the County of Montgomery, State of New York.

21. Entire Agreement. This Agreement contains the entire understanding between the parties with reference to the matters contained herein. No amendments to this agreement shall be valid unless made in writing and signed by both parties.

22. Execution. This Agreement shall not become final and binding unless and until it is approved by the Boards of Education of Fonda-Fultonville and Duaneburg. By signing below, the Superintendent of Schools for each district represents that she/he has been authorized by her/his district's Board of Education to enter into this Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed the Agreement the date set forth below.

FONDA-FULTONVILLE CENTRAL SCHOOL DISTRICT

BY:  _____
Thomas Ciaccio, Superintendent of Schools

DATE: 9/9/19

DUANESBURG CENTRAL SCHOOL DISTRICT

BY: _____
Frank Macri, Superintendent of Schools

DATE: _____

DUANESBURG CENTRAL SCHOOL DISTRICT

TOWN OF DUANESBURG

SPECIAL EXECUTIVE MEETING OF THE BOARD OF EDUCATION

September 30, 2019

5:30 P.M. in District Office Conference Room

Mission

We endeavor to provide students of every ability with the support, dedication and quality instruction they need as they strive for personal excellence and work to fulfill the dreams and aspirations they have for their future.

Board Goals

1. To provide opportunities to improve overall student success by both recognizing and developing student achievement in all areas.
2. Maintain and improve the district’s fiscal stability, delivering excellent educational results at a cost commensurate with the community's economic condition.
3. Continually evaluate, maintain and improve facilities that address the current and future needs of our district and provide students, employees and community members with an inviting, safe, efficient and modern infrastructure.
4. Expand methods to improve communication with parents and community members using multiple methods to promote proactive, interactive and meaningful two-way communication, including the use of the 21st century technologies.
5. Foster meaningful relationships with all stakeholders.
6. Continue to support the school district culture of a safe, welcoming and inclusive climate with a strong emphasis on effective strategies that support all students.

MEETING CALLED TO ORDER at _____ p.m. by _____.

ROLL CALL:	Pres. Camille Siano Enders	VP Deb Grier	Jennifer Sexton
	Shayne Mitchell	Teresa Wood-Irvin	Dianne Grant

Pledge of Allegiance

It is anticipated that the Board will immediately go into Executive Session with no anticipated action being taken after.

Motion by _____, seconded by _____ to appoint _____ pro-tem recording secretary for special executive meeting.

In favor:

Opposed:

Motion made by _____, seconded by _____ to enter into executive session to discuss personnel issues with regards to a particular person of the district.

In favor:

Opposed:

INTO ANTICIPATED EXECUTIVE SESSION at _____ p.m.

OUT OF EXECUTIVE SESSION at _____ p.m.

Motion by _____, seconded by _____.

In favor:

Opposed:

ADJOURNMENT OF MEETING at _____ p.m.

Motion by _____, seconded by _____.

In favor:

Opposed:

Dates to remember:

October	5	SAT exam, HS
	8	BOE mtg, 6:30 pm, Joe Bena Auditorium
	11	K-12 Interim reports posted Emergency release/go home early drill
	14	Columbus Day – No School
	15	Staff Development day, no students
	22	Leo Club fall blood drive, HS BOE mtg, 6:30 pm, Joe Bena Auditorium

FM/JR/JF/AC/JM/PH/KW/RU/CD/SG/LG/WB/cej: 9/18/19

DUANESBURG CENTRAL SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

2019-20 School Year

Reviewed/Revised: September 2019

Duanesburg Central School District
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Duanesburg Central School District
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 Duanesburg Central School District supports the SAVE Legislation and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

Section I: General Considerations and Planning Guidelines

A. Purpose

The **Duanesburg Central School District** district-wide school safety plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Duanesburg Central School District Board of Education, the Superintendent of the Duanesburg Central School District appointed a district-wide school safety team and charged it with the development and maintenance of the district-wide school safety plan.

B. Identification of Chief Emergency Officer

The Duanesburg Central School District designates the **School Superintendent** as the district’s **chief emergency officer** whose duties shall include, but not be limited to:

- a. Coordination of the communication between school staff, law enforcement, and other first responders;
- b. Lead the efforts of the district-wide school safety team in the completion and yearly update by September 1st, of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plan;
- c. Ensure staff understanding of the district-wide school safety plan;
- d. Ensure the completion and yearly update by September 1st, of building-level emergency response plans for each school building;
- e. Assist in the selection of security related technology and development of policies for the use of such technology;
- f. Coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan yearly by September 15th; and
- g. Ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807.

B. District Emergency Response Team consists of, but is not limited to:

- Superintendent of Schools who is the Incident Commander and Chief Emergency Officer
- The Director of Instruction/PE Who is the District's alternate Incident Commander and Chief Emergency Officer.
- Business Official
- Director of Facilities II
- Transportation Manager
- HS Principal
- ES Building Principal

C. **Concept of Operations**

- The district-wide school safety plan is directly linked to the individual building-level emergency response plan to the school. Protocols reflected in the district-wide school safety plan guide the development and implementation of individual building-level emergency response plan.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school is by the building-level emergency response team.
- Upon the activation of the building-level emergency response team, the Superintendent of Schools or their designee is notified and, where appropriate, local emergency officials are notified.
- Efforts may be supplemented by County and State resources through existing protocols.

D. **Plan review and public comment**

- This plan shall be reviewed and maintained by the Duanesburg Central School District district-wide school safety team and reviewed on an annual basis on or before September 1st of each year. A copy of the plan is available in the Superintendent's office.
- Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan was made available for public comment, 30 days prior to its initial adoption, which was May 30, 2019. The district-wide school safety plan was then adopted by the School Board on July 2, 2019 after the one, required public hearing that provided for the participation of school personnel, parents, students and any other interested parties.
- While linked to the district-wide school safety plan, the building-level emergency response plan **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. The building-level emergency response plan shall be kept confidential and shall not be disclosed except to authorized department staff and law enforcement officers.
- Full copies of the district-wide school safety plan and any amendments are submitted to the New York State Education Department within 30 days of adoption by posting this

public plan on the district's website. The building-level emergency response plan is supplied to the Schenectady County Sheriff and NYS State Police within 30 days of adoption.

Section II: General Emergency Response Planning

The district-wide school safety plan provides the framework for the building-level emergency response plan. The purpose of a uniform plan is to ensure district-wide continuity for emergency responses. These general emergency responses are used to assist school employees, students, parents and emergency responders learn one system that can be used in the Duanesburg Central School District

A. Identification of sites of potential emergency, including:

- The district-wide school safety team in conjunction with local officials has identified areas outside of school property that may impact a district facility during an emergency. Factors that were considered included population, presence of hazardous materials, and potential for emergency based on national trends and proximity to district property.
- A list of areas has been identified as having the potential to impact within the district. This list has been created for reference and awareness. The list is not all-inclusive for every emergency. However, these areas have been identified as having the most probable impact on district facilities or district boundaries should they have or create an emergency. A list of potential community-based hazards or emergency situations has been noted in the building-level emergency response plan
- The district- wide school safety team has recognized that there are many factors that could cause an emergency within our school building. There are also factors that need to be considered when responding to an emergency. A list of potential internal and external hazards or emergency situations has been noted in the building-level emergency response plan.

B. The district has developed multi-hazard response guides. These guidelines are located in the building-level emergency response plan and are in ICS (Incident Command System) format. Plans for taking the following actions in response to an emergency where appropriate are, including but not limited to:

- Initial Actions
- Command Post Location (primary and secondary)
- **Shelter in Place:** Used to shelter students/staff inside the school
 - Severe Weather
 - Bomb Threat
 - HazMat Incident
- **Hold-In Place:** Limits student/staff movement while dealing with short term emergencies
- **Evacuation:** Used to evacuate students/staff from the school
 - Before, during and after school hours, including security during evacuation and evacuation routes

- Evacuation/Relocation Sites (internal and external)
- **Lockout:** Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school
- **Lockdown:** Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.
- School Cancellation
- Early Dismissal

Emergencies include, but are not limited to:

Pollution	Chemical	Medical Emergency
Nuclear/Biological	Evacuation	Gas Leak
Vehicle Crash	Alarm Activation	Seismic
Structural Failure		Leak/Failure
Threat	IT System Failure	Bus Accident
Disturbance	Emergency Situation	Weather Emergency
Attacks Against People	Emergency Situation	Acts of Violence
Earthquake	Failure of Building	Emergency
IT System Failure	Failure of Buses	
Utility Supply Loss	Casualty	

C. The district has identified various district resources that may be available for use during an emergency, including the identification of personnel, equipment and shelters.

D. Using the ICS (Incident Command System) the district has identified the school officials authorized to make decisions during an emergency. Through ICS, the procedures to coordinate the use of school district resources and manpower during emergencies are clearly defined. ICS also identifies the staff members and their backups assigned to provide assistance during emergencies.

E. The district has policies and procedures for annual multi-hazard school safety training for staff and students, including the strategies for implementing training related to multi-hazards. Beginning with the 2016-2017 school year, all staff will undergo annual training by September 15, 2016 and each subsequent September 15 thereafter on the building-level emergency response plan which includes components on violence prevention and mental health. New employees hired after the start of the school year receive this training within 30 days of hire or as part of the district’s existing new hire training program, whichever is sooner. The district certifies that this training is completed during the October NYSED BEDS data collection.

The following procedures have been established to provide this training on an annual basis to include but not limited to: early dismissal/go home drill, shelter-in place, hold-in-place, evacuation/fire drills, lockout, lockdown, and table top exercises.

F. The district conducts drills and other training exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local, county, and state emergency responders and preparedness officials. A debriefing concludes each test to determine if changes to the plan are necessary.

Fire and Emergency Drills. The school district, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conducts one test of its emergency response procedures under its building-level emergency response plan, including sheltering, lock-down, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.

Education Law §§ 807(1-a), 807 (b): Fire and Emergency Drills

The July 2016 amendments expanded fire drill requirements to also include emergency drills to prepare students to be able to respond appropriately in the event of a sudden emergency. The statute now requires twelve drills be conducted each school year, four of which must be lock-down drills, the remaining eight are required to be evacuation drills. There is still a requirement that eight of the required twelve drills must be completed in the first half of the

school year. However, the date of completion has been changed from December 1 to December 31 of each school year.

The statute now explicitly requires schools to conduct lock-down drills, which are essential, because they prepare students and staff to respond to the highest level of threat with the most urgent action and the least margin for error. The goal is to have schools conduct drills where they immediately clear hallways, lock doors and take positions out of sight to practice their ability to put the building into a protective posture as quickly as possible. These emergency measures allow time for responding law enforcement to arrive on scene and neutralize the threat. If possible, law enforcement should be involved in the drills to help prepare students and staff for their interactions and release from lock-down by uniformed officers. However, law enforcement involvement is not required by the new legislative mandate. Other protective actions such as lock-out or shelter in place are emergency actions that are usually preceded by some degree of warning time and do not require the immediate response necessary for a lock-down. While the school should be well versed in their lock-out and shelter in place protocols, lock-down is the only type of protective action that is specifically required by the statute.

Section III: Responding to Threats and Acts of Violence

- A. The school refers to its **Crisis Intervention Plan** via the post-incident response team and the Multi-Hazard Emergency Response Guides located in the building-level emergency response plan. These are reviewed by the district-wide school safety team to ensure content and consistency throughout the district. These policies and procedures are 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. The following types of procedures are addressed in the plan:
- The use of staff trained in de-escalation
 - Informing the Superintendent or designee of implied or direct threats.
 - Determining the level of threat with the Superintendent and building-level emergency response team members.
 - Contacting appropriate law enforcement agency, if necessary.
 - Monitoring the situation, adjusting the district's responses as appropriate to include possible implementation of the building-level emergency response team.
 - Communication with parent/guardian. When a student implies or specifically threatens self-inflicted violence including suicide, the school's **social worker** and School resource Officer directly contacts the respective parents/guardians.
- B. The Multi-Hazard Emergency Response Guides, in the building-level emergency response plan, provide guidance on the district's policies and procedures for responding to direct acts of violence (i.e., Crimes Against Persons, Hostage Taking, Intruder and Kidnapping) by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence. The following types of procedures are addressed in the plan:
- Inform the Superintendent/designee
 - Determine the level of threat with the superintendent/designee and the building-level emergency response team.
 - If the situation warrants, isolate the immediate area.

- Monitor the situation; adjust the level of response as appropriate; if necessary, initiate lockdown, evacuation, sheltering and/or early dismissal procedures as needed, if needed.
- Contact appropriate law enforcement agency.

NOTE: The Duanesburg Central School District “Code of Conduct” describes policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school.

- C. Response protocols are identified in the Building-level Emergency Response Plan in the ICS format along with definitions of ICS Roles and Responsibilities. The Multi-Hazard Emergency Response Guides address specific procedures for responding to bomb threat, intruders, hostage takings and kidnapping.
- D. The following protocols for appropriate responses to emergencies are provided as examples of responses to bomb threats, hostage takings, intrusions and kidnappings:
 - Identification of decision-makers.
 - Plans to safeguard students and staff.
 - Procedures to provide transportation, if necessary.
 - Procedures to notify parents.
 - Procedures to notify media.
 - Debriefing procedures.
- E. The district has established 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. In the Duanesburg Central School District, the following communication methods are taken:
 - For small-scale incidents, school personnel directly call the parents/guardians of all students directly impacted by any acts of violence. All other parents/guardians receive an informational letter. The Crisis Intervention Plan and post-incident response team are activated and available. If needed, as needed, community meetings are scheduled in a timely manner for further discussion.
 - For any major incident, the district works with the media (TV, radio) to relay pertinent school related information (i.e., how and where can parents be reunited with children, etc.) It is unfortunate, but important to remember, that major emergencies can quickly tie up phone lines with incoming and outgoing calls, and roads can be quickly blocked by the traffic of emergency vehicles, concerned parents and community members. School personnel directly call the parents/guardians of all students directly impacted by any acts of violence. All other parents/guardians receive an informational letter. Community meetings are scheduled in a timely manner, for further discussion to include the Crisis Intervention Plan and post-incident response team.

Section IV: Communication with Others

The District-wide School Safety Plan provides the framework for the Building-level Emergency Response Plan.

- A. The Duanesburg Central School District is fortunate to have substantial ties to the community of Duanesburg and Schenectady County. If there were to be an emergency within our facility,

that facility would call 911 for emergency assistance. If involvement is needed from other local government agencies, then the Superintendent or designee would act as that contact person. Additional procedures for communications can be found in the Building-level Emergency Response Plan including local emergency contacts and phone numbers, and the NYS/BOCES Communication Flow Chart. These contacts provide guidance for obtaining assistance during emergencies from emergency services organizations and local government. The following examples are the types of arrangements that could be used by the district:

- Superintendent (IC-Incident Commander or backup IC) in an emergency would contact the county dispatch center for fire, EMS, or police by calling 911.
- Superintendent (IC or backup IC) contacts the highest-ranking local government official for notification and/or assistance.

B. Arrangements for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law is carried out through the protocols established in the NYS/BOCES Communication Flow Chart. The following are examples of the types of arrangements that could be used by the district during county-wide emergencies:

- Superintendent (IC or backup IC) in an emergency, contacts the Schenectady County Emergency Management Coordinator and/or the highest-ranking local government official for obtaining advice and assistance.
- The district has identified resources for an emergency from the following agencies: Schenectady County Sheriff’s Office, NY State Police, County Civil Defense Office, American Red Cross, Schenectady County Emergency Services Office, New York State Police, Schenectady County Mental Health Office and the Capital Region Health/Safety/Risk Management Office.
- If the emergency is within the school district boundaries and has the potential to impact the surrounding community, the Superintendent or designee notifies the appropriate city officials (Example: Mayor, Highway Dept., City Administrator, and/or Public Safety). Likewise, should there be an emergency within the community that has the potential to impact the school, the Superintendent should be notified immediately.

C. If there is a disaster within the district that has the potential to impact other educational agencies within the district boundaries, the Chief Emergency Officer activates the **One Call/SNN** to inform all necessary parties. The **One Call System/SNN is located in the Building-level Emergency Response Plan.**

D. Along with One Call, the district also maintains the following information about each educational agency located in the **confidential**, Building-level Emergency Response Plan:

- School population
- Number of staff
- Transportation needs
- Business and home telephone numbers of key officials of each such educational agency

Section V: Prevention and Intervention Strategies

The District-wide School Safety Plan provides the framework for the Building-Level Emergency Response Plan.

- A. The district has developed policies and procedures related to school building security, including, where appropriate: Raptor visitor sign-in and badge procedures, employee badges, security procedures.
- B. The Duquesne Central School District has implemented 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 school district or board, students and other persons deemed appropriate to receive such information. The district has, and continues to participate in programs such as: child abuse and prevention workshops, programs designed to provide staff on how to identify potentially violent behaviors and other risk factors. The district additionally employs a school psychologist, social worker, special education staff, and a school nurse who are instrumental in assisting the district in identifying early warning signs in students, early intervention/prevention strategies and the development of violence prevention instruction for staff.
- C. Appropriate prevention and intervention strategies such as:
 - Collaborative agreements 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
 - Non-violent conflict resolution training programs
 - Peer mediation programs
 - Extended day and other school safety programs
- D. The district has created and supported strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of:
 - Peer mediation;
 - Conflict resolution;
 - Creating a forum or designating a mentor for students concerned with bullying or violence, Establishing anonymous reporting mechanisms for school violence;
 - Others based on district need.
- E. The Duquesne Central School District has descriptions of duties, school safety personnel.

Section VI: Recovery

Recovery addresses the help needed for all involved to heal and to restore the school community to “normal” operations. The District Plan supports the school building plan by deploying district resources that support the school’s building-level emergency response team and the post-incident response team.

Recovery plans include mental health/emotional recovery, academic, physical and business recovery, and can continue long after the actual emergency. The District has social worker and school psychologist resources and support systems. The District has the ability to coordinate with school, local, Schenectady and Schoharie Counties, and State disaster mental health services. The District’s role with mental health services includes looking at the school culture and climate, providing student access to services and following threat assessment procedures.

A. District Support for Duaneburg Central School District

The Building-level Emergency Response Plan provides resources for supporting the building-level emergency response team and post-incident response team. The district's Incident Command System (ICS) identifies back-ups to relieve team members. This provides team members the opportunity to rotate personnel, to fill in if assigned personnel are unavailable and to debrief in a supportive environment.

The district realizes that some emergencies may overwhelm an individual school's ability to manage an extreme crisis. If/when the school is faced with an emergency such as threats of violence or actual violent incidents, the district-wide school safety team assists as follows:

- Acting as a sounding board regarding the implied or direct threats and/or violent acts.
- Assisting in determining the level of threat and appropriate response.
- Monitoring the situation and adjusting the district's response as appropriate.
- Assisting with parent/guardian, faculty/staff, and media communication.
- Assisting with coordinating building and grounds security in conjunction with local and State Police.
- Assisting with offering a backup post-incident response team (i.e., another school district's team and/or an outside group) as needed, if needed.
- Offering debriefing sessions as needed working in conjunction with local, Schenectady County and/or State emergency responders.

B. Disaster Mental Health Services

If/when a building-level emergency response team or post-incident response team is faced with an emergency that may overwhelm the school's ability to manage an extreme crisis, the district-wide school safety team assists as follows:

- Activating the district-wide post-incident response team.
 - The district has two school social workers, one school psychologists, two school counselors, and two school nurses who have local connections to: Neighboring school districts and Northern Rivers Mental Health and New Choices Recovery.
- Offering district support and looking for continued feedback from those directly impacted during the incident, with projected plans to assist if needed during heightened stressful times such as a re-occurrence of a similar event and anniversaries of the original event.
- Assisting with parent/guardian, student, and faculty/staff debriefing and/or post-incident crisis intervention. The debriefing is also used in part to evaluate the district's plan for possible revisions.
- Assisting the schools with written statements going out to faculty/staff, parents/guardians, press releases and media requests through the district's Public Information Officer.

The district supports the recovery phase and reevaluates current multi-hazard and violence prevention practices and school safety activities.

APPENDIX A: The following is a listing of all school buildings covered by the district-wide school safety plan:

<u>BUILDING</u>	<u>ADDRESS</u>	<u>PHONE</u>
Duanesburg Elementary School	165 Chadwick Road, Delanson, NY 12053	(518) 895-2310/2580
Duanesburg Jr/Sr High School	163 School Road, Delanson, NY 12053	(518) 895-5350

APPENDIX B: Identification of Potential Hazardous Sites

- **COMMUNITY BASED LIST:** A list of areas have been identified as having the potential to impact within the district. This list was created for reference and awareness. It is not all-inclusive for every emergency. However, these areas have been identified as having the most probable impact on district facilities or district boundaries should they have or create an emergency. A list of potential community-based hazards or emergency situations has been noted in the building-level emergency response plan.
- **SCHOOL BASED LIST:** The district team has recognized that there are many factors that could cause an emergency within our school building. There are also factors that need to be considered when responding to an emergency. A list of potential internal and external hazards or emergency situations has been noted in the building-level emergency response plan.