



BOARD OF EDUCATION MEETING AGENDA
January 9, 2024
6 PM - NEW YORK MILLS UFSD LIBRARY

- Steve King
- Kristin Hubley
- Jacqueline Edwards
- Jeremy Fennell
- Jonathan Fiore
- Kimberly Gyore
- Robert Mahardy, Jr.

Agenda Item	Who	Information Distributed	Action	Notes
1. MEETING CALL TO ORDER				
1.1 Pledge to the Flag			Procedural	
1.2 Reading of the New York Mills UFSD Mission Statement.			Procedural	<i>Through combined efforts of students, staff, parents and community members, our mission is to foster the confidence, knowledge, cognition, and character necessary to instill a strong work ethic, to create an environment of tolerance and respect, and to ignite an attitude of inquiry and enthusiasm for learning that will enable students to become productive, responsible citizens.</i>
1.3 Acceptance of Agenda	S. King	Yes	Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___
2. PRESENTATIONS AND COMMITTEE REPORTS				
2.1 President's Message	S. King		Information	
2.2 BOCES Representative Report	G. Porcelli		Information	

2.3 Committee Reports			Information	
Policy Committee: <i>Jacqueline Edwards/Chair, Kimberly Gyore, Kristin Hubley</i> Facilities Committee: <i>Jeremy Fennell/Chair, Jacqueline Edwards</i> Communications Committee: <i>Robert Mahardy/Chair, Jeremy Fennell</i> Safety Committee: <i>Kristin Hubley/Chair, Robert Mahardy</i> Transportation Committee: <i>Kimberly Gyore/Chair, Jonathan Fiore</i> Finance Committee: <i>Jonathan Fiore/Chair, Jacqueline Edwards, Kimberly Gyroe</i> SBI: <i>Steve King (SBI Alternate: Kristin Hubley)</i>				
2.5 2024-2025 Budget Presentation	M. LaGase L. Stamboly		Information	
3. CONSENT AGENDA				
3.1 Approval of 3.2 through 3.4	S. King	Yes	Action	1 st _____ 2 nd _____ / Yes ___ No ___ Abstain ___
3.2 Business Office Reports		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No ___ Abstain ___
3.3 CSE Reports		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No ___ Abstain ___
3.4 Approval of the Previous Minutes	12.5.2023 12.12.2023	Yes	Action	1 st _____ 2 nd _____ / Yes ___ No ___ Abstain ___
4. OLD BUSINESS				
4.1 Capital Updates			Information	
5. NEW BUSINESS				
5.1 Personnel Report		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No ___ Abstain ___

5.2 – Policy 7101 Extra-Curricular (Second Read – Adopt)		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___
5.3 – Policy 4507 Procurement: Uniform Grant Guidance Federal Awards (First Read)		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___
5.4 – Policy 6300 FMLA a. – Regulation 6300.1 Rescind (First Read) b. – Regulation 6300.2 (First Read) c. – Regulation 6300.3 (First Read) d. – Regulation 6300.4 (First Read) e. – Regulation 6300.5 (First Read)		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___
5.5 – Policy 5010 Workforce Violence Prevention Act (First Read)		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___
5.6 – Resolution of School Building Capital Improvement Bonds - Adoption		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___
5.7 – Resolution of Estoppel Publication		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___
6. K-12 REPORTS				
6.1 Executive Principal K-12	M. Facci		Information	
6.2 Interim Principal K-12	D. DiSpirito		Information	
7. SUPERINTENDENT’S REPORT				
7.1 Enrollment Update	M. LaGase	Yes	Information	
7.2 Superintendent’s Update	M. LaGase		Information	

8. COMMUNICATIONS				
8.1 From the Floor -	District Clerk		Information	
Persons wishing to speak should first be recognized by the President, then identify themselves, any organization they may be representing at the meeting, and the agenda topic or other matter of public concern about our schools that they wish to discuss. Topics must be addressed one at a time with each individual's comments limited to three (3) minutes for a total of twelve (12) minutes designated for the public comment agenda item.				
8.2 Board Discussion	BOE		Discussion	
9. EXECUTIVE SESSION ** (If Needed)	BOE		Discussion/Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___
9.1 Return to General Session (time)	BOE		Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___
10. ADJOURNMENT				
10.1 Adjournment			Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___

**§105. Conduct of executive sessions.

1. Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the general area or areas of the subject or subjects to be considered, a public body may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys:
 - a. matters which will imperil the public safety if disclosed;
 - b. any matter which may disclose the identity of a law enforcement agent or informer;
 - c. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
 - d. discussions regarding proposed, pending or current litigation;
 - e. collective negotiations pursuant to article fourteen of the civil service law;
 - f. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
 - g. the preparation, grading or administration of examinations; and
 - h. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.
2. Attendance at an executive session shall be permitted to any member of the public body and any other persons authorized by the public body.

Oct-23

Credit Card Statement

Transaction	Post			
Date	Date	Credit Card	Amount	Comment
10/4/2023	10/5/2023	Walmart.com	\$9.89	School Supplies
10/4/2023	10/5/2023	Walmart.com	\$24.89	School Supplies
10/30/2023	10/31/2023	NYS AHPERD	\$440.00	Andrea Dziekan and Mike Keating - payment for Conference Nov 15-18,2023
		Total	\$474.78	

Nov-23

CLAIMS AUDITORS LOG

Date	Check Number	Amount	Name	Problem	Resolution
11/3/2023	2179	\$79.94	Teitsch-Kent-Fay Architects P.C.	wrong vendor	Boces void and reissue check # 2180 dated 11/8/2023 to Plan & Print Systems, Inc.

New York Mills Union Free School District
Extra-Curricular Fund
Novemr 28th - December 31st, 2023

<u>Name</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Payments</u>	<u>Ending Balance</u>
Class of 2024	\$11,348.13		\$4,045.00	\$7,303.13
Class of 2025	\$4,628.79	\$12,501.55	\$7,340.58	\$7,303.13
Class of 2026	\$7,015.55			\$7,015.55
Class of 2027	\$2,060.49			\$2,060.49
Class of 2028	\$2,419.25			\$2,419.25
Varsity Club	\$296.42	\$2,229.00		\$2,525.42
Student Council	\$9,683.75	\$	\$434.62	\$9,249.13
Nat.Honor Society	\$445.44			\$445.44
Yearbook Club	\$7,372.60	\$926.49		\$8,299.09
Band Club	\$160.72			\$160.72
Elementary Drama	\$5,050.77			\$5,050.77
HS Drama/Chorus	\$8,134.50	\$8,441.25	\$8,684.44	\$7,891.31
Taxes paid to NYS			\$26.54	(\$26.54)
Model UN	\$735.21			\$735.21
Technology Club	\$0.00			\$0.00
After Prom Party	\$2,020.00			\$2,020.00
Total	\$61,371.62	\$24,098.29	\$20,531.18	\$62,452.10

Reconciliation

Outstanding Checks

Returned checks

Ending Book Balance

Outstanding Checks

Deposits in Transit

Reconciled Balance

Total

Total

\$0.00 **Total**

Ending M&T Bank Balance

Difference

Total

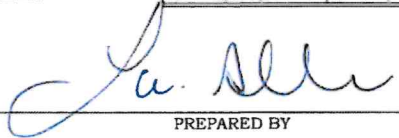
**NEW YORK MILLS UNION FREE SCHOOL DISTRICT
NEW YORKS MILLS, NY**

**TREASURER'S REPORT
November 30, 2023**

GENERAL FUND	A	TREASURER'S REPORT
GENERAL FUND MONEY MARKET		TREASURER'S REPORT
GENERAL FUND RESTRICTED RESERVE		TREASURER'S REPORT
NY MUNI TRUST		TRIAL BALANCE
SCHOOL LUNCH	C	TREASURER'S REPORT
SCHOOL LUNCH SAVINGS		TREASURER'S REPORT
		TRIAL BALANCE
TRUST & AGENCY	TA	TREASURER'S REPORT
PAYROLL		TREASURER'S REPORT
		TRIAL BALANCE
CAPITAL FUND	H	TREASURER'S REPORT
		TRIAL BALANCE
DEBT SERVICE	V	TREASURER'S REPORT
		TRIAL BALANCE
FEDERAL FUND	F	TREASURER'S REPORT
		TRIAL BALANCE
SCHOLARSHIP FUND	TE	TREASURER'S REPORT
	TN	TRIAL BALANCE
ALL REVENUE STATUS REPORTS		
ALL APPROPRIATON STATUS REPORTS		

**New York Mills Union Free Schools
November 30, 2023**

	General Fund	GF Money Market	Restricted	NY Muni Trust	School Lunch	Sch Lunch Saving	Trust & Agency	Payroll	Capital Fund	Debt Service	Federal
Beginning Balance	\$4,002,448.83	\$2,087,797.04	\$1,752,689.27	\$1,549,441.14	\$40,416.92	\$30,027.17	\$ -	\$ -	\$118,434.92	\$1,369,109.52	\$104,980.19
Receipts	\$ 819,242.54	\$ 6,014.35	\$ 5,049.00	\$6,711.07	\$ 33.22	\$ 86.50	\$ 513,655.98	\$ 360,012.85	\$ 97.32	\$ 3,944.01	\$ 102,872.39
Disbursements	\$ (1,461,764.35)	\$ -	\$ -	\$0.00	\$ (3,569.30)	\$ -	\$ (513,655.98)	\$ (360,012.85)	\$ (1,169.94)	\$ -	\$ (21,468.62)
Balance	\$ 3,359,927.02	\$ 2,093,811.39	\$ 1,757,738.27	\$ 1,556,152.21	\$ 36,880.84	\$ 30,113.67	\$ -	\$ -	\$ 117,362.30	\$ 1,373,053.53	\$ 186,383.96
Bank Balance	\$ 4,004,194.77	\$ 2,093,811.39	\$ 1,757,738.27	\$ 1,556,152.21	\$ 40,450.14	\$ 30,113.67	\$ 7.97	\$ 2,507.86	\$ 118,452.30	\$ 1,373,053.53	\$ 186,383.96
Outstanding Checks	\$ (647,392.45)			\$ -	\$ (3,569.30)	\$ -		\$ (2,507.86)	\$ (1,090.00)	\$ -	\$ -
Reconciling Items	\$ 3,124.70	\$ -		\$ -	\$ -	\$ -	\$ (7.97)				\$ -
Balance	\$ 3,359,927.02	\$ 2,093,811.39	\$ 1,757,738.27	\$ 1,556,152.21	\$ 36,880.84	\$ 30,113.67	\$ -	\$ -	\$ 117,362.30	\$ 1,373,053.53	\$ 186,383.96



PREPARED BY

NEW YORK MILLS UNION FREE SCHOOLS
 GENERAL FUND
 ACCOUNT 6526
 TREASURER'S MONTHLY REPORT

FROM: 11/01/23 For the period TO: November 30, 2023

Total available balance as reported at the end of preceding period \$4,002,448.83

RECEIPTS DURING MONTH

(With breakdown of source including full amount of all short term loans)

Date	Source	Amount	
NOV 30	Interest	3,231.39	
1	NYS OSC Aid Received	67,377.00	
6	Transfer from Federal Fund, for Payroll	10,734.31	
14	Whitestown Taxes	502,525.36	
14	Whitestown Taxes - Pilot	167,576.68	
14	Oneida County CPSE 21/22 Admin Cost	9,570.00	
14	Madison Boces E Rate 22/23	1,755.95	
14	Gym Unifroms	93.00	
14	Refunds	33.93	
15	VLT Lottery Grant 23/24	21,381.61	
17	CMS Drug Subsidy	8,033.93	
17	Transfer from Federal Fund, for Payroll	10,734.31	
1-31	Retiree Health Insurance Receipts	16,195.07	
	Total Receipts		819,242.54
	Total Receipts, including balance		<u>\$4,821,691.37</u>

DISBURSEMENTS MADE DURING MONTH

BY CHECK	To Check No.			
From Check No.	60226	PR Checks 11-9	60229	4,268.38
	60230	Warrant A-31	60259	190,317.43
	60260	PR Checks 11-22	60264	4,954.96
	60265	Warrant A-34	60300	645,377.82

BY DEBIT CHARGE

OMNI Disbursements	9,963.98
Transfer for Payrolls	503,692.00
Credit Card Payment	474.78
Transfer to Capital (Capital Outlay)	-
Transfer to Federal (Due To)	35,338.00
Transfer to Federal (Due To)	67,377.00
Total amount of checks issued and debit charges	1,461,764.35
Cash Balance as shown by records	616,845.76
	<u>\$3,359,927.02</u>

RECONCILIATION WITH BANK STATEMENT

Balance given on bank statement, end of month	4,004,194.77
Less total of outstanding checks - See Attached Nvision Report	(647,392.45)
Bank cleared check .30 cents off	(0.30)
OMNI shorted and will refund	75.00
Voided Check (wrong amount) but also cleared Bank	400.00
Lost Check, Reissued, Both Cleared Bank	2,650.00
	3,359,927.02
	<u>3,359,927.02</u>

Net balance in bank
 Total available balance \$ 3,359,927.02

(Must agree with Cash Balance above if there is a true reconciliation)

Received by the Board of Education and entered as part of the minutes of the board meeting held

This is to certify that the above Cash Balance is in agreement with my bank statement as reconciled

CLERK OF BOARD OF EDUCATION

TREASURER OF SCHOOL DISTRICT

PREPARED BY

NEW YORK MILLS UFSD

Bank Reconciliation for period ending on 11/30/2023



Account: M&T GENERAL FUND CHECKING
Cash Account(s): A 200

Ending Bank Balance:		4,004,194.77
Outstanding Checks (See listing below):	-	647,392.45
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	3,356,802.32
Cash Account Balance:	3,351,893.09

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
03/24/2023	59608	JIM WEAVER	82.40
10/06/2023	60118	PAT CARDINALE	86.34
10/20/2023	60173	ALL PEST CONTROL	245.85
10/20/2023	60177	PAT CARDINALE	172.68
10/20/2023	60193	MICHELE LAGASE	540.10
11/03/2023	60230	ALL PEST CONTROL	60.85
11/03/2023	60234	PAT CARDINALE	116.34
11/03/2023	60252	GARY SADLER	116.34
11/17/2023	60265	AMAZON CAPITAL SERVICES	496.06
11/17/2023	60266	AUTO PLUS AUTO PARTS	56.38
11/17/2023	60267	BIG APPLE MUSIC, LLC.	444.00
11/17/2023	60268	BOULEVARD GRAPHICS	406.00
11/17/2023	60269	CASCADE SCHOOL SUPPLIES	30.00
11/17/2023	60270	CLAYSCAPES POTTERY INC	689.00
11/17/2023	60271	DEVELOPMENTAL THERAPY ASSOC	2,006.00
11/17/2023	60272	FERRARA FIORENZA PC	4,278.54
11/17/2023	60273	HILLYARD/NEWYORK	1,100.45
11/17/2023	60275	LEONARD BUS SALES INC	1,075.19
11/17/2023	60276	LIAM MAHARDY	240.00
11/17/2023	60277	MATTHEWS BUSES INC.	175.91
11/17/2023	60278	MFAC, LLC	711.85
11/17/2023	60279	MOHAWK VALLEY WATER AUTHORITY	3,511.47
11/17/2023	60280	NEW YORK STATE THRUWAY AUTHORITY	40.97
11/17/2023	60281	NYS DEPARTMENT OF TRANSPORTATION	1,251.62
11/17/2023	60282	NYSLRS	114,371.00
11/17/2023	60283	ONEIDA HERKIMER MADISON BOCES	395,584.20
11/17/2023	60284	PAT'S TIRE SERVICE INC.	756.86
11/17/2023	60285	PERFORMA FULL CIRCLE	3,745.60
11/17/2023	60287	PRICE CHOPPER OPER. CO, INC	126.32
11/17/2023	60288	QUADIENT FINANCE USA INC	2,000.00
11/17/2023	60289	R.G. TIMBS, INC	891.25
11/17/2023	60290	SCHOOL SPECIALTY LLC	6.90
11/17/2023	60291	SENROR WOOLY INC	150.00
11/17/2023	60292	SIGNATURE PUBLIC FUNDING	57,891.43

NEW YORK MILLS UFSD

Bank Reconciliation for period ending on 11/30/2023



Check Date	Check Number	Payee	Amount
11/17/2023	60293	TEITSCH-KENT-FAY ARCHITECTS, P.C.	4,300.00
11/17/2023	60294	TOWN OF NEW HARTFORD	4,462.13
11/17/2023	60295	U & S SERVICES LLC	5,400.00
11/17/2023	60296	UPSTATE CEREBRAL PALSY	37,307.00
11/17/2023	60297	UTICA SPRAY & CHEMICAL COMPANY	259.56
11/17/2023	60298	VOLO'S AUTO SUPPLY	206.19
11/17/2023	60299	WARD'S SCIENCE	182.82
11/17/2023	60300	YORKVILLE BATTERY INC.	189.00
11/22/2023	60261	CSEA TREASURER/PEARL CARROLL	878.85
11/22/2023	60262	NYS TEACHERS RETIREMENT SYS	749.00
Outstanding Check Total:			647,392.45

Prepared By

Approved By

NEW YORK MILLS UNION FREE SCHOOLS
GENERAL FUND MONEY MARKET ACCOUNT
ACCOUNT 3532
TREASURER'S MONTHLY REPORT

For the period

FROM: 11/01/23 TO: November 30, 2023

Total available balance as reported at the end of preceding period \$2,087,797.04

RECEIPTS DURING MONTH

(With breakdown of source including full amount of all short term loans)

Date	Source	Amount	
NOV 30	Interest Transfer from General	6,014.35	
Total Receipts			\$6,014.35
Total Receipts, including balance			\$2,093,811.39

DISBURSEMENTS MADE DURING MONTH

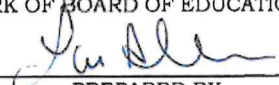
BY CHECK			
From Check No.	To Check No	0.00	
BY DEBIT CHARGE	Transfer to General Fund Checking		
(Total amount of checks issued and debit charges)			-
Cash Balance as shown by records			<u>\$2,093,811.39</u>

RECONCILIATION WITH BANK STATEMENT

Balance given on bank statement, end of month (M&T)	<u>2,093,811.39</u>	
	2,093,811.39	
Amount of transfers in transit	0.00	
Net balance in bank	2,093,811.39	
Amount of deposit in transit	0.00	
Total available balance		<u>\$2,093,811.39</u>
(Must agree with Cash Balance above if there is a true reconciliation)		

Received by the Board of Education and entered as part of the minutes of the board meeting held

This is to certify that the above Cash Balance is in agreement with my bank statement as reconciled

CLERK OF BOARD OF EDUCATION

PREPARED BY

TREASURER OF SCHOOL DISTRICT

NEW YORK MILLS UNION FREE SCHOOLS
RESTRICTED RESERVE ACCOUNT
ACCOUNT 3540
TREASURER'S MONTHLY REPORT

For the period

FROM: 11/01/23 TO: November 30, 2023

Total available balance as reported at the end of preceding period \$1,752,689.27

RECEIPTS DURING MONTH

(With breakdown of source including full amount of all short term loans)

Date	Source	Amount
NOV 30	Interest Transfer from General	5,049.00
Total Receipts		\$5,049.00
Total Receipts, including balance		\$1,757,738.27

DISBURSEMENTS MADE DURING MONTH

BY CHECK		
From Check No.	To Check No	0.00
BY DEBIT CHARGE		0.00
(Total amount of checks issued and debit charges)		\$0.00
Cash Balance as shown by records		<u>\$1,757,738.27</u>

RECONCILIATION WITH BANK STATEMENT


Balance given on bank statement, end of month	1,757,738.27
Less total of outstanding checks	0.00
Net balance in bank	1,757,738.27
Amount of deposits in transit	0.00
Total available balance	<u>\$1,757,738.27</u>
(Must agree with Cash Balance above if there is a true reconciliation)	

Received by the Board of Education and entered as part of the minutes of the board meeting held

This is to certify that the above Cash Balance is in agreement with my bank statement as reconciled

CLERK OF BOARD OF EDUCATION

TREASURER OF SCHOOL DISTRICT


PREPARED BY

NEW YORK MILLS UNION FREE SCHOOLS
NY MUNI TRUST
ACCOUNT 0060
TREASURER'S MONTHLY REPORT

For the period

FROM: 11/01/23 TO: November 30, 2023

Total available balance as reported at the end of preceding period \$1,549,441.14

RECEIPTS DURING MONTH

(With breakdown of source including full amount of all short term loans)

Date	Source	Amount
NOV 30	Interest	6,711.07

Total Receipts \$6,711.07

Total Receipts, including balance \$1,556,152.21

DISBURSEMENTS MADE DURING MONTH

BY CHECK

From Check No. To Check No. 0.00

BY DEBIT CHARGE

0.00

(Total amount of checks issued and debit charges) \$0.00

Cash Balance as shown by records \$1,556,152.21

RECONCILIATION WITH BANK STATEMENT

Balance given on bank statement, end of month 1,556,152.21

Less total of outstanding checks 0.00

Net balance in bank 1,556,152.21

Amount of deposits in transit 0.00

Total available balance \$1,556,152.21

(Must agree with Cash Balance above if there is a true reconciliation)

Received by the Board of Education and entered as part of the minutes of the board meeting held

This is to certify that the above Cash Balance is in agreement with my bank statement as reconciled

CLERK OF BOARD OF EDUCATION

TREASURER OF SCHOOL DISTRICT


PREPARED BY

NEW YORK MILLS UFSD

Trial Balance Report From 7/1/2023 - 11/30/2023



Account	Description	Debits	Credits
A 200	CASH IN CHECKING	3,359,927.02	0.00
A 201 03	MUNICASH INVESTMENTS-NY	1,556,152.21	0.00
A 201 05	MONEY MARKET INVESTMENT	2,093,811.39	0.00
A 210	PETTY CASH	300.00	0.00
A 231 01	RESTRICTED RESERVES SAVINGS	1,757,738.27	0.00
A 391	DUE FROM OTHER FUNDS	15,135.50	0.00
A 391F	DUE FROM FEDERAL AID FUND	253,006.48	0.00
A 410	STATE & FEDERAL AID RECEIVABLE	67,699.00	0.00
A 510	ESTIMATED REVENUE	14,951,975.00	0.00
A 521	ENCUMBRANCES	3,944,112.26	0.00
A 522	EXPENDITURES	4,712,787.58	0.00
A 599	APPROPRIATED FUND BALANCE	1,936,572.21	0.00
A 600	ACCOUNTS PAYABLE	1.00	0.00
A 632	DUE TO STATE TEACHERS RETIREMENT	0.00	31,956.36
A 637	DUE TO EMPLOYEES RETIREMENT SYSTEM	0.00	28,846.75
A 718	NYS EE RETIREMENT	0.00	15.89
A 720	GROUP HEALTH INSURANCE	0.00	338,361.44
A 720F	FLEX HEALTH	0.00	37,861.60
A 721	NYS INCOME TAX	188.67	0.00
A 726FICA	FICA TAX	49.84	0.00
A 726MED	MEDICARE TAX	11.62	0.00
A 821	RESERVE FOR ENCUMBRANCES	0.00	3,944,112.26
A 827	RESERVE FOR NYSERS RETIREMENT CREDITS	0.00	167,404.00
A 864	RESERVE FOR TAX CERTIORARI	0.00	145,499.33
A 867	RESERVE FOR EMPLOYEE BENEFITS	0.00	421,620.00
A 878	CAPITAL RESERVE	0.00	672,889.83
A 878 01	CAPITAL RESERVE/TRANSPORTATION	0.00	291,777.46
A 882	RESERVE FOR REPAIRS	0.00	35,000.00
A 909	FUND BALANCE, UNRESERVED	0.00	472,572.21
A 910	APPROPRIATED FUND BALANCE	0.00	1,464,000.00
A 911	UNAPPROPRIATED FUND BALANCE	0.00	656,639.63
A 960	APPROPRIATIONS	0.00	16,888,547.21
A 980	REVENUES	0.00	9,052,364.08
A Fund Totals:		34,649,468.05	34,649,468.05
Grand Totals:		34,649,468.05	34,649,468.05

NEW YORK MILLS UFSD

Appropriation Status Detail Report By Function From 7/1/2023 To 11/30/2023



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1010.400-00-0000</u>	CONTRACTUAL		2,000.00	292.84	2,292.84	126.14	666.70	1,500.00
<u>A 1010.404-00-0000</u>	CONFERENCE FEES		8,000.00	0.00	8,000.00	850.00	0.00	7,150.00
<u>A 1010.490-00-0000</u>	BOCES		4,600.00	0.00	4,600.00	363.92	1,136.08	3,100.00
1010	BOARD OF EDUCATION	*	14,600.00	292.84	14,892.84	1,340.06	1,802.78	11,750.00
<u>A 1040.160-00-0000</u>	NON-INSTRUCT. SALARIES		5,500.00	0.00	5,500.00	0.00	0.00	5,500.00
<u>A 1040.404-00-0000</u>	CONFERENCE FEES		3,850.00	0.00	3,850.00	292.50	0.00	3,557.50
<u>A 1040.406-00-0000</u>	ADVERTISING		5,000.00	1,609.26	6,609.26	527.07	4,109.26	1,972.93
<u>A 1040.450-00-0000</u>	OFFICE SUPPLIES		500.00	0.00	500.00	0.00	0.00	500.00
1040	DISTRICT CLERK	*	14,850.00	1,609.26	16,459.26	819.57	4,109.26	11,530.43
<u>A 1060.408-00-0000</u>	PERSONAL SERVICES		2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
1060	DISTRICT MEETING	*	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
10	Consolidated Payroll	**	31,950.00	1,902.10	33,852.10	2,159.63	5,912.04	25,780.43
<u>A 1240.150-00-0000</u>	PROFESSIONAL SALARIES		165,000.00	0.00	165,000.00	70,400.00	0.00	94,600.00
<u>A 1240.160-00-0000</u>	NON-INSTRUCT. SALARY		48,000.00	0.00	48,000.00	18,288.98	0.00	29,711.02
<u>A 1240.403-00-0000</u>	TRAVEL-MILEAGE		1,000.00	0.00	1,000.00	118.68	0.00	881.32
<u>A 1240.404-00-0000</u>	CONFERENCE FEES		5,000.00	0.00	5,000.00	421.42	0.00	4,578.58
<u>A 1240.409-00-0000</u>	DUES		3,000.00	0.00	3,000.00	600.00	0.00	2,400.00
<u>A 1240.450-00-0000</u>	OFFICE SUPPLIES		1,500.00	0.00	1,500.00	377.91	0.00	1,122.09
1240	CHIEF SCHOOL OFFICE	*	223,500.00	0.00	223,500.00	90,206.99	0.00	133,293.01
12		**	223,500.00	0.00	223,500.00	90,206.99	0.00	133,293.01
<u>A 1310.160-00-0000</u>	NON-INSTRUCT. SALARIES		85,233.00	0.00	85,233.00	37,737.28	0.00	47,495.72
<u>A 1310.403-00-0000</u>	TRAVEL-MILEAGE		275.00	0.00	275.00	0.00	0.00	275.00
<u>A 1310.404-00-0000</u>	CONFERENCE FEES		250.00	0.00	250.00	20.00	0.00	230.00
<u>A 1310.450-00-0000</u>	OFFICE SUPPLIES		200.00	0.00	200.00	0.00	0.00	200.00
<u>A 1310.490-00-0000</u>	BOCES SERVICES		70,067.00	0.00	70,067.00	19,549.05	45,614.95	4,903.00
1310	BUSINESS ADMINISTRATION	*	156,025.00	0.00	156,025.00	57,306.33	45,614.95	53,103.72
<u>A 1320.408-00-0000</u>	AUDITING SERVICES		28,000.00	0.00	28,000.00	21,971.30	6,028.70	0.00
1320	AUDITING	*	28,000.00	0.00	28,000.00	21,971.30	6,028.70	0.00
<u>A 1380.401-00-0000</u>	SERVICE CONTRACTS		20,000.00	0.00	20,000.00	9,604.75	2,995.25	7,400.00
1380	FISCAL AGENT FEE	*	20,000.00	0.00	20,000.00	9,604.75	2,995.25	7,400.00
13		**	204,025.00	0.00	204,025.00	88,882.38	54,638.90	60,503.72
<u>A 1420.408-00-0000</u>	ATTORNEY SERVICES		45,000.00	18,419.16	63,419.16	5,936.04	38,687.12	18,796.00
1420	LEGAL	*	45,000.00	18,419.16	63,419.16	5,936.04	38,687.12	18,796.00

NEW YORK MILLS UFSD

Appropriation Status Detail Report By Function From 7/1/2023 To 11/30/2023



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1430.400-00-0000</u>	MISC. CONTRACTS		35,000.00	-35,000.00	0.00	0.00	0.00	0.00
<u>A 1430.490-00-0000</u>	PERSONNEL SERVICES		0.00	44,000.00	44,000.00	11,549.82	32,450.18	0.00
1430	PERSONNEL	*	35,000.00	9,000.00	44,000.00	11,549.82	32,450.18	0.00
<u>A 1460.490-00-0000</u>	RECORDS INFORMATION		6,000.00	560.00	6,560.00	1,968.00	4,592.00	0.00
1460	RECORDS MANAGEMENT OFFICER	*	6,000.00	560.00	6,560.00	1,968.00	4,592.00	0.00
<u>A 1480.490-00-0000</u>	PUBLIC INFOR SPEC.		40,000.00	0.00	40,000.00	9,225.63	30,774.37	0.00
1480	PUBLIC INFORMATION & SERVICES	*	40,000.00	0.00	40,000.00	9,225.63	30,774.37	0.00
14		**	126,000.00	27,979.16	153,979.16	28,679.49	106,503.67	18,796.00
<u>A 1620.160-00-0000</u>	NON INSTRUCT SALARIES		129,963.00	0.00	129,963.00	58,354.13	0.00	71,608.87
<u>A 1620.400-00-0000</u>	CONTRACTUAL		54,600.00	33,212.00	87,812.00	12,770.00	58,011.11	17,030.89
<u>A 1620.401-00-0000</u>	SERVICE CONTRACTS		19,095.00	60.85	19,155.85	17,531.15	202.10	1,422.60
<u>A 1620.416-00-0000</u>	NATURAL GAS		85,000.00	0.00	85,000.00	18,564.00	18,564.00	47,872.00
<u>A 1620.417-00-0000</u>	ELECTRICITY		95,000.00	0.00	95,000.00	42,025.23	42,025.22	10,949.55
<u>A 1620.418-00-0000</u>	WATER		28,000.00	13,771.10	41,771.10	10,448.39	28,322.71	3,000.00
<u>A 1620.450-00-0000</u>	CLEANING SUPPLIES		16,500.00	1,294.11	17,794.11	6,630.09	5,964.02	5,200.00
1620	OPERATION OF PLANT	*	428,158.00	48,338.06	476,496.06	166,322.99	153,089.16	157,083.91
<u>A 1621.160-00-0000</u>	NON INSTRUCT SALARIES		171,600.00	0.00	171,600.00	47,788.87	0.00	123,811.13
<u>A 1621.200-00-0000</u>	NEW EQUIPMENT		55,000.00	17,804.00	72,804.00	0.00	72,803.99	0.01
<u>A 1621.400-00-0000</u>	CONTRACTUAL		39,638.00	1,878.16	41,516.16	10,582.73	7,971.93	22,961.50
<u>A 1621.401-00-0000</u>	SERVICE CONTRACTS		6,500.00	2,070.62	8,570.62	2,679.98	1,550.65	4,339.99
<u>A 1621.402-00-0000</u>	REPAIRS		15,000.00	0.00	15,000.00	5,024.38	4,750.20	5,225.42
<u>A 1621.450-00-0000</u>	SUPPLIES & MATERIALS		35,000.00	397.53	35,397.53	19,286.01	4,056.30	12,055.22
<u>A 1621.450-00-0508</u>	GROUNDS		20,000.00	1,500.00	21,500.00	4,321.10	8,442.56	8,736.34
<u>A 1621.490-00-0000</u>	BOCES SERVICES		40,000.00	14,650.00	54,650.00	16,380.00	38,270.00	0.00
1621	MAINTENANCE OF PLANT	*	382,738.00	38,300.31	421,038.31	106,063.07	137,845.63	177,129.61
<u>A 1670.400-00-0000</u>	POSTAGE		10,500.00	799.02	11,299.02	5,162.93	4,500.00	1,636.09
<u>A 1670.490-01-0000</u>	PRINTING		65,000.00	0.00	65,000.00	19,350.00	45,650.00	0.00
1670	CENTRAL PRINTING & MAILING	*	75,500.00	799.02	76,299.02	24,512.93	50,150.00	1,636.09
16		**	886,396.00	87,437.39	973,833.39	296,898.99	341,084.79	335,849.61
<u>A 1910.414-00-0000</u>	INSURANCE		55,000.00	-1,440.00	53,560.00	41,055.05	0.00	12,504.95
1910	UNALLOCATED INSURANCE	*	55,000.00	-1,440.00	53,560.00	41,055.05	0.00	12,504.95
<u>A 1920.400-00-0000</u>	ASSOCIATION DUES		2,500.00	0.00	2,500.00	426.93	0.00	2,073.07
1920	SCHOOL ASSOCIATION DUES	*	2,500.00	0.00	2,500.00	426.93	0.00	2,073.07

NEW YORK MILLS UFSD

Appropriation Status Detail Report By Function From 7/1/2023 To 11/30/2023



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1964.400-00-0000</u>	REFUND PROP. TAX		10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
1964	REFUND ON REAL PROPERTY TAXES	*	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
<u>A 1981.490-00-0000</u>	BOCES SERVICES		149,350.00	0.00	149,350.00	42,819.06	99,911.94	6,619.00
1981	BOCES ADMINISTRATIVE COSTS	*	149,350.00	0.00	149,350.00	42,819.06	99,911.94	6,619.00
19	General Support	**	216,850.00	-1,440.00	215,410.00	84,301.04	99,911.94	31,197.02
1		***	1,688,721.00	115,878.65	1,804,599.65	591,128.52	608,051.34	605,419.79
<u>A 2010.150-00-0000</u>	INSTRUCTIONAL SALARIES		25,000.00	0.00	25,000.00	20,095.00	0.00	4,905.00
<u>A 2010.490-00-0000</u>	OTHER BOCES		55,000.00	0.00	55,000.00	14,679.69	40,320.31	0.00
2010	CURRICULUM DEVEL & SUPERVISION	*	80,000.00	0.00	80,000.00	34,774.69	40,320.31	4,905.00
<u>A 2020.150-00-0000</u>	INSTRUCTIONAL SALARIES		205,715.00	0.00	205,715.00	82,743.50	0.00	122,971.50
<u>A 2020.160-00-0000</u>	NON INSTRUCT. SALARIES		85,020.00	0.00	85,020.00	31,714.54	0.00	53,305.46
<u>A 2020.403-02-0000</u>	TRAVEL-MILEAGE		500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2020.403-03-0000</u>	TRAVEL-MILEAGE		500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2020.404-02-0000</u>	CONFERENCE		500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2020.404-03-0000</u>	CONFERENCE		500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2020.409-00-0000</u>	DUES		1,600.00	0.00	1,600.00	0.00	0.00	1,600.00
<u>A 2020.450-02-0000</u>	OFFICE SUPPLIES		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 2020.450-03-0000</u>	OFFICE SUPPLIES		1,000.00	1,159.20	2,159.20	2,110.25	0.00	48.95
2020	SUPERVISION-REGULAR SCHOOL	*	296,335.00	1,159.20	297,494.20	116,568.29	0.00	180,925.91
<u>A 2070.150-00-0000</u>	INSERVICE SALARIES		25,000.00	0.00	25,000.00	9,342.00	0.00	15,658.00
<u>A 2070.400-00-0000</u>	CONTRACTUAL		3,000.00	0.00	3,000.00	780.00	820.00	1,400.00
<u>A 2070.490-00-0000</u>	BOCES INSERVICE		20,000.00	0.00	20,000.00	5,649.00	14,351.00	0.00
2070	INSERVICE TRAINING-INSTRUCTION	*	48,000.00	0.00	48,000.00	15,771.00	15,171.00	17,058.00
20	Group Insurance	**	424,335.00	1,159.20	425,494.20	167,113.98	55,491.31	202,888.91
<u>A 2110.120-00-0000</u>	INSTRUCTIONAL SALARIES K-3		864,525.00	0.00	864,525.00	187,563.82	0.00	676,961.18
<u>A 2110.120-01-0000</u>	INSTRUCTIONAL SALARIES 4-6		565,033.00	0.00	565,033.00	129,106.74	0.00	435,926.26
<u>A 2110.130-00-0000</u>	INSTRUCTIONAL 7-12		1,500,890.00	0.00	1,500,890.00	321,934.72	0.00	1,178,955.28
<u>A 2110.130-01-0000</u>	AFTER SCHOOL PROGRAM		20,000.00	0.00	20,000.00	2,400.00	0.00	17,600.00
<u>A 2110.131-00-0000</u>	HEALTH BUY-OUTS		22,000.00	0.00	22,000.00	1,800.00	0.00	20,200.00
<u>A 2110.140-00-0000</u>	SUBSTITUTE SALARIES		107,000.00	0.00	107,000.00	45,041.72	0.00	61,958.28
<u>A 2110.160-00-0000</u>	NON INSTRUCT SALARIES		79,353.00	0.00	79,353.00	21,767.58	0.00	57,585.42
<u>A 2110.200-02-0000</u>	NEW EQUIPMENT		10,000.00	0.00	10,000.00	2,526.31	4,267.45	3,206.24
<u>A 2110.400-02-0000</u>	CONTRACTUAL		6,000.00	5,320.35	11,320.35	5,464.35	0.00	5,856.00

NEW YORK MILLS UFSD

Appropriation Status Detail Report By Function From 7/1/2023 To 11/30/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2110.400-03-0000	CONTRACTUAL	7,500.00	14,966.00	22,466.00	3,063.85	19,401.74	0.41
A 2110.403-02-0000	TRAVEL-MILEAGE	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 2110.403-03-0000	TRAVEL-MILEAGE	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 2110.404-02-0000	CONFERENCE FEES	1,800.00	0.00	1,800.00	0.00	0.00	1,800.00
A 2110.404-03-0000	CONFERENCE FEES	1,000.00	0.00	1,000.00	51.20	0.00	948.80
A 2110.450-02-0001	INST SUPPLY-GRADE 1	600.00	0.00	600.00	479.38	65.82	54.80
A 2110.450-02-0002	INST SUPPLY-GRADE 2	400.00	0.00	400.00	291.73	0.00	108.27
A 2110.450-02-0003	INST SUPPLY-GRADE 3	400.00	0.00	400.00	284.88	0.00	115.12
A 2110.450-02-0004	INST SUPPLY-GRADE 4	400.00	0.00	400.00	356.03	0.00	43.97
A 2110.450-02-0005	INST SUPPLY-GRADE 5	400.00	0.00	400.00	143.59	0.00	256.41
A 2110.450-02-0006	INST SUPPLY-GRADE 6	600.00	0.00	600.00	540.09	0.00	59.91
A 2110.450-02-0007	INST SUPPLY ESL	200.00	0.00	200.00	0.00	0.00	200.00
A 2110.450-02-0013	INST SUPPLY-KNDG	400.00	0.00	400.00	384.33	0.00	15.67
A 2110.450-02-3000	INST SUPPLY-ART	2,500.00	0.00	2,500.00	383.62	18.97	2,097.41
A 2110.450-02-3050	STEM	200.00	0.00	200.00	198.60	0.00	1.40
A 2110.450-02-4000	INST SUPPLY-MUSIC	2,500.00	0.00	2,500.00	760.85	54.38	1,684.77
A 2110.450-02-4100	INST SUPPLY-PHYS ED.	200.00	0.00	200.00	0.00	0.00	200.00
A 2110.450-02-4200	INST-SUPPLY-REMEDATION	600.00	0.00	600.00	538.97	16.67	44.36
A 2110.450-02-4700	INST SUPPLY-GENERAL	12,500.00	0.00	12,500.00	3,900.48	143.51	8,456.01
A 2110.450-03-3000	INST SUPPLY-ART	4,000.00	0.00	4,000.00	3,845.23	350.54	-195.77
A 2110.450-03-3200	INST SUPPLY-BUSINESS ED.	200.00	0.00	200.00	98.03	5.50	96.47
A 2110.450-03-3400	INST SUPPLY-ENGLISH	1,100.00	613.78	1,713.78	1,392.13	4.70	316.95
A 2110.450-03-3500	INST SUPPLY-FOR LANGUAGE	400.00	20.00	420.00	324.92	94.69	0.39
A 2110.450-03-3600	INST SUPPLY-HEALTH	200.00	0.00	200.00	0.00	0.00	200.00
A 2110.450-03-3700	INST SUPPLY-HOME EC.	1,100.00	746.00	1,846.00	841.28	0.00	1,004.72
A 2110.450-03-3800	INST SUPPLY-INDUSTRIAL ART	2,000.00	0.00	2,000.00	889.25	173.60	937.15
A 2110.450-03-3900	INST SUPPLY-MATH	1,400.00	-1,400.00	0.00	0.00	0.00	0.00
A 2110.450-03-4000	INST SUPPLY-MUSIC	1,000.00	500.00	1,500.00	643.98	856.02	0.00
A 2110.450-03-4100	INST SUPPLY-PHYS ED	400.00	260.00	660.00	659.54	0.00	0.46
A 2110.450-03-4300	INST SUPPLY-SCIENCE	1,000.00	0.00	1,000.00	846.30	66.20	87.50
A 2110.450-03-4400	INST SUPPLY-SOCIAL STUDY	600.00	0.00	600.00	587.05	0.00	12.95
A 2110.450-03-4700	INST SUPPLY-GENERAL	5,000.00	0.00	5,000.00	2,364.14	1,217.66	1,418.20
A 2110.473-00-0000	Charter School Tuition	0.00	20,000.00	20,000.00	0.00	20,000.00	0.00

NEW YORK MILLS UFSD

Appropriation Status Detail Report By Function From 7/1/2023 To 11/30/2023



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2110.480-01-0000	TEXTBOOKS-OTHER SCHOOLS		1,000.00	-150.00	850.00	748.07	21.73	80.20
A 2110.480-02-0006	TEXTBOOKS-GRADE 6		7,000.00	-2,330.00	4,670.00	2,610.37	0.00	2,059.63
A 2110.480-02-4800	WORKBOOKS-ELEMENTARY		35,000.00	0.00	35,000.00	19,524.98	4,723.30	10,751.72
A 2110.480-03-2270	CONSUMABLE		8,000.00	0.00	8,000.00	6,541.05	454.80	1,004.15
A 2110.480-03-3200	TEXTBOOKS-BUSINESS ED.		500.00	167.00	667.00	666.25	0.00	0.75
A 2110.480-03-3400	TEXTBOOKS-ENGLISH		5,200.00	0.00	5,200.00	4,110.10	213.03	876.87
A 2110.480-03-3500	TEXTBOOKS-FOR. LANGUAGE		500.00	0.00	500.00	463.80	0.00	36.20
A 2110.480-03-4000	TEXTBOOKS-MUSIC		2,100.00	0.00	2,100.00	2,100.00	0.00	0.00
A 2110.480-03-4700	TEXTBOOKS-GENERAL INST.		2,500.00	0.00	2,500.00	2,000.00	0.00	500.00
A 2110.490-00-0000	BOCES SERVICES		875,000.00	-16,952.00	858,048.00	195,295.59	530,204.41	132,548.00
2110	TEACHING-REGULAR SCHOOL	*	4,164,201.00	21,761.13	4,185,962.13	975,534.90	582,354.72	2,628,072.51
21	New York State Income Tax	**	4,164,201.00	21,761.13	4,185,962.13	975,534.90	582,354.72	2,628,072.51
A 2250.150-00-0000	INSTRUCTIONAL SALARIES		630,087.00	0.00	630,087.00	136,011.54	0.00	494,075.46
A 2250.160-00-0000	NON INSTRUCT SALARIES		125,615.00	0.00	125,615.00	36,844.17	0.00	88,770.83
A 2250.200-00-0000	NEW EQUIPMENT		2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 2250.400-00-0000	CONTRACTUAL		15,000.00	1,155.00	16,155.00	5,238.98	10,289.02	627.00
A 2250.404-00-0000	CONFERENCE FEES		250.00	0.00	250.00	0.00	0.00	250.00
A 2250.450-00-0000	INSTRUCT. SUPPLIES		3,000.00	0.00	3,000.00	893.37	21.77	2,084.86
A 2250.470-00-0000	TUITION		200,000.00	206,169.20	406,169.20	129,964.28	276,204.30	0.62
A 2250.490-00-0000	BOCES SERVICES		1,725,088.00	0.00	1,725,088.00	476,979.78	1,248,108.22	0.00
2250	PROGRAMS-STUDENTS W/ DISABIL	*	2,701,540.00	207,324.20	2,908,864.20	785,932.12	1,534,623.31	588,308.77
A 2280.150-00-0000	INSTRUCTIONAL SALARIES		104,786.00	0.00	104,786.00	29,299.44	0.00	75,486.56
A 2280.490-00-0000	BOCES SERVICES		255,785.00	99,487.00	355,272.00	106,581.60	248,690.40	0.00
2280	OCCUPATIONAL EDUCATION	*	360,571.00	99,487.00	460,058.00	135,881.04	248,690.40	75,486.56
22	Federal Income Tax	**	3,062,111.00	306,811.20	3,368,922.20	921,813.16	1,783,313.71	663,795.33
A 2330.490-00-0000	BOCES-SPECIAL SCHOOL		65,955.00	0.00	65,955.00	18,886.50	44,068.50	3,000.00
2330	TEACHING-SPECIAL SCHOOLS	*	65,955.00	0.00	65,955.00	18,886.50	44,068.50	3,000.00
23	Income Executions	**	65,955.00	0.00	65,955.00	18,886.50	44,068.50	3,000.00
A 2610.150-00-0000	INSTRUCTIONAL SALARIES		85,399.00	0.00	85,399.00	19,577.10	0.00	65,821.90
A 2610.160-00-0000	NON INSTRUCT SALARIES		31,000.00	0.00	31,000.00	7,565.53	0.00	23,434.47
A 2610.460-00-0000	STATE AIDED LIBRARY MATERIALS		3,412.00	0.00	3,412.00	596.62	8.52	2,806.86
A 2610.490-00-0000	BOCES SERVICES		45,000.00	0.00	45,000.00	12,100.74	29,899.26	3,000.00
2610	SCHOOL LIBRARY & AUDIOVISUAL	*	164,811.00	0.00	164,811.00	39,839.99	29,907.78	95,063.23

NEW YORK MILLS UFSD

Appropriation Status Detail Report By Function From 7/1/2023 To 11/30/2023



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2630.220-00-0000	STATE AIDED EQUIPMENT		9,509.00	15,602.20	25,111.20	17,020.43	8,045.58	45.19
A 2630.450-00-0000	SUPPLIES		7,291.00	-4,723.00	2,568.00	1,977.38	590.50	0.12
A 2630.460-00-0000	STATE AIDED SOFTWARE		8,180.00	150.00	8,330.00	0.00	8,180.00	150.00
A 2630.490-00-0000	BOCES		665,340.00	0.00	665,340.00	176,270.79	473,729.21	15,340.00
2630	COMPUTER ASSISTED INSTRUCTION	*	690,320.00	11,029.20	701,349.20	195,268.60	490,545.29	15,535.31
26	Social Security Tax	**	855,131.00	11,029.20	866,160.20	235,108.59	520,453.07	110,598.54
A 2810.150-00-0000	INSTRUCTIONAL SALARIES		101,290.00	0.00	101,290.00	23,103.73	0.00	78,186.27
A 2810.160-00-0000	NON INSTRUCT SALARIES		35,500.00	0.00	35,500.00	5,833.89	0.00	29,666.11
A 2810.404-00-0000	CONFERENCE FEES		500.00	0.00	500.00	0.00	0.00	500.00
A 2810.450-00-0000	INTRUCTIONAL SUPPLIES		2,650.00	0.00	2,650.00	1,840.12	800.00	9.88
A 2810.490-00-0000	BOCES SERVICES		82,000.00	18,390.00	100,390.00	30,116.91	70,273.09	0.00
2810	GUIDANCE-REGULAR SCHOOL	*	221,940.00	18,390.00	240,330.00	60,894.65	71,073.09	108,362.26
A 2815.160-00-0000	NON INSTRUCT SALARIES		50,000.00	0.00	50,000.00	17,443.41	0.00	32,556.59
A 2815.400-00-0000	CONTRACTUAL		2,000.00	0.00	2,000.00	1,703.92	0.00	296.08
A 2815.405-02-0000	PRINTING-ELEMENTARY		1,500.00	-1,500.00	0.00	0.00	0.00	0.00
A 2815.405-03-0000	PRINTING-HIGH SCHOOL		3,000.00	-3,000.00	0.00	0.00	0.00	0.00
A 2815.450-02-0000	OFFICE SUPPLIES-ELEM		0.00	1,885.00	1,885.00	130.48	254.43	1,500.09
A 2815.450-03-0000	OFFICE SUPPLIES-H.S.		0.00	3,000.00	3,000.00	0.00	625.81	2,374.19
A 2815.490-00-0000	BOCES SERVICES		24,500.00	0.00	24,500.00	5,139.77	10,582.23	8,778.00
2815	HEALTH SERVICES-REGULAR SCHOOL	*	81,000.00	385.00	81,385.00	24,417.58	11,462.47	45,504.95
A 2820.490-00-0000	BOCES SERVICES		54,000.00	0.00	54,000.00	12,637.20	37,362.80	4,000.00
2820	PSYCHOLOGICAL SRVC-REG SCHOOL	*	54,000.00	0.00	54,000.00	12,637.20	37,362.80	4,000.00
A 2825.150-00-0000	SOCIAL WORKER		55,022.00	0.00	55,022.00	12,289.38	0.00	42,732.62
2825	SOCIAL WORK SRVC-REG SCHOOL	*	55,022.00	0.00	55,022.00	12,289.38	0.00	42,732.62
A 2830.400-00-0000	SRO OFFICER		45,000.00	1,940.00	46,940.00	162.70	0.00	46,777.30
2830	PUPIL PERSONNEL SRVC-SPEC SCHL	*	45,000.00	1,940.00	46,940.00	162.70	0.00	46,777.30
A 2850.150-00-0000	INSTRUCTIONAL SALARIES		97,525.00	0.00	97,525.00	2,663.00	0.00	94,862.00
A 2850.400-00-0000	CONTRACTUAL		1,000.00	0.00	1,000.00	911.50	0.00	88.50
A 2850.450-00-0000	SUPPLIES		1,000.00	0.00	1,000.00	0.00	960.11	39.89
2850	CO-CURRICULAR ACTIV-REG SCHL	*	99,525.00	0.00	99,525.00	3,574.50	960.11	94,990.39
A 2855.150-00-0000	INSTRUCTIONAL SALARIES		152,650.00	0.00	152,650.00	42,534.00	0.00	110,116.00
A 2855.160-00-0000	NON INSTRUCT SALARIES		5,235.00	0.00	5,235.00	2,653.75	0.00	2,581.25
A 2855.400-00-0000	CONTRACTUAL		10,000.00	0.00	10,000.00	440.00	0.00	9,560.00

NEW YORK MILLS UFSD

Appropriation Status Detail Report By Function From 7/1/2023 To 11/30/2023



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2855.403-00-0000	TRAVEL-MILEAGE		500.00	116.00	616.00	615.70	0.00	0.30
A 2855.409-00-0000	DUES		5,000.00	0.00	5,000.00	2,450.00	0.00	2,550.00
A 2855.410-00-0000	RENTAL		5,000.00	0.00	5,000.00	0.00	2,100.00	2,900.00
A 2855.411-00-0000	OFFICIALS		35,000.00	0.00	35,000.00	11,410.55	0.00	23,589.45
A 2855.413-00-0000	TOURNAMENT FEES		5,000.00	0.00	5,000.00	1,025.00	0.00	3,975.00
A 2855.450-00-0000	INSTRUCT. SUPPLIES		28,000.00	0.00	28,000.00	17,956.39	2,147.27	7,896.34
A 2855.450-00-0014	UNIFORMS		12,600.00	121.60	12,721.60	10,160.62	1,332.03	1,228.95
2855	INTERSCHOL ATHLETICS-REG SCHL	*	258,985.00	237.60	259,222.60	89,246.01	5,579.30	164,397.29
28	New York City Income Tax	**	815,472.00	20,952.60	836,424.60	203,222.02	126,437.77	506,764.81
2		***	9,387,205.00	361,713.33	9,748,918.33	2,521,679.15	3,112,119.08	4,115,120.10
A 5510.160-00-0000	NON INSTRUCT SALARIES		291,415.00	0.00	291,415.00	74,465.96	0.00	216,949.04
A 5510.161-00-0000	NON INSTRUCT SALARIES		85,000.00	0.00	85,000.00	37,475.72	0.00	47,524.28
A 5510.210-00-0000	NEW BUSES		145,995.00	6,261.00	152,256.00	0.00	145,994.49	6,261.51
A 5510.400-00-0000	CONTRACTUAL		9,800.00	0.00	9,800.00	482.15	488.19	8,829.66
A 5510.414-00-0000	INSURANCE		26,500.00	0.00	26,500.00	26,500.00	0.00	0.00
A 5510.450-00-0000	BUS REPAIR SUPPLIES		15,000.00	4,600.00	19,600.00	9,302.69	9,659.66	637.65
A 5510.450-00-0509	DIESEL		50,000.00	3,066.49	53,066.49	13,066.37	30,000.12	10,000.00
A 5510.490-00-0000	BOCES SERVICES		2,000.00	0.00	2,000.00	300.00	1,700.00	0.00
5510	DISTRICT TRANSPORT-MEDICAID	*	625,710.00	13,927.49	639,637.49	161,592.89	187,842.46	290,202.14
A 5530.414-00-0000	INSURANCE		9,500.00	0.00	9,500.00	9,500.00	0.00	0.00
A 5530.416-00-0000	NATURAL GAS		16,850.00	654.00	17,504.00	8,751.60	8,751.60	0.80
A 5530.417-00-0000	ELECTRICITY		25,000.00	-700.00	24,300.00	7,416.21	7,416.22	9,467.57
A 5530.418-00-0000	WATER		10,000.00	6,000.04	16,000.04	3,333.30	12,666.74	0.00
A 5530.450-00-0515	SUPPLIES&MATERIALS		1,000.00	850.00	1,850.00	1,100.40	659.57	90.03
A 5530.450-00-0516	TOOLS-MECHANICS		100.00	0.00	100.00	100.00	0.00	0.00
5530	GARAGE BUILDING	*	62,450.00	6,804.04	69,254.04	30,201.51	29,494.13	9,558.40
55		**	688,160.00	20,731.53	708,891.53	191,794.40	217,336.59	299,760.54
5		***	688,160.00	20,731.53	708,891.53	191,794.40	217,336.59	299,760.54
A 9010.800-00-0000	EMPLOYEE RETIREMENT		295,187.00	-2,500.00	292,687.00	114,371.00	0.00	178,316.00
9010	STATE RETIREMENT	*	295,187.00	-2,500.00	292,687.00	114,371.00	0.00	178,316.00
A 9020.800-00-0000	TEACHER RETIREMENT		615,888.00	0.00	615,888.00	135.25	0.00	615,752.75
9020	TEACHERS' RETIREMENT	*	615,888.00	0.00	615,888.00	135.25	0.00	615,752.75
A 9030.800-00-0000	SOCIAL SECURITY		514,547.00	0.00	514,547.00	121,917.50	0.00	392,629.50

NEW YORK MILLS UFSD

Appropriation Status Detail Report By Function From 7/1/2023 To 11/30/2023



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9030	SOCIAL SECURITY	*	514,547.00	0.00	514,547.00	121,917.50	0.00	392,629.50
<u>A 9040.800-00-0000</u>	WORKERS COMP.		45,000.00	783.00	45,783.00	45,783.00	0.00	0.00
9040	WORKERS' COMPENSATION	*	45,000.00	783.00	45,783.00	45,783.00	0.00	0.00
<u>A 9050.800-00-0000</u>	UNEMPLOYMENT INS.		10,000.00	5,000.00	15,000.00	0.00	5,000.00	10,000.00
9050	UNEMPLOYMENT INSURANCE	*	10,000.00	5,000.00	15,000.00	0.00	5,000.00	10,000.00
<u>A 9055.800-00-0000</u>	DISABILITY INSURANCE		1,800.00	154.70	1,954.70	99.45	1,605.25	250.00
9055	DISABILITY INSURANCE	*	1,800.00	154.70	1,954.70	99.45	1,605.25	250.00
<u>A 9060.800-00-0000</u>	HEALTH INSURANCE		1,974,509.00	-29,189.00	1,945,320.00	954,637.88	0.00	990,682.12
9060	HOSPITAL, MEDICAL & DENTAL INS	*	1,974,509.00	-29,189.00	1,945,320.00	954,637.88	0.00	990,682.12
90		**	3,456,931.00	-25,751.30	3,431,179.70	1,236,944.08	6,605.25	2,187,630.37
<u>A 9711.600-00-0000</u>	SERIAL BOND-PRINCIPAL-CONSTRUCTION		730,000.00	0.00	730,000.00	0.00	0.00	730,000.00
<u>A 9711.700-00-0000</u>	SERIAL BOND-INTEREST-CONSTRUCTION		215,824.00	0.00	215,824.00	0.00	0.00	215,824.00
9711	SERIAL BOND	*	945,824.00	0.00	945,824.00	0.00	0.00	945,824.00
<u>A 9785.600-00-0000</u>	POWER AUTHORITY-PRINCIPAL		74,771.00	-74,771.00	0.00	0.00	0.00	0.00
<u>A 9785.700-00-0000</u>	POWER AUTHORITY-INTEREST		61,013.00	-61,013.00	0.00	0.00	0.00	0.00
9785	Installment Purchase Debt- State Aided Computer	*	135,784.00	-135,784.00	0.00	0.00	0.00	0.00
<u>A 9789.600-00-0000</u>	OTHER DEBT-EPC PRINCIPAL		0.00	74,771.00	74,771.00	37,107.99	0.00	37,663.01
<u>A 9789.700-00-0000</u>	OTHER DEBT-EPC INTEREST		0.00	61,013.00	61,013.00	20,783.44	0.00	40,229.56
9789	Other Debt (Specify)	*	0.00	135,784.00	135,784.00	57,891.43	0.00	77,892.57
97	Endowment, Scholarship and Gift Fund	**	1,081,608.00	0.00	1,081,608.00	57,891.43	0.00	1,023,716.57
<u>A 9901.950-00-0000</u>	TRANSFER-SPECIAL AID		13,350.00	0.00	13,350.00	13,350.00	0.00	0.00
9901	TRANSFER TO SPECIAL AID	*	13,350.00	0.00	13,350.00	13,350.00	0.00	0.00
<u>A 9950.900-00-0000</u>	TRANSFER-CAPITAL FUND		100,000.00	0.00	100,000.00	100,000.00	0.00	0.00
9950	TRANSFER TO CAPITAL	*	100,000.00	0.00	100,000.00	100,000.00	0.00	0.00
99		**	113,350.00	0.00	113,350.00	113,350.00	0.00	0.00
9		***	4,651,889.00	-25,751.30	4,626,137.70	1,408,185.51	6,605.25	3,211,346.94
Fund ATotals:			16,415,975.00	472,572.21	16,888,547.21	4,712,787.58	3,944,112.26	8,231,647.37
Grand Totals:			16,415,975.00	472,572.21	16,888,547.21	4,712,787.58	3,944,112.26	8,231,647.37

NEW YORK MILLS UFSD

Revenue Status Report By Function From 7/1/2023 To 11/30/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	TAXES RECEIVABLE	7,317,286.00	0.00	7,317,286.00	6,901,792.96	415,493.04
A 1081	PAYMENTS IN LIEU OF TAXES	258,000.00	0.00	258,000.00	267,135.51	-9,135.51
A 1085	STAR PROGRAM	800,000.00	0.00	800,000.00	0.00	800,000.00
A 1335	OTHER STUDENT FEES AND CHARGES	1,500.00	0.00	1,500.00	2,466.00	-966.00
A 2401	INTEREST AND EARNINGS	75,000.00	0.00	75,000.00	77,509.99	-2,509.99
A 2413	RENTAL OF REAL PROPERTY/BOCES	5,000.00	0.00	5,000.00	1,000.00	4,000.00
A 2450	COMMISSIONS	2,000.00	0.00	2,000.00	826.06	1,173.94
A 2700	RETIREE DRUG SUBSIDY	35,000.00	0.00	35,000.00	16,376.38	18,623.62
A 2701	REFUNDS FOR BOCES AIDED SERVICES	325,000.00	0.00	325,000.00	0.00	325,000.00
A 2703	REFUND OF PRIORS YRS EXPENSE	75,000.00	0.00	75,000.00	84,283.02	-9,283.02
A 2705	GIFTS AND DONATIONS	0.00	0.00	0.00	2,223.00	-2,223.00
A 2770	UNCLASSIFIED OTHER REVENUE	65,000.00	0.00	65,000.00	11,968.80	53,031.20
A 3101	BASIC FORMULA	2,820,019.00	0.00	2,820,019.00	548,875.54	2,271,143.46
A 3101.001	EXCESS COST	950,000.00	0.00	950,000.00	0.00	950,000.00
A 3102	LOTTERY AID	875,000.00	0.00	875,000.00	590,179.97	284,820.03
A 3102...00.2	COMMERCIAL GAMING	16,395.00	0.00	16,395.00	276,985.56	-260,590.56
A 3102.001	VLT LOTTERY GRANT	150,000.00	0.00	150,000.00	57,017.63	92,982.37
A 3102.003	CANNIBUS	0.00	0.00	0.00	1,267.65	-1,267.65
A 3103	BOARDS OF COOPERATIVE EDUCATIONAL S	925,000.00	0.00	925,000.00	0.00	925,000.00
A 3104	TUITION AID	1,000.00	0.00	1,000.00	0.00	1,000.00
A 3260	TEXTBOOKS	30,000.00	0.00	30,000.00	8,760.00	21,240.00
A 3262	COMPUTER SOFTWARE AID	8,000.00	0.00	8,000.00	0.00	8,000.00
A 3262.001	HARDWARE AID	8,500.00	0.00	8,500.00	0.00	8,500.00
A 3263	LIBRARY A/V LOAN PROGRAM	3,250.00	0.00	3,250.00	0.00	3,250.00
A 4089	FEDERAL AID ARP, CARES ACT	203,525.00	0.00	203,525.00	203,525.00	0.00
A 4601	MEDICAID REIMBURSEMENT	2,500.00	0.00	2,500.00	171.01	2,328.99
A Totals:		14,951,975.00	0.00	14,951,975.00	9,052,364.08	5,899,610.92
Grand Totals:		14,951,975.00	0.00	14,951,975.00	9,052,364.08	5,899,610.92

NEW YORK MILLS UNION FREE SCHOOLS
SCHOOL LUNCH
ACCOUNT 6559
TREASURER'S MONTHLY REPORT

For the period

FROM: 11/01/23 TO: November 30, 2023

Total available balance as reported at the end of preceding period \$40,416.92

RECEIPTS DURING MONTH

(With breakdown of source including full amount of all short term loans)

Date	Source	Amount
NOV 30	Interest	33.22

Total Receipts 33.22

Total Receipts, including balance \$40,450.14

DISBURSEMENTS MADE DURING MONTH

BY CHECK

From Check No. 2070 To Check No 2070 3,569.30

BY DEBIT CHARGE

(Total amount of checks issued and debit charges) \$3,569.30

Cash Balance as shown by records \$36,880.84

RECONCILIATION WITH BANK STATEMENT

Balance given on bank statement, end of month 40,450.14

Less total of outstanding checks 3,569.30

Net balance in bank 36,880.84

Amount of deposits in transit

Total available balance \$36,880.84

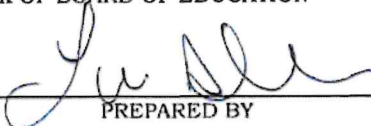
(Must agree with Cash Balance above if there is a true reconciliation)

Received by the Board of Education and entered as part of the minutes of the board meeting held

This is to certify that the above Cash Balance is in agreement with my bank statement as reconciled

CLERK OF BOARD OF EDUCATION

TREASURER OF SCHOOL DISTRICT


PREPARED BY

NEW YORK MILLS UFSD
Bank Reconciliation for period ending on 11/30/2023



Account: M&T SCHOOL LUNCH CHECKING
Cash Account(s): C 200

Ending Bank Balance:		40,450.14
Outstanding Checks (See listing below):	-	3,569.30
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:		36,880.84
Cash Account Balance:		36,880.84

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
11/17/2023	2070	ONEIDA HERKIMER MADISON BOCES	3,569.30
Outstanding Check Total:			3,569.30

 Prepared By

 Approved By

NEW YORK MILLS UNION FREE SCHOOLS
SCHOOL LUNCH SAVINGS
ACCOUNT 3566
TREASURER'S MONTHLY REPORT

For the period

FROM: 11/01/23 TO: November 30, 2023

Total available balance as reported at the end of preceding period \$30,027.17

RECEIPTS DURING MONTH

(With breakdown of source including full amount of all short term loans)

Date	Source	Amount
NOV 30	Interest	86.50
Total Receipts		86.50
Total Receipts, including balance		\$30,113.67

DISBURSEMENTS MADE DURING MONTH

BY CHECK		
From Check No.	To Check No	0.00
BY DEBIT CHARGE		
		0.00
(Total amount of checks issued and debit charges)		\$0.00
Cash Balance as shown by records		<u><u>\$30,113.67</u></u>

RECONCILIATION WITH BANK STATEMENT


Balance given on bank statement, end of month	30,113.67
Less total of outstanding checks	0.00
Net balance in bank	30,113.67
Amount of Transfers in transit	0.00
Total available balance	<u><u>\$30,113.67</u></u>
(Must agree with Cash Balance above if there is a true reconciliation)	

Received by the Board of Education and entered as part of the minutes of the board meeting held

This is to certify that the above Cash Balance is in agreement with my bank statement as reconciled

CLERK OF BOARD OF EDUCATION

TREASURER OF SCHOOL DISTRICT



PREPARED BY

NEW YORK MILLS UFSD

Trial Balance Report From 7/1/2023 - 11/30/2023



Account	Description	Debits	Credits
C 200	CASH IN CHECKING	36,880.84	0.00
C 201	CASH IN TIME DEPOSITS	30,113.67	0.00
C 210	PETTY CASH	20.00	0.00
C 522	EXPENDITURES	10,707.90	0.00
C 911	UNAPPROPRIATED FUND BALANCE	0.00	58,008.35
C 980	REVENUES	0.00	19,714.06
C Fund Totals:		77,722.41	77,722.41
Grand Totals:		77,722.41	77,722.41

NEW YORK MILLS UFSD

Revenue Status Report By Function From 7/1/2023 To 11/30/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
C 2401	INTEREST AND EARNINGS	0.00	0.00	0.00	559.88	-559.88
C 2770	MISCELLANEOUS REVENUE	0.00	0.00	0.00	19,154.18	-19,154.18
	C Totals:	0.00	0.00	0.00	19,714.06	-19,714.06
	Grand Totals:	0.00	0.00	0.00	19,714.06	-19,714.06

NEW YORK MILLS UNION FREE SCHOOLS
TRUST & AGENCY
ACCOUNT 6567
TREASURER'S MONTHLY REPORT

For the period

FROM: 11/01/23 TO: November 30, 2023

Total available balance as reported at the end of preceding period \$0.00

RECEIPTS DURING MONTH

(With breakdown of source including full amount of all short term loans)

\$0.00

Date	Source	Amount
NOV 6	Transfers from General for Payroll	276,852.32
NOV 17	Transfers from General for Payroll	236,803.66

Total Receipts \$513,655.98

Total Receipts, including balance \$513,655.98

DISBURSEMENTS MADE DURING MONTH

BY DEBIT CHARGE	Transfers for Payroll Checks and Direct Deposits	360,012.85
	Federal Taxes	119,637.51
	State Taxes	21,841.56
	OMNI	9,963.98
	ERS	2,200.08

(Total amount of checks issued and debit charges) 513,655.98

Cash Balance as shown by records \$0.00

RECONCILIATION WITH BANK STATEMENT

Balance given on bank statement, end of month 7.97

7.97

Outstanding December ERS Wire 7.97

Sept ERS in Transit

7.97

Amount of transfers in transit

Total available balance \$0.00

(Must agree with Cash Balance above if there is a true reconciliation)

Received by the Board of Education and entered as part of the minutes of the board meeting held

This is to certify that the above Cash Balance is in agreement with my bank statement as reconciled

CLERK OF BOARD OF EDUCATION

TREASURER OF SCHOOL DISTRICT

PREPARED BY

NEW YORK MILLS UFSD

Bank Reconciliation for period ending on 11/30/2023



Account: M&T PAYROLL CHECKING
Cash Account(s): A 710

Ending Bank Balance:		2,507.86
Outstanding Checks (See listing below):	-	2,507.86
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:		0.00
Cash Account Balance:		0.00

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
07/01/2022	90187	MARY CLEMENTS	1,146.44
11/23/2022	91009	ELIESA FITZGERALD	21.86
01/06/2023	91396	MARY CLEMENTS	1,173.33
11/22/2023	93752	DEBORAH LUVERA	166.23
Outstanding Check Total:			2,507.86

Prepared By

Approved By

NEW YORK MILLS UNION FREE SCHOOLS
CAPITAL FUND
ACCOUNT 6575
TREASURER'S MONTHLY REPORT

For the period

FROM: 11/01/23 TO: November 30, 2023

Total available balance as reported at the end of preceding period \$118,434.92

RECEIPTS DURING MONTH

(With breakdown of source including full amount of all short term loans)

Date	Source	Amount
NOV 30	Interest	97.32

Total Receipts \$97.32

Total Receipts, including balance \$118,532.24

DISBURSEMENTS MADE DURING MONTH

BY CHECK

From Check No. 2179 To Check No. 2181 1,169.94

BY DEBIT CHARGE

for Payroll
Principal & Interest BAN payment

(Total amount of checks issued and debit charges) \$1,169.94

Cash Balance as shown by records \$117,362.30

RECONCILIATION WITH BANK STATEMENT

Balance given on bank statement, end of month 118,452.30

Less total of outstanding checks 1,090.00

Net balance in bank 117,362.30

Total available balance \$117,362.30

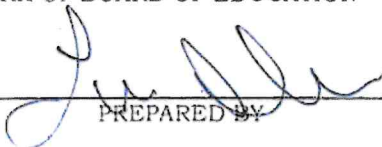
(Must agree with Cash Balance above if there is a true reconciliation)

Received by the Board of Education and entered as part of the minutes of the board meeting held

This is to certify that the above Cash Balance is in agreement with my bank statement as reconciled

CLERK OF BOARD OF EDUCATION

TREASURER OF SCHOOL DISTRICT


PREPARED BY

NEW YORK MILLS UFSD

Bank Reconciliation for period ending on 11/30/2023



Account: M&T CAPITAL FUND CHECKING
Cash Account(s): H 200, H5003 200, HB00 200, HB03 200, HB04 200, HB99 200

Ending Bank Balance:		118,452.30
Outstanding Checks (See listing below):	-	1,090.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 117,362.30

Cash Account Balance: 117,344.92

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
11/17/2023	2181	TEITSCH-KENT-FAY ARCHITECTS, P.C.	1,090.00
Outstanding Check Total:			1,090.00

Prepared By

Approved By

NEW YORK MILLS UFSD

Trial Balance Report From 7/1/2023 - 11/30/2023



Account	Description	Debits	Credits
H 002600	ACCOUNTS PAYABLE - ENERGY PERFORMANCE	0.00	0.50
H 200	CASH IN CHECKING	0.00	32,491.89
H 223	CASH HELD WITH FISCAL AGENT	68,711.85	0.00
H 521	ENCUMBRANCES	7,660.00	0.00
H 522	EXPENDITURES	292,553.69	0.00
H 630	DUE TO OTHER FUNDS	0.00	15,126.30
H 821	RESERVE FOR ENCUMBRANCES	0.00	7,660.00
H 911	UNAPPROPRIATED FUND BALANCE	0.00	213,646.85
H 980	REVENUES	0.00	100,000.00
H Fund Totals:		368,925.54	368,925.54
H5003 200	CASH BUS GARAGE EMERGENCY	149,854.19	0.00
H5003 909	Fund Balance, Unreserved	0.00	149,854.19
H5003 Fund Totals:		149,854.19	149,854.19
Grand Totals:		518,779.73	518,779.73

NEW YORK MILLS UFSD

Revenue Status Report By Function From 7/1/2023 To 11/30/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>H 5031</u>	INTERFUND TRANSFERS FROM GENERAL	0.00	0.00	0.00	100,000.00	-100,000.00
	H Totals:	0.00	0.00	0.00	100,000.00	-100,000.00
	Grand Totals:	0.00	0.00	0.00	100,000.00	-100,000.00

NEW YORK MILLS UFSD

Appropriation Status Detail Report By Function From 7/1/2023 To 11/30/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>H 0002.016-240</u>	EPC CONTRACTUAL	0.00	0.00	0.00	287,023.75	0.00	-287,023.75
<u>H 0002.019-240</u>	CAPITAL OUTLAY 2023/24 CONTRACTUAL	0.00	0.00	0.00	79.94	0.00	-79.94
<u>H 0002.019-245</u>	CAPITAL OUTLAY 2023/24 ARCHITECT	0.00	0.00	0.00	5,450.00	7,660.00	-13,110.00
0002	*	0.00	0.00	0.00	292,553.69	7,660.00	-300,213.69
00	**	0.00	0.00	0.00	292,553.69	7,660.00	-300,213.69
0	***	0.00	0.00	0.00	292,553.69	7,660.00	-300,213.69
	Fund HTotals:	0.00	0.00	0.00	292,553.69	7,660.00	-300,213.69
Grand Totals:		0.00	0.00	0.00	292,553.69	7,660.00	-300,213.69

NEW YORK MILLS UNION FREE SCHOOLS
DEBT SERVICE ACCOUNT
ACCOUNT 3558
TREASURER'S MONTHLY REPORT

For the period

FROM: 11/01/23 TO: November 30, 2023

Total available balance as reported at the end of preceding period \$1,369,109.52

RECEIPTS DURING MONTH

(With breakdown of source including full amount of all short term loans)

Date	Source	Amount
NOV 30	Interest	3,944.01

Total Receipts \$3,944.01

Total Receipts, including balance \$1,373,053.53

DISBURSEMENTS MADE DURING MONTH

BY CHECK

From Check No. To Check No

BY DEBIT CHARGE 0.00

(Total amount of checks issued and debit charges) \$0.00

Cash Balance as shown by records \$1,373,053.53

RECONCILIATION WITH BANK STATEMENT

Balance given on bank statement, end of month 1,373,053.53

Less total of outstanding checks 0.00

Net balance in bank 1,373,053.53

Amount of transfers in transit

Total available balance \$1,373,053.53

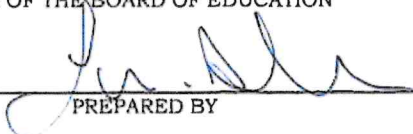
(Must agree with Cash Balance above if there is a true reconciliation)

Received by the Board of Education and entered as part of the minutes of the board meeting held

This is to certify that the above Cash Balance is in agreement with my bank statement as reconciled

CLERK OF THE BOARD OF EDUCATION

TREASURER OF SCHOOL DISTRICT


PREPARED BY

NEW YORK MILLS UFSD

Trial Balance Report From 7/1/2023 - 11/30/2023



Account	Description	Debits	Credits
V 231	CASH IN TIME-SPECIAL RESERVES	1,373,053.52	0.00
V 391	DUE FROM OTHER FUNDS	526.30	0.00
V 911	UNAPPROPRIATED FUND BALANCE	0.00	1,354,067.24
V 980	REVENUES	0.00	19,512.58
V Fund Totals:		1,373,579.82	1,373,579.82
Grand Totals:		1,373,579.82	1,373,579.82

NEW YORK MILLS UFSD

Revenue Status Report By Function From 7/1/2023 To 11/30/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>V 2401</u>	INTERST AND EARNINGS	0.00	0.00	0.00	19,512.58	-19,512.58
	V Totals:	0.00	0.00	0.00	19,512.58	-19,512.58
	Grand Totals:	0.00	0.00	0.00	19,512.58	-19,512.58

NEW YORK MILLS UNION FREE SCHOOLS
FEDERAL FUND
ACCOUNT 6534
TREASURER'S MONTHLY REPORT

For the period

FROM: 11/01/23 TO: November 30, 2023

Total available balance as reported at the end of preceding period \$104,980.19

RECEIPTS DURING MONTH

(With breakdown of source including full amount of all short term loans)

Date	Source	Amount
NOV 30	Interest	157.39
1	NYS OSC AID RECEIVED	35,338.00
2	NYS OSC AID RECEIVED	67,377.00
Total Receipts		\$102,872.39
Total Receipts, including balance		\$207,852.58

DISBURSEMENTS MADE DURING MONTH

BY CHECK

From Check No. To Check No.

BY DEBIT CHARGE	Payroll	21,468.62
	General Fund - Due to	
(Total amount of checks issued and debit charges)		\$21,468.62
Cash Balance as shown by records		<u>\$186,383.96</u>

RECONCILIATION WITH BANK STATEMENT

Balance given on bank statement, end of month	186,383.96
Less total of outstanding checks	_____
Net balance in bank	186,383.96
Reconciling Items:	
Total available balance	<u>\$186,383.96</u>
(Must agree with Cash Balance above if there is a true reconciliation)	

Received by the Board of Education and entered as part of the minutes of the board meeting held

This is to certify that the above Cash Balance is in agreement with my bank statement as reconciled

CLERK OF BOARD OF EDUCATION

TREASURER OF SCHOOL DISTRICT

PREPARED BY

**LIST OF OUTSTANDING CHECKS
FEDERAL FUND**

CHECK NO.	AMOUNT	CHECK NO.	AMOUNT
TOTAL	\$0.00	TOTAL	

NEW YORK MILLS UFSD

Trial Balance Report From 7/1/2023 - 11/30/2023



Account	Description	Debits	Credits	Balance
F022 200	CASH IN CHECKING - TITLE I PT A	705,540.15	451,998.17	253,541.98
F022 630	DUE TO OTHER FUNDS - TITLE I PT A	400,000.00	653,541.98	253,541.98 CR
F022 Fund Totals:		1,105,540.15	1,105,540.15	0.00
F023 200	CASH IN CHECKING - TITLE I PART A	19,433.00	19,432.52	0.48
F023 410	STATE & FEDERAL AID RECEIVABLE-TITLE I PART A	19,432.52	19,433.00	0.48 CR
F023 Fund Totals:		38,865.52	38,865.52	0.00
F024 200	CASH IN CHECKING	0.00	32,019.30	32,019.30 CR
F024 391	DUE FROM OTHER FUNDS	15,905.00	0.00	15,905.00
F024 410	STATE & FEDERAL AID RECEIVABLE	0.00	15,905.00	15,905.00 CR
F024 522	EXPENDITURES	32,019.30	0.00	32,019.30
F024 Fund Totals:		47,924.30	47,924.30	0.00
F034 200	CASH IN CHECKING - IDEA PART B, SEC #611	30,779.00	32,386.56	1,607.56 CR
F034 510	ESTIMATED REVENUE	153,898.00	0.00	153,898.00
F034 522	EXPENDITURES - IDEA PART B, SEC #611	32,386.56	0.00	32,386.56
F034 960	EST APPROPRIATIONS - IDEA PART B, SEC #611	0.00	153,898.00	153,898.00 CR
F034 980	REVENUES - IDEA PART B, SEC #611	0.00	30,779.00	30,779.00 CR
F034 Fund Totals:		217,063.56	217,063.56	0.00
F043 391	DUE FROM OTHER FUNDS - TITLE II	0.00	15,905.00	15,905.00 CR
F043 410	STATE & FEDERAL AID RECEIVABLE - TITLE II	15,905.00	0.00	15,905.00
F043 Fund Totals:		15,905.00	15,905.00	0.00
F054 200	CASH IN CHECKING- IDEA PART B, SEC #619	337.00	0.00	337.00
F054 510	ESTIMATED REVENUE	1,685.00	0.00	1,685.00
F054 960	EST APPROPRIATIONS - IDEA PART B, SEC #619	0.00	1,685.00	1,685.00 CR
F054 980	REVENUES - IDEA PART B, SEC #619	0.00	337.00	337.00 CR
F054 Fund Totals:		2,022.00	2,022.00	0.00
F074 200	CASH	0.00	1,795.00	1,795.00 CR
F074 522	EXPENDITURES	1,795.00	0.00	1,795.00
F074 Fund Totals:		1,795.00	1,795.00	0.00
F084 200	CASH IN CHECKING	25,051.61	57,125.25	32,073.64 CR
F084 522	EXPENDITURES	57,125.25	339.20	56,786.05
F084 980	REVENUES	0.00	24,712.41	24,712.41 CR
F084 Fund Totals:		82,176.86	82,176.86	0.00
Grand Totals:		1,511,292.39	1,511,292.39	0.00

NEW YORK MILLS UFSD

Revenue Status Report By Function From 7/1/2023 To 11/30/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>F034 4256</u>	SECTION #611	153,898.00	0.00	153,898.00	30,779.00	123,119.00
	F034 Totals:	153,898.00	0.00	153,898.00	30,779.00	123,119.00
<u>F054 4256</u>	SECTION #619	1,685.00	0.00	1,685.00	337.00	1,348.00
	F054 Totals:	1,685.00	0.00	1,685.00	337.00	1,348.00
<u>F084 3289</u>	MEDICAID-TUITION	0.00	0.00	0.00	11,362.41	-11,362.41
<u>F084 5031</u>	INTERFUND TRANSFERS	0.00	0.00	0.00	13,350.00	-13,350.00
	F084 Totals:	0.00	0.00	0.00	24,712.41	-24,712.41
	Grand Totals:	155,583.00	0.00	155,583.00	55,828.41	99,754.59

NEW YORK MILLS UFSD

Appropriation Status Detail Report By Function From 7/1/2023 To 11/30/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
F024 2110.150	INSTRUCTIONAL SALARIES-TITLE I-A	0.00	0.00	0.00	32,019.30	0.00	-32,019.30
	Fund F024Totals:	0.00	0.00	0.00	32,019.30	0.00	-32,019.30
F034 2250.150	INSTRUCTIONAL SALARIES-sECTION #611	140,339.00	0.00	140,339.00	32,386.56	0.00	107,952.44
F034 2250.400	PURCHASES SERVICES	13,280.00	0.00	13,280.00	0.00	0.00	13,280.00
F034 2250.450	SUPPLIES & MATERIALS	279.00	0.00	279.00	0.00	0.00	279.00
	Fund F034Totals:	153,898.00	0.00	153,898.00	32,386.56	0.00	121,511.44
F054 2250.400	PURCHASE SERVICES - IDEA PART B, SEC #619	1,371.00	0.00	1,371.00	0.00	0.00	1,371.00
F054 2250.450	SUPPLIES - IDEA PART B, SEC #619	314.00	0.00	314.00	0.00	0.00	314.00
	Fund F054Totals:	1,685.00	0.00	1,685.00	0.00	0.00	1,685.00
F074 2110.400	PURCHASE SERVICES	0.00	0.00	0.00	1,795.00	0.00	-1,795.00
	Fund F074Totals:	0.00	0.00	0.00	1,795.00	0.00	-1,795.00
F084 2253.472	TUITION-SSH#4408	0.00	0.00	0.00	49,744.00	0.00	-49,744.00
F084 5511.160	NONINSTRUCTIONAL SALARIES	0.00	0.00	0.00	7,042.05	0.00	-7,042.05
	Fund F084Totals:	0.00	0.00	0.00	56,786.05	0.00	-56,786.05
Grand Totals:		155,583.00	0.00	155,583.00	122,986.91	0.00	32,596.09

NEW YORK MILLS UFSD

Trial Balance Report From 7/1/2023 - 11/30/2023



Account	Description	Debits	Credits
TE 092A	BEEKMAN SCHOLARSHIP	0.00	95.21
TE 092DGH	DONNA & GEORGE HERTHUM	0.00	6,159.39
TE 092H	KIWANIS CLUB SCHOLARSHIP	0.00	185.50
TE 092M	MIGA MENTORING	0.00	2,378.58
TE 092R	HERTHUM FUND & COMMUNITY FOUNDATION	0.00	673.49
TE 092TL	TIMOTHY LAVIER SCHOLARSHIP	0.00	479.52
TE 092X	ETUDES MUSIC CLUB	0.00	6.91
TE 092Y	KARUZAS SCHOLARSHIP	0.00	25,702.63
TE 201	EXPENDABLE TRUST SAVINGS	35,681.23	0.00
TE Fund Totals:		35,681.23	35,681.23
TN 097A	BEEKMAN SCHOLARSHIP	0.00	2,000.00
TN 097H	KIWANIS CLUB SCHOLARSHIP	0.00	3,820.00
TN 097R	HERTHUM FUND & COMMUNITY FOUNDATION	0.00	5,000.00
TN 201	NON-EXPENDABLE SAVINGS	10,820.00	0.00
TN Fund Totals:		10,820.00	10,820.00
Grand Totals:		46,501.23	46,501.23

**NEW YORK MILLS UFSD
2023-2024 SCHOLARSHIPS
PRIVATE PURPOSE TRUST AND PERMANENT FUNDS
PRORATION OF INTEREST EARNINGS**

NAME		OPENING BAL	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ENDING BAL
BEEKMAN	A	2,065.74	2,071.02	2,077.01	2,082.99	2,089.20	2,095.21	2,095.21	2,095.21	2,095.21	2,095.21	2,095.21	2,095.21	2,095.21	2,095.21
HERTHUM FUND	R	5,593.70	5,607.97	5,624.20	5,640.40	5,657.19	5,673.49	5,673.49	5,673.49	5,673.49	5,673.49	5,673.49	5,673.49	5,673.49	5,673.49
KIWANIS CLUB	H	3,949.17	3,959.24	3,970.70	3,982.14	3,993.99	4,005.50	4,005.50	4,005.50	4,005.50	4,005.50	4,005.50	4,005.50	4,005.50	4,005.50
MIGA MENTORING	M	2,345.13	2,351.11	2,357.92	2,364.71	2,371.75	2,378.58	2,378.58	2,378.58	2,378.58	2,378.58	1,978.58	1,978.58	1,978.58	1,978.58
D & G HERTHUM	DGH	6,072.77	6,088.26	6,105.88	6,123.47	6,141.70	6,159.39	6,159.39	6,159.39	6,159.39	6,159.39	6,159.39	6,159.39	6,159.39	6,159.39
ETUDES	X	6.81	6.83	6.85	6.87	6.89	6.91	6.91	6.91	6.91	6.91	6.91	6.91	6.91	6.91
KARUZAS	Y	25,339.81	25,404.45	25,477.98	25,551.37	25,627.43	25,701.25	25,701.25	25,701.25	25,701.25	25,701.25	25,701.25	25,701.25	25,701.25	25,701.25
LAVIER	TL	474.12	475.33	476.71	478.09	479.51	480.90	480.90	480.90	480.90	480.90	480.90	480.90	480.90	480.90
		45,847.25	45,964.21	46,097.25	46,230.04	46,367.66	46,501.23	46,501.23	46,501.23	46,501.23	46,501.23	46,101.23	46,101.23	46,101.23	46,101.23

INTEREST EARNED

			JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
BEEKMAN	A	0.00	5.28	5.99	5.98	6.21	6.01	-	-	-	-	-	-	-	29.47
HERTHUM FUND	R	0.00	14.27	16.23	16.20	16.79	16.30	-	-	-	-	-	-	-	79.79
KIWANIS CLUB	H	0.00	10.07	11.46	11.44	11.85	11.51	-	-	-	-	-	-	-	56.33
MIGA MENTORING	M	0.00	5.98	6.81	6.79	7.04	6.83	-	-	-	-	-	-	-	33.45
D & G HERTHUM	DGH	0.00	15.49	17.62	17.59	18.23	17.69	-	-	-	-	-	-	-	86.62
ETUDES	X	0.00	0.02	0.02	0.02	0.02	0.02	-	-	-	-	-	-	-	0.10
KARUZAS	Y	0.00	64.64	73.53	73.39	76.06	73.82	-	-	-	-	-	-	-	361.44
LAVIER	TL	0.00	1.21	1.38	1.38	1.42	1.39	-	-	-	-	-	-	-	6.78
INTEREST			116.96	133.04	132.79	137.62	133.57	-	-	-	-	-	-	-	653.98
		0.00	116.96	133.04	132.79	137.62	133.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	653.98

INTEREST JOURNAL ENTRY

			TE201	133.57	
BEEKMAN		TE2401	TE092A	6.01	
HERTHUM FUND			TE092R	16.30	
KIWANIS			TE092H	11.51	
MIGA			TE092M	6.83	
D&G HERTHUM			TE092DGH	17.69	
ETUDES			TE092X	0.02	
KARUZAS			TE092Y	73.82	
LAVIER			TE092TL	1.39	
				133.57	

**3.4 Approval of the
Previous Minutes**



BOARD OF EDUCATION MEETING AGENDA
December 5, 2023
6 PM - NEW YORK MILLS UFSD LIBRARY

- | |
|---------------------------------------------------------|
| <input checked="" type="checkbox"/> Steve King |
| <input checked="" type="checkbox"/> Kristin Hubley |
| <input checked="" type="checkbox"/> Jacqueline Edwards |
| <input checked="" type="checkbox"/> Jeremy Fennell |
| <input checked="" type="checkbox"/> Jonathan Fiore |
| <input type="checkbox"/> Kimberly Gyore |
| <input checked="" type="checkbox"/> Robert Mahardy, Jr. |

Agenda Item	Who	Information Distributed	Action	Notes
1. MEETING CALL TO ORDER				6:00 pm
1.1 Pledge to the Flag			Procedural	
1.2 Reading of the New York Mills UFSD Mission Statement.			Procedural	<i>Through combined efforts of students, staff, parents and community members, our mission is to foster the confidence, knowledge, cognition, and character necessary to instill a strong work ethic, to create an environment of tolerance and respect, and to ignite an attitude of inquiry and enthusiasm for learning that will enable students to become productive, responsible citizens.</i>
1.3 Acceptance of Agenda	S. King	Yes	Action	1 st J. Edwards 2 nd R. Mahardy / Yes <u>6</u> No <u>0</u> Abstain <u> </u>
2. PRESENTATIONS AND COMMITTEE REPORTS				
2.1 President’s Message	S. King		Information	<i>S. King - Discussed the Genesis Award Event recognizing Stephanie Sacco, 1st grade teacher, Congratulating Ms. Sacco on a well-deserved award. He also, acknowledged the PTSO Craft fair, noting there is a lot of work that goes into this event and that he would like to Thank everyone who</i>

				<i>participated in helping to raise funds for items not allocated in the public budget.</i>
2.2 BOCES Representative Report	G. Porcelli		Information	
2.3 Order of the ORANGE and BLUE	S. King		Information	<i>S. King – Indicated that a few years back the BOE created the Order of the Orange and Blue as an award given to people who go above and beyond within the District. This month Ms. Andrea Dziekan was presented with the Order of the Orange and Blue in appreciation for everything she has contributed to the school and community.</i>
2.4 Committee Reports			Information	
<p>Policy Committee: <i>Jacqueline Edwards/Chair, Kimberly Gyore, Kristin Hubley</i> - The next meeting is being held on (12/12/23). The Extra-Curricular Policy is being recommended for revision. The Athletic Director and Principals’ have found that the current policy is difficult to implement and monitor. There has been a lot of discussion on the purpose of the policy and putting academics first.</p> <p>Facilities Committee: <i>Jeremy Fennell/Chair, Jacqueline Edwards</i> – A reminder was given regarding the vote for the upcoming proposition.</p> <p>Communications Committee: <i>Robert Mahardy/Chair, Jeremy Fennell</i> – A meeting is being held on (12/19/23). The district is working on the new website migration.</p> <p>Safety Committee: <i>Kristin Hubley/Chair, Robert Mahardy</i> – Ms. Hubley also mentioned the upcoming Capital Project Vote and key details about the scope of work. She also discussed including the library window film that was supposed to be done in a previous project. The Committee has also been discussing a monitor position for after-school to support the District Safety and Security Protocols.</p> <p>Transportation/Safety Committee: <i>Kimberly Gyore/Chair, Jonathan Fiore</i> - TBD</p> <p>Finance Committee: <i>Jonathan Fiore/Chair, Jacqueline Edwards, Kimberly Gyroe</i> - TBD</p> <p>SBI: <i>Steve King (SBI Alternate: Kristin Hubley)</i> – Mr. King discussed the general membership meeting (SBI) in November during which speaker Dr. Timbs’ gave an informative long-range fiscal analysis and data-driven presentation.</p>				
2.5 2024-2025 Budget Presentation	M. LaGase L. Stamboly		Information	<p><i>M. LaGase briefly discussed the Budget timeline and presented initial planning information on the 2024-2025 Budget.</i></p> <p><i>Ms. Edwards noted that NY Mills is viewed as a wealthy district on paper with NYS and the community is tax dependent.</i></p> <p><i>S.King commented – SBI Legislative Committee has made Foundation Aid a top priority to talk with Legislative Representatives’ about.</i></p>

3. CONSENT AGENDA				
3.1 Approval of 3.2 through 3.4	S. King	Yes	Action	1 st J. Fiore 2 nd K. Hubley / Yes <u>6</u> No <u>0</u> Abstain <u> </u>
3.2 Business Office Reports		Yes	Action	1 st J. Fiore 2 nd K. Hubley / Yes <u>6</u> No <u>0</u> Abstain <u> </u>
3.3 CSE Reports		Yes	Action	1 st J. Fiore 2 nd K. Hubley / Yes <u>6</u> No <u>0</u> Abstain <u> </u>
3.4 Approval of the Previous Minutes	11.7.2023	Yes	Action	1 st J. Fiore 2 nd K. Hubley / Yes <u>6</u> No <u>0</u> Abstain <u> </u>
4. OLD BUSINESS				
4.1 Capital Updates			Information	<i>Superintendent, M. LaGase, discussed The Capital Improvement Project Proposition Vote which is being held on December 12, 2023 and encouraged the community to take the time to review the scope of work and to come out and vote. She also noted that project carries no tax increase.</i>
5. NEW BUSINESS				
5.1 Personnel Report		Yes	Action	1 st K. Hubley 2 nd R. Mahardy / Yes <u>6</u> No <u>0</u> Abstain <u> </u>
5.2 – Resolution of Uncollected Taxes		Yes	Action	1 st J. Fiore 2 nd K. Hubley / Yes <u>6</u> No <u>0</u> Abstain <u> </u> <i>S. King- commented on people not paying their taxes.</i>
5.3 – Resolution to accept the Single Audit for fiscal year 2022 -2023		Yes	Action	1 st J. Fiore 2 nd R. Mahardy / Yes <u>6</u> No <u>0</u> Abstain <u> </u>
5.4 - Resolution to accept the Corrective Action Plan (Single Audit) for fiscal year 2022-2023		Yes	Action	1 st J. Edwards 2 nd J. Fennell / Yes <u>6</u> No <u>0</u> Abstain <u> </u>

5.5 - Approval of New Hartford Ice Control Agreement		Yes	Action	1 st R. Mahardy 2 nd J. Edwards / Yes <u>6</u> No <u>0</u> Abstain ____
5.6 – Resolution to Approved Election Inspectors and Assistant Poll Site Clerk of a Special Meeting (December 12, 2023)		Yes	Action	1 st J. Fennell 2 nd J. Fiore / Yes <u>6</u> No <u>0</u> Abstain ____
5.7 – Policy 5200 School Wellness Policy - Adopt		Yes	Action	1 st J. Edwards 2 nd R. Mahardy / Yes <u>6</u> No <u>0</u> Abstain ____
5.8 – Policy 7068 Limitations on the Use of Timeout and Physical Restraints - Adopt		Yes	Action	1 st K. Hubley 2 nd J. Edwards / Yes <u>6</u> No <u>0</u> Abstain ____
5.9 – Resolution of Accept Additional Donations – Lavier Memorial Scholarship		Yes	Action	1 st J. Edwards 2 nd R. Mahardy / Yes <u>6</u> No <u>0</u> Abstain ____ <i>K. Hubley commented – to make it clear, we are accepting funds but the scholarship criteria have not been established yet.</i>
5.10 – Excess Inventory – Athletic Uniforms		Yes	Action	1 st J. Edwards 2 nd J. Fiore / Yes <u>6</u> No <u>0</u> Abstain ____
MOTION TO ADD				
5.11 – Motion to Policy 7101 Extra-Curricular (First read)		Yes	Action	1 st R. Mahardy 2 nd J. Edwards / Yes <u>6</u> No <u>0</u> Abstain ____
5.12 – Motion to Resolution to Approve Minimum Wage Increase		Yes	Action	1 st K. Hubley 2 nd J. Fennell / Yes <u>6</u> No <u>0</u> Abstain ____
5.13 – Motion to Resolution to Approve the Revised Substitute Rates		Yes	Action	1 st R. Mahardy 2 nd K. Hubley / Yes <u>6</u> No <u>0</u> Abstain ____
6. K-12 REPORTS				

6.1 Executive Principal K-12	M. Facci		Information	<p><i>M. Facci – Thanked the PSTO for the craft fair again on behalf of the students; and noted it is a nice opportunity for students to give back and it was great to see so many involved and volunteering. She also indicated grades 7-12 have finished first-bench marks with 69 students making High Honor Roll, 46 students on Honor Roll, and 18 Principal Awards being given – Great Job! Lastly, she noted that the school counselor has been working with students during the month of November to introduce them to college. A number of students have gone on 3 visits to SUNY Poly, MVCC and attended the SABA BOCES breakfast.</i></p>
6.2 Interim Principal K-12	D. DiSpirito		Information	<p><i>D. DiSpirito – PTSO did an outstanding job putting such an event together. Everyone was very friendly and cooperative, the vendors were awesome and the students were amazing, they waited on people all day long and later helped to clean up. She also indicated that 85% of parents attended in-person or phone call conferences with the teachers and attendance letters are being sent out, as we are seeing an issue with absences and tardiness at the Elementary level.</i></p> <p><i>K-6 - There were 59 awards being given in November (51 Positive Project Awards and 7 Principal Awards). The SBIT Team also met to discuss implementing some bus awards.</i></p>
7. SUPERINTENDENT’S REPORT				
7.1 Enrollment Update	M. LaGase	Yes	Information	
7.2 Superintendent’s Update	M. LaGase		Information	<p><i>M. LaGase spoke of school mailing timelines. Noting, since we cannot control USPS delivery, she recommends we back up the district mailing timelines. Particularly for the budget notification and the public hearing. The district would also like to implement an additional Budget Notice postcard, going out earlier than the newsletter, to insure residents don’t feel that they are getting materials late. Since the Postal Service has up to a 10-day window to deliver mail, the district is looking to eliminate confusion with a “Save the</i></p>

				<p><i>Date” postcard prior to the newsletter. She also made a point of clarification, noting that the Beekman Sub-committee is still a functioning committee. The next meeting will be in February. The current Proposition focuses on the K-12 School Building improvements only. M. LaGase also discussed the current milk carton shortage that school districts are experiencing across NYS. To date our district has not been affected but should it become an issue, we have a plan of action to continue to serve milk. M. LaGase also discussed the potential changes that S. King noted from SBI related to Blue Ribbon recommendations. Ms. Hubley noted the Health and Safety Committee is considering a possible part-time school monitor after hours and commented that this is a great safety issue for parents, especially at night when you drop your child off for a school function and see them walk into a dark building. It will be reassuring that there is someone at the door to let them in and supervise. M. LaGase also thanked the Board, Administration, PTSO, Students, Vendors, Community Members, and Volunteers that worked to make the craft fair a success. Lastly, M. LaGase noted she received outstanding feedback on the Veterans Assembly, Mrs. Sroka did an excellent job. Parents were pleased and delighted to be back in the school and a part of programming. Along with the principals’, we are very excited about many of our school events including concerts and some activities that we are able to bring back, that includes parent participation.</i></p>
8. COMMUNICATIONS				
8.1 From the Floor -	District Clerk		Information	<p><i>Jennifer Goodfriend - First, wanted to express her thankfulness for all the traditions being recognized, and being brought back both as a teacher and a parent. She also advocated for additional staffing.</i></p>
<p>Persons wishing to speak should first be recognized by the President, then identify themselves, any organization they may be representing at the meeting, and the agenda topic or other matter of public concern about our schools that they wish to discuss. Topics must be addressed one at a time with each individual's comments limited to three (3) minutes for a total of twelve (12) minutes designated for the public comment agenda item.</p>				

8.2 Board Discussion	BOE		Discussion	<i>R. Mahardy and J. Fiore both commented on Tim Papienuk's return to work. They welcomed him back and gave best wishes.</i> <i>S. King commented on the Blue Ribbon service requirement state-wide. And echoed a warm welcome back to Mr. Papienuk. He said is looking forward to the upcoming year and wished everyone and a happy holiday season.</i>
9. EXECUTIVE SESSION ** (If Needed)	BOE	7:32 pm	Discussion/Action	1 st J. Edwards 2 nd J. Fiore / Yes <u>6</u> No <u>0</u> Abstain <u> </u>
9.1 Return to General Session (time)	BOE	8:18 pm	Action	1 st J. Fiore 2 nd J. Fennell / Yes <u>6</u> No <u>0</u> Abstain <u> </u>
10. ADJOURNMENT				
10.1 Adjournment		8:20 pm	Action	1 st J. Fiore 2 nd J. Fennell / Yes <u>6</u> No <u>0</u> Abstain <u> </u>

**§105. Conduct of executive sessions.

1. Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the general area or areas of the subject or subjects to be considered, a public body may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys:
 - a. matters which will imperil the public safety if disclosed;
 - b. any matter which may disclose the identity of a law enforcement agent or informer;
 - c. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
 - d. discussions regarding proposed, pending or current litigation;
 - e. collective negotiations pursuant to article fourteen of the civil service law;
 - f. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
 - g. the preparation, grading or administration of examinations; and
 - h. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.
2. Attendance at an executive session shall be permitted to any member of the public body and any other persons authorized by the public body.



**CAPITAL PROJECT VOTE
TUESDAY, DECEMBER 12, 2023**

The polls were declared open at 12 noon by Mrs. Mandy L. Mroz, District Clerk and Meeting Chairperson. Mrs. Mroz stated that the legal notice was published in the Utica Observer Dispatch on October 25, 2023, and November 9, 17, 28, 2023. The inspectors were: Ms. Gail Cady, Mr. Walter Listas and Mrs. Kathleen Moran. Mr. Walter Listas was appointed the Chief Inspector.

Mrs. Mroz declared the polls closed at 9 p.m.

PROPOSITION #1

Shall the proposition set forth in the legal notice of this special voter meeting, authorizing capital improvements consisting of reconstruction to the existing K-12 school building and facilities, including various site renovations and upgraded improvements as proposed in the special edition newsletter highlighting the Project scope of work, all at an estimated project cost of \$5,550,000 including the use of \$500,000 from District Capital Reserves. The remaining balance of project will be funded through Construction Bonds. All eligible construction expenses will be aided at 77.4% therefor, combined with planning and fiscal oversight therefor, resulting in no increase in taxes for our school community members therefor, all as more fully described in said notice, be approved?

Proposition #1 passed Yes 103 No 42

Please accept the above voting results as true and accurate.

Respectfully submitted

DATED: December 13, 2023
 New York Mills, New York

District Clerk
New York Mills Union Free School District
New York

**NEW YORK MILLS UNION FREE SCHOOL DISTRICT
NEW YORK MILLS, NY
2023-26 CAPITAL PROJECT
TUESDAY, DECEMBER 12, 2023**

The polls were declared open at 12 noon by Mrs. Mandy Mroz, District Clerk and Meeting chairperson. Mrs. Mroz stated that the legal notice was published in the Utica Observer Dispatch on October 25, November 9, 17 and 28, 2023. The inspectors were: Ms. Gail Cady, Mr. Walter Listas and Ms. Kathleen Moran.

Call the Meeting to Order at 12 noon.

State the legal notice was published in the Utica Observer Dispatch on, October 25, November 9, 17 and 28, 2023.

Qualifications of voters

Must be a citizen of the United States;
Must be 18 years of age;
A resident within the school district boundaries for a period
of at least 30 days next preceding the meeting at which he/she
offers to vote.

Mandy Mroz, District Clerk and Meeting Chairperson.

The following were appointed as Election Inspectors and were dully notified of their appointment:

Inspectors
Gail Cady
Walter Listas
Kathleen Moran

Election Inspectors have organized and have appointed Walter Listas as the Chief Inspector.

Election Inspectors have examined the ballot box.

Announce that the voting process is in order.

Respectfully submitted,

Mandy Mroz
District Clerk

New York Mills Union Free School District - Personnel Report School Yr. 2023-2024
 Board of Education Meeting: 1/9/2024

The commencement dates of the appointments are "subject to the employees' obtaining all necessary clearances from the State Education Department".

NAME	TENURE ARE/CIVIL SERVICE TITLE	ASSIGNMENT	CERTIFICATION	SALARY/RATE OF PAY	EMPLOYEE REPLACING	EFFECTIVE DATE	END OF PROBATIONARY APPOINTMENT
I. Instructional Appointments							
Nick Fialone		Substitute Teacher K-12	Un-Certified	\$100/day		1/10/2024	
II. Non-Instructional Appointment							
Becky Kogut		Substitute Nurse (RN)	Certified	\$18.10/hr.		12/11/2023	
III. Resignations							
Mary Beth Abbadessa	Civil Service - Office Specialist 1	Secretary 7-12 (12 month)		\$37,670.08		3/4/2024*	
IV. Leave of Absence							
Sharonne Ferrara	Tenured	Teacher Assistant		FMLA		1/16/2024 - 4/10/2024	
Sevon Abel	Civil Service	Bus Driver		FMLA		1/10/2024 - 3/24/2024	

5.1

Teacher Key: Certification Listed or 'N' Uncertified
 Teacher Assistant Key: 'C' Certified Teacher, 'CTA I' Certified Teaching Assistant Level I, 'CTA II' Certified Teaching Assistant Level II, 'CTA III' Certified Teaching Assistant Level III,
 TAP' Pre-Professional *see attachment
 Coaches: 'CPE' Certified Physical Education Teacher 'C' Certified Teacher 'TCL' Temporary Coaching License, 'PCL' Professional Coaching License
 *Represents 80% payment for an individual who is placed in charge of two sports programs in a given season

**5.2 Policy 7101 Extra-Curricular
(Second Read - Adopt)**

STUDENTS

EXTRA CURRICULAR POLICY

I. Policy Statement

The New York Mills School District (the District) is committed to providing extracurricular activities to the student population. Engaging in such activities provides students with essential experiences and skills to become positive contributing members of their community. Although extracurricular activities are encouraged, they are a privilege, not a right and therefore must be earned. To earn that privilege, all students must abide by the School Code of Conduct, Policy #1030, and maintain academic eligibility. Every effort by school personnel will be made to help our students meet these goals.

II. Extracurricular Activities

Extracurricular activities are defined as, but not limited to any interscholastic athletics, the school musicals, clubs, and student government. Any aforementioned activity where the student is representing the District, which falls outside of the regular school day, will be deemed extracurricular.

III. Eligibility

The primary purpose for attending school is academic achievement. The following process will be used to determine a student's eligibility for participation in extra-curricular activities as defined above. Eligibility will be determined ~~on a bi-weekly basis using the following procedure~~ every five weeks, with the exception of the first grade pull for the Fall season which will occur after two full weeks (10 days) of instruction, establishing a baseline for eligibility review. ~~The grade pulls following that one, will be completed utilizing five-week progress report grades and ten-week report card grades.~~ Eligibility for extra-curricular activity participation in the Fall will be based on the end of year grade pull and passing grades from summer school participation where applicable.

- A. The Principal, ~~or his/her designee~~ Guidance Counselor and Athletic Director will maintain a list of students participating in extra-curricular activities throughout the school year.
- ~~B.~~ At the end of each five-week period, which will vary based upon the school calendar, the Guidance Counselor will generate a list of students failing courses in grades 7-12 and will notify students failing one or two courses of their Academic Probation and the requirement to attend Academic/Athletic Study hall in order to participate in an extra-curricular activity. In addition, the Guidance Counselor will send home a parent notification letter for any student with one or more failing grades. The Principal ~~or his/her designee~~ will generate a list (Grade Pull) of the students who currently have failing grades in any of their courses and who are participating in extra-curricular

STUDENTS

EXTRA CURRICULAR POLICY

activities. The Principal will contact parents and students who are deemed ineligible (failing three or more courses). The Principal will share the Grade Pull List with the Athletic Director, Teachers and Extra-Curricular Advisors. The Athletic Director will oversee implementation of this policy with coaching staff and the Principal will oversee policy implementation with the extra-curricular advisors.

- C. Students failing three or more courses will automatically become ineligible until the next Grade Pull and will be placed on Academic Probation. A student failing one or two classes will also be placed on Academic Probation until the next Grade Pull. Students failing one or two classes, who are placed on Academic Probation, remain eligible to participate in extra-curricular activities if they attend the required Academic/Athletic Study Hall every day of the probationary period to complete delinquent assignments. Students may be excused to work with an individual teacher during this time if the individual teacher provides the Academic/Athletic Study Hall teacher with a written communication. ~~meet with the teachers from those course(s) to develop an Academic Intervention Plan for submission to the Principal. The Academic Intervention Plan must include goals, as well as a specific meeting schedule with the teacher to improve the student's performance. It is highly recommended that the student use teacher recommendations to develop their goals, as well as schedule an after-school meeting time with that teacher, at least once a week from 2:10—2:40 p.m.~~

At the next five-week Grade Pull, a new list will be generated. If the student on Academic Probation is failing any course(s) he/she will become ineligible until the next five-week Grade Pull. ~~unless the teacher consents in writing (or e-mail) to the Principal, that the student has adhered to his/her Academic Intervention Plan and there hasn't been enough opportunity to improve his/her grade.~~

~~Once the Ineligible and Academic Probation lists are created, the Principal or his/her designee will notify the Athletic Director, Advisor/Director and/or coach and provide him/her with both lists. The Principal will also make these lists available to teachers via Google Drive. Students who are deemed to be "ineligible" will not be allowed to tryout, practice, compete, rehearse, perform, participate in meetings, etc. until the next list is created.~~

- D. A student who is academically eligible may nevertheless be declared ineligible for disciplinary reasons by the Extracurricular Committee, using the criteria outlined under Section IV. Part B. The committee may also decide that incidents so egregious may also lead to a suspension spanning the remainder of the sports season. Repeat or

STUDENTS

EXTRA CURRICULAR POLICY

subsequent violations can also carry heightened or an elevated suspension for up to one calendar year.

IV. Standards for Student Conduct

Each student who chooses to participate in an extracurricular program shall first acknowledge in writing (by signing the Code of Conduct) their responsibility to abide by the following standards of conduct during the time period that the program is active. Day-to-day decisions regarding the interpretation of this policy are the responsibility of the Principal. The student's parent(s)/guardian(s) is also responsible for signing the Code of Conduct acknowledging their understanding of the expectations of not only the student but also of the parent/guardian.

Students and coaches/advisors are representatives of the District. They are to respect all staff members, students, property, District policy and procedures, and laws. Additionally, in the instance of interscholastic activities, the students competing/participating will show respect to teams, school staff, officials and spectators.

Violation of any of these rules will result in the students being suspended from their extracurricular activity. The student and his/her parent(s)/guardian(s) shall be given an opportunity to informally discuss the factual situation with the coach/advisors, Director of Athletics (if applicable), and Principal.

A. Participation Rules and Qualifications

1. During each sport season or club activity, students are loaned uniform(s), materials (instruments and scripts), and equipment that are purchased by the District. Students must return uniforms, equipment and materials at the end of each season, or performance. If uniform(s) and/or equipment are not returned, the student will pay the cost of a replacement uniform(s), materials and/or equipment.
2. A student who is absent or tardy ~~because of personal illness during the afternoon session of a school day~~ may not practice or participate in any games/~~contests~~ ~~scheduled, rehearsals, performances or activities for that day or night unless they student, in order to participate in practice, rehearsal, activity or athletic contest scheduled for that day or night, must be in attendance for the full day of the scheduled event in order to participate.~~ ~~Exceptions for this will only be in a documented legal excuse such as: a medical note, court appointment, college visit, etc. is provided.~~ A Friday absence because of illness may exclude a student from playing on Saturday ~~unless they have a documented legal excuse. However, there remains the~~

POLICY

Draft 12/04/23

7101

STUDENTS

EXTRA CURRICULAR POLICY

~~possibility that the student may sufficiently recover. Parent(s)/Guardian(s) permission in this instance is required for the student to play on Saturday.~~

3. The student must report any injury to the coach/trainer/advisor immediately. The school does not carry student accident insurance. If parent(s)/guardian(s) desire this coverage, they may wish to contact their individual carrier. The student must also report to the nurse as soon as possible to fill out a report if medical treatment is necessary.
4. A student shall not engage in prohibited conduct as defined by Section I, B below.

B. Prohibited conduct under the District-adopted Code of Conduct may be subject to an Athletic Hearing. [Violations of the Athletic Code will result in an Athletic Hearing.](#)

[Athletic Code:](#)

1. Students will refrain from using or possessing any tobacco products, including vapes, juul, etc. on or off school grounds.
2. Students will refrain from using or possessing alcoholic beverages on or off school grounds.
3. Students will refrain from using or possessing any mind or performance altering drugs or controlled substances on or off school grounds.
4. Students are prohibited from engaging in hazing (recklessly endangers the mental health, physical health or safety of a student), harassment (slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's protected status including, but not limited to, race, color, religion, ancestry, sex, sexual preference, national origin, age, or disability), illegal gambling, violations of other rules or laws (maintenance of public order on school property, school functions, or any violations of local, state, federal law).
5. Students will refrain from any activities that result in an out-of-school suspension.
6. Students will conduct themselves in a manner that avoids being insubordinate or disorderly and/or endangers the health, emotional well-being, safety or morals of others on or off school grounds.

STUDENTS

EXTRA CURRICULAR POLICY

7. Students will attend all scheduled practices and games, unless student is absent from school or has prior permission from the coach.
8. ~~Students will attend school and classes each day school is in session unless legally excused by a Parent(s)/Guardian(s), guardian or school official. A student must be in school for the full day of the scheduled event in order to participate. Failure to attend school or event/arriving late the day following an activity without a valid legal excuse will make the student ineligible for the next event/activity.~~

C. Curfew

Each coach/advisor may set a curfew on any or all days of the time during which the program is active. The curfew will regulate the time a student will be in his/her own home. If extenuating situations occur, the coach/advisor and student shall meet and resolve the same. The Principal will be made aware of the curfew.

D. Participation (Practice, rehearsal, meetings & contests)

The coach/advisor/director will govern practice/meeting/rehearsals including the days of practice/meetings, their beginning time and length. Students shall not be tardy or absent from any practice/meeting/rehearsal or contest without a legal excuse.

1. Attending teacher tutoring or extra help sessions after school is recognized as a valid excuse for tardiness or even on some occasion's absence.
2. Any curricular requirement that directly impacts a student's grade (concert) is a valid excuse.
3. Conflicting athletics with other extra-curricular schedules i.e. Field Hockey and Student Council. It is the expectation that the student will make both the coach and advisor aware of the conflict and arrive at an agreeable solution with both parties. In the instance that an agreeable resolution cannot be reached, the student will fulfill the requirement of the activity he/she began first, within that school year. In the above example, it would be Field Hockey as it most likely began before Student Council.
4. Conflicting schedules with any other athletics organization or 'out-of-season' athletics commitment or other extracurricular activity i.e. Cross Country with Indoor soccer/Boy Scouts or Basketball with Youth Hockey/CYO Basketball. All school commitments will take precedence over outside activities.

STUDENTS

EXTRA CURRICULAR POLICY

5. Exemptions for religious commitments is also a valid excuse and should be discussed with the coach/advisor in advance of that commitment.
6. A student's part-time work schedule is not considered a valid excuse, unless deemed so by the coach of that sport or advisor of activity. It will vary from activity to activity but all students are expected to prioritize their commitments to their respective teams/clubs above work obligations.

E. Suspension-Detention

Students who receive either suspension (in or out of school) or an after-school detention will be ineligible to participate in any practices or events until that disciplinary action has been satisfied. Any student in ISS or OSS for the day will not be allowed at practice, contests, meetings, or other activities after school that day.

F. Injury

In any case of injury, students should report the injury to their coach/advisor, parent(s)/guardian(s), who will then notify the school nurse as soon as possible. The coach, advisor, or nurse will file an injury report.

G. Team Travel

All students will leave and return with the team and are not allowed to travel in a private vehicle. The only exception to this rule is the student who is transported by a custodial parent(s) or guardian(s) and who has previously provided a written excuse to his or her coach/advisor/director.

H. Traveling Attire

As representatives of our District, students will dress in compliance with our dress code and will conduct themselves appropriately. The coach/advisor has the right to require specific attire (i.e. shirt & tie) of their team or group members. In addition, no student shall be required to purchase any additional clothing items i.e. warm-ups.

V. Terminating the Season Ahead of Time (Quitting)

Quitting cannot and will not be an acceptable practice. Extracurricular participants are encouraged to always finish what they start. Students will be granted a grace period, beginning with their first day of practice/rehearsal and concluding at the end of the designated "try-out" period of 3-5 days. At the conclusion of the grace period, the

EXTRA CURRICULAR POLICY

student will either be placed on a team/role or released, regardless of whether it was the team he/she tried out for, the student is committed to that team/sport/club/role for the duration of the season.

1. Any participant that has decided to quit must schedule a meeting with the head coach/director/advisor of the sport/activity and the student's parent(s)/guardian(s) (optional during try-out period).
2. If the participant decides to leave during the tryout period, there is no consequence or further action required. The student will also be permitted to try out for another team/club/activity, if both the coaches and/advisors mutually agree the change would be the best decision for the student.
3. Any student that quits any sport/activity, outside of the grace period, will not be allowed to compete in any other sports/activities during that season or in the following sports season, regardless if it carries over into the next school year.
4. If unusual circumstances occur (such as medical or family emergency), a common agreement between the student, coach/advisor, Director of Athletics (if applicable), and/or Principal may make termination of a season valid.
5. A student may also appeal any consequence to the Extracurricular Activities Committee for any other mitigating circumstance he/she may wish to be considered.

VI. In Case of Alleged Violations of the Rules

A. Investigation

Alleged violations shall be reported to the Director of Athletics or Principal. The Principal or Director of Athletics, or their respective designee(s) shall investigate regarding the alleged violation within three (3) school days of the reported incident or as soon thereafter as is practicable.

If the investigation indicates that a violation of the Extracurricular Eligibility Policy may have occurred due to competent and substantial evidence, then the Principal, Director of Athletics, or their respective designee(s) will notify the student and his/her parent(s)/guardian(s). In addition, the Extracurricular Eligibility Committee will be convened within three school days of the determination or as soon thereafter

EXTRA CURRICULAR POLICY

as possible (Extracurricular Hearing).

When an investigation warrants a hearing, the Principal will contact parent(s)/guardian(s). After explaining the situation, the Principal will provide a brief description of the Extracurricular Eligibility hearing process and will provide the parent(s) or guardian(s) with a copy of or access to the Extracurricular Eligibility Policy. The Principal will be available to answer any questions related to the process.

The Extracurricular Eligibility Committee shall consist of four members: 1) Director of Athletics/School Counselor, 2) Principal, or their designee (the one who did not conduct the investigation), 3) coach/director/advisor of the student's sport, and 4) a teacher representative appointed by the Principal.

The investigating official will present the information to the Extracurricular Eligibility Committee. The student and his/her parent(s)/guardian(s) shall have the opportunity, upon hearing the information presented by the investigating official, to provide the student's explanation of events.

B. Consequences for Violation

The consequences for a violation of the set forth expectations shall be determined by the Extracurricular Eligibility Committee incongruence with the District's Code of Conduct.

First time violations of expectations Sections III. A and B. 1-5, for seasonal activities (athletics) will carry a penalty of ineligibility for up to 25 percent of the contests according to policy. First time violations of expectations Sections III. B. 6-8, will carry a penalty of ineligibility for up to 10 percent of the contests according to policy. Full Year Activities (School Newspaper, Student Council, National Honor Society, Etc.) shall carry alternative suspension timelines such as 1st Offense - 1 month (4 weeks), 2nd Offense - 3 months (12 weeks), 3rd Offense - 1 calendar year.

The committee will also consider special considerations for the High School Musical because of the unique circumstances surrounding the logistics of that extracurricular group.

These penalties are intended as a guideline to ensure fairness; however, members of the Extracurricular Eligibility Committee shall have the authority to consider extenuating or exacerbating circumstances in assigning a consequence/penalty and act accordingly.

EXTRA CURRICULAR POLICY

The committee will also have the authority to recommend school-based counseling, education and/or the use of a behavior contract in any appropriate situation. In the event of a subsequent offense of any of the aforementioned violations, the student will incur a heightened penalty up to and including a full calendar year suspension from athletic/extracurricular participation.

The number of ineligible contests will be determined by using the number of contests scheduled, including scrimmages. All Playoff Contests are included in said penalty in order to fulfill the suspension. If a student is not participating in extracurricular activities at the time of the hearing, the penalty will carry over to the next season in which the student will participate. The maximum penalty shall be ineligibility for extracurricular activities for one full year from the day of violation.

C. Self-Referral and Reporting

We expect our students to be honest and encourage them to report their own prohibited conduct to a coach, athletic director, principal, advisor or other school personnel. Students who have violated the set forth expectations but have been exceptionally forthcoming, responsible, and truthful, or have voluntarily reported themselves to be in violation of the set forth expectations may, at the discretion of the Extracurricular Eligibility Committee, have their penalties/consequences reduced.

D. Committee Decision

The Extracurricular Eligibility Committee's decisions shall be sent in writing to the Principal and Superintendent, the Principal will notify the student and the parent(s) or guardian(s) and the Board of Education. The Principal/Director of Athletics shall report all cases of ineligibility to all affected coaches.

E. Appeal

1. There will be two separate appeal committees: 1) Academic Appeal Committee and 2) Extracurricular Eligibility Committee.
2. The Academic Appeal Committee will be comprised of two teachers and one school counselor. The principal will Chair the committee but is not a voting member. Student may appeal their eligibility to this committee as outlined below in Section VIII.
3. The Extracurricular Eligibility Committee shall consist of four members: 1) Director of Athletics or Guidance Counselor (if not sports related), 2) Principal, or their designee (the one who did not conduct the investigation), 3) coach/advisor of

STUDENTS

EXTRA CURRICULAR POLICY

the student's sport/club/activity, and 4) a teacher representative appointed by the Principal.

4. The student and/or parent(s) or guardian(s) may appeal the decision of the Extracurricular Eligibility Committee in writing to the Superintendent. Any appeal must be within five (5) school days following receipt of the Extracurricular Eligibility Committee's decision. The Superintendent or designee shall review the decision of the Extracurricular Eligibility Committee to ensure that the decision was neither arbitrary, capricious, nor unreasonable. The Superintendent or designee findings will be submitted in writing to the student, parent(s) or guardian(s), Extracurricular Eligibility Committee and The Board of Education. This decision will be final.

VII. Administration of the Extra Curricular Code of Conduct

Each student participating in extracurricular activities will be given a copy of the Extracurricular Eligibility procedures at the beginning of each season/school year he/she participates. A copy shall be in the student handbook. Coaches/Advisors/Directors are required to read aloud the entire Extracurricular Eligibility procedures prior to the first practice/rehearsal/meeting and a copy of the code of conduct will be sent home to the parent(s)/guardian(s). By participating in the sport/club/activity, the student is demonstrating his/her willingness to comply with all the expectations of a student at District for one (1) calendar year, the date of receipt by student signature on the Extracurricular Eligibility procedures regardless of whether participating in a sport/club/activity at the time or not.

In addition, the Principal or the Athletic Director will present the set forth expectations contained in the Extracurricular Eligibility procedures as well as expectations for the behavior of student spectators and parent(s)/guardian(s) during competitions/performance, to students and parent(s)/guardian(s) at the prior to the start of the sport/club/activity.

VIII. Parent Code of Conduct

District seeks to instill positive character-building traits in our students through the demonstration of good sportsmanship, respect for others, responsibility, fairness, caring and good citizenship. We ask that parent(s)/guardians(s) and their guests attending District-sponsored events help us by reflecting these character traits at games. When attending sponsored events, I therefore agree:

- A. Parent(s)/Guardian(s) will be a positive role model for their child and encourage sportsmanship/etiquette by showing respect and courtesy, and by demonstrating positive support for all participants, coaches/advisors, officials and spectators at every competition, practice, meeting, rehearsal, activity or other event.

STUDENTS

EXTRA CURRICULAR POLICY

- B. Parent(s)/Guardian(s) will not engage in any kind of inappropriate conduct with any official, coach/advisor, player or parent/guardian such as booing, taunting or using profane language or gestures, etc.
- C. Parent(s)/Guardian(s) will not encourage any behaviors or practices that would endanger the health and wellbeing of the students or other spectators.
- D. Parent(s)/Guardian(s) will never ridicule or yell at a child or other participants for making mistakes or losing a competition.
- E. Parent(s)/Guardian(s) will respect the officials/school support staff and their authority during games/performances and will never question, discuss, or confront coaches/advisors, and referees at the time of performance or competition, Rather, they will take time to speak with the coach/advisor at an agreed upon time and place.
- F. Parent(s)/Guardian(s) will refrain from coaching/cueing his/her child or other players/performers during games, practices, performances unless he/she is the official coach/advisor of the team/activity.
- G. Parent(s)/Guardian(s) agree that if he/she fails to abide by the aforementioned rules and guidelines, he/she will be subject to disciplinary action that could include, but is not limited to the following:
 - 1. Verbal warning by the head coach/advisor, official, site supervisor, member of league organization or school administration.
 - 2. Written warning by school administration
 - 3. Parental game suspension with written documentation of incident
 - 4. Parental season suspension

IX. Extra-Curricular Concern Procedure:

If you have any questions or concerns about extracurricular activities, you should contact District personnel in the following order:

- 1. Coach/Advisor/Director
- 2. Director of Athletics (if applicable)
- 3. Principal

STUDENTS

EXTRA CURRICULAR POLICY

4. Superintendent of Schools

X. Appeal Process/Due Process

- A. Any student who is declared ineligible or placed on probation has the right to appeal his/her status. The student must submit a written appeal to the principal no later than three school days after the eligibility list is created.
- B. Upon receipt of the appeal, the Academic Appeals Committee will meet as soon as possible in order to determine the status of the individual. The Appeals Committee will consist of the following professional staff:
 - 1. Building Principal -The principal will serve as chairperson and will not be a voting member of the committee.
 - 2. Two teachers and one school counselor from the professional staff. These members will serve voluntarily. No teacher who is currently the student’s advisor or coach may serve on their appeals committee. If no volunteers, 3 members of the Board of Education will serve as the appeals committee.

The committee will review the facts and gather pertinent data. Involved parties, including the student in question, will present information relative to the student’s situation. The majority vote of the Appeals Committee will determine the student’s eligibility. The student will be notified of the decision to uphold or deny the appeal within two school days.

- C. If the student is not satisfied with the decision of the committee, he/she may appeal the decision in writing to the Principal within three school days. The Principal will review the decision of the committee and respond within three school days.
- D. If the student is not satisfied with the decision of the Principal, he/she may file a written appeal with the superintendent within three school days. The superintendent will review the ruling of the Principal and affirm or deny the appeal within three school days.

New York Mills Union Free School District

Legal Ref: Matter of Clark, 21 EDR Rep. 542 (1982) Appeal of Wright 38 EDR 7565; NYS Education Law 1709(2), (3);

Adopted: 08/20/01, 04/27/04

Revised: 8/24/10, 08/20/13, 08/03/21*, _____

**5.3 - Policy 4507 Procurement:
Uniform Grant Guidance
Federal Awards (First Read)**

FISCAL MANAGEMENT

POLICY IS REQUIRED

PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS

I. Statement of Policy

The New York Mills Union Free School District (District) will follow all applicable requirements in the Uniform Grant Guidance and the Code of Federal Regulations (2 C.F.R Part 200) whenever it procures goods or services using federal grant funds awarded through formula and/or discretionary grants, including funds awarded by the United States Department of Education as grants or funds awarded to a pass-through entity, such as the New York State Education Department, for subgrants.

II. Uniform Grant Guidance Requirements

The District shall comply with Uniform Grant Guidance requirements for federal and state funded grants and implement any necessary procedures for doing so. This includes, but is not limited to:

- A. Use its own documented procurement procedures which reflect applicable state, local and tribal laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in the Uniform Grant Guidance. As such, District procurements related to Federal grants will be subject to New York State General Municipal Law, this policy, and Uniform Grant Guidance regulations and requirements.
- B. Establish and maintain effective internal controls that provide reasonable assurance that the District is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. Internal controls means a process implemented by the District designed to provide reasonable assurance regarding the achievement of objectives in the following categories:
 - 1. Effectiveness and efficiency of operations;
 - 2. Reliability of reporting for internal and external use; and
 - 3. Compliance with applicable laws and regulations
- C. Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- D. Evaluate and monitor the District's compliance with statutes, regulations, and the terms and conditions of federal awards.

POLICY IS REQUIRED

PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS

- E. Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- F. Take reasonable measures to safeguard protected personally identifiable information and other information that the federal awarding agency or pass-through entity designates as sensitive or that the District considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.
- G. Maintain oversight to ensure contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- H. Maintain standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.
- I. No employee, officer, or agent may participate in the selection, award or administration of a contract supported by a Federal Award if they have a real or apparent conflict of interest.
- J. Have procurement procedures in place to avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical procurement approach, including analyzing other means described in §200.318 of the Uniform Guidance to ensure appropriate and economical acquisitions.
- K. Award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to matters such as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- L. Maintain records that sufficiently detail the history of the procurement including, but not limited to:
 - 1. Rationale for the method of procurement;
 - 2. Selection of contract type;
 - 3. Contractor selection or rejection; and

POLICY IS REQUIREDPROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS

4. The basis for the contract price.
- M. Use time and material contracts only after a determination, in writing, that no other contract is suitable.
 - N. Conduct all procurement transactions in a manner providing full and open competition consistent with the standards of the Uniform Grant Guidance, or state and local procurement thresholds, whichever is most restrictive.
 - O. Conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.
 - P. Have written procedures for procurement to ensure that all solicitations:
 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured; and
 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids.
 - Q. Ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition.
 - R. Use one of the five acceptable procurement methodologies detailed in 2 CFR §200.320 which include:
 1. Micro-purchases;
 2. Small purchase procedures;
 3. Sealed bids;
 4. Competitive proposals; and
 5. Noncompetitive proposals.
 - S. Have a written method for conducting technical evaluations of the proposals received and for selecting recipients. The District will make available, upon request of the federal awarding agency or pass-through entity, technical specifications on proposed procurements where the federal awarding agency or pass-through entity believes such review is needed.

POLICY IS REQUIRED

PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS

- T. As appropriate and consistent with the law and regulations, the District should, to the extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products.) This requirement must be included in all sub-awards, including contracts and purchase orders for work or products under the award.
- U. Take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- V. Include in all contracts made by the District the applicable provisions contained in Appendix II of the Uniform Grant Guidance -- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
- W. Perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications.
- X. Negotiate profit as a separate element of the price for each contract in which there is not price competition and in all cases where an analysis is performed.
- Y. Comply with the non-procurement debarment and suspension standards which prohibit awarding contracts to parties listed on the government-wide exclusions in the System for Award Management (SAM).

III. Implementation

All procedures and practices must be done in accordance with these and any other applicable state and federal regulations. The Superintendent or designee shall create specific protocols and procedures to ensure compliance with this Policy and the federal Uniform Grant Guidance requirements, including ensuring the District is up to date with any modification to the federal and state regulations.

New York Mills Union Free School District

Legal Ref: 2 CFR Part 200 (et seq.); 2 CFR §§184, 200.1, 200.303, 200.318, 200.319, 200.320, 200.321, 200.322, 200.323, 200.326, and 200.331

Adopted: _____

5.4 - Policy 6300 FMLA

a. Regulation 6300.1 Rescind (First Read)

b. Regulation 6300.2 (First Read)

c. Regulation 6300.3(First Read)

d. Regulation 6300.4 (First Read)

e. Regulation 6300.5(First Read)

PERSONNEL

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

I. Statement of Policy

- A. It is the policy of the New York Mills Union Free School District (the District) to allow an employee to be absent from his/her duties for the reasons stated in the Family and Medical Leave Act (“FMLA”), as amended. This includes absence for the following purposes:
1. The employee’s own serious health condition that renders the employee unable to work at all, or unable to perform at least one of the essential functions of the employee’s job;
 2. To care for a son, daughter, spouse, or parent with a serious health condition;
 3. To adopt a child, or to receive a child into foster care;
 4. The birth of a child, and to care for the employee’s newborn child;
 5. To care for a son, daughter, spouse, parent, or next of kin who is a member of the armed services and who has a serious injury or illness incurred in the line of duty; or,
 6. To respond to certain qualifying exigencies when a family member is on active duty or is called to active duty with the armed services.
- B. An employee absent for a purpose within the scope of this Policy and compliant with obligations under this Policy will be reinstated to their same or an equivalent position at the end of the absence, provided the employee continues to meet the qualifications for the position and the employee’s employment would not have been terminated or altered had the employee not been absent.
- C. This Policy and any administrative regulations or procedures approved by the Superintendent shall be implemented so as to comply with the FMLA and any applicable provisions of the District’s collective bargaining agreements.

II. Employee Eligibility

A. Length of Service

To be eligible for an allowed absence under this Policy, an employee must have been employed by the District for a minimum of twelve (12) months (52 weeks).

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

Nonconsecutive periods of employment will be counted together to determine eligibility, provided no break in employment exceeds seven (7) years. Time spent fulfilling a Reserve or National Guard obligation after initial employment with the District will be considered as time employed by the District.

B. Hours Worked

To be eligible for an allowed absence under this Policy, an employee must have worked a minimum of one thousand two hundred and fifty (1,250) hours for the District over the previous twelve (12) months. Satisfaction of this requirement shall be calculated using the definition of “hours worked” under the Fair Labor Standards Act (“FLSA”). An employee who is away from work to fulfill a Reserve or National Guard obligation will be credited with “hours worked” as though the employee had performed their normal duties for the District during that time.

C. Serious Health Condition

An employee qualifies for an allowed absence under this Policy when the employee experiences an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider; and when the employee’s presence is necessary to care for a parent, son, daughter, or spouse who experiences such a condition.

D. Care of a Newborn Infant

An employee who is the mother or father of a newborn infant qualifies for an allowed absence to care for the newborn during the twelve (12) months following the birth.

E. Adoption or Foster Care

An employee who has a son or daughter placed with them for adoption or foster care qualifies for an allowed absence during the 12 months following the placement, as well as prior to the placement for purposes related to the placement (e.g., court appearances, counseling sessions).

F. Military Caregiver

An employee who is the son, daughter, spouse, parent, or next of kin of a current member of the Regular Armed Forces, the National Guard, or the Reserves, or of a veteran, qualifies for an allowed absence under this Policy if the military member is on the temporary disability retired list because of a serious injury or

PERSONNEL

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

illness incurred in the line of duty for which they are undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retirement list. In the case of a veteran, leave is available if the injury or illness manifested itself within five years of the treatment, recuperation, or therapy.

G. Active Duty Qualifying Exigency

If the spouse, son, daughter, or parent of an employee is a member of the Regular Armed Forces and is deployed to a foreign country, a member of the National Guard or Reserves, and is on active military duty, or is called to active duty, then the employee is allowed to be absent for one or more of these qualifying exigencies:

1. Short-notice deployment,
2. Military events and ceremonies, including family assistance or support meetings,
3. Childcare and school activities,
4. To make financial and legal arrangements related to the deployment,
5. Counseling services for the employee, covered military member, or a child in the required degree of relationship to the covered military member,
6. Rest and recuperation,
7. Post-deployment activities, and
8. Additional activities that arise out of the covered military member's active duty or call to active duty, provided the District and the employee agree that the activities qualify as an exigency.

III. Duration of Excused Absence

- A. An employee who qualifies for leave under any combination of purposes 1, 2, 3, 4, and 6 in Section I.A. of this Policy is allowed an absence of up to ~~in a rolling twelve (12) month period.~~
- in a school year (July 1 - June 30).

Where both the mother and the father of a newborn, adopted, or foster placed child are employees of the District, the total absence allowed under this Policy to

PERSONNEL

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

the two (2) parents for purposes 3 and 4 in section I.A. of this Policy shall be twelve (12) weeks.

- B. An employee who qualifies for leave to care for an injured or ill service member (purpose 5 in Section I.A.) is allowed a single absence of up to twenty-six (26) weeks in a single twelve (12) month time period. The single twelve (12) month time period used for this purpose begins when the employee is first absent for this purpose.
1. During the twelve (12) month time period used for this purpose, the employee's total absence for all FMLA purposes may not exceed twenty-six (26) weeks.
 2. If the employee requests leave to care for more than one (1) injured or ill service member, or requests leave due to more than one (1) injury or illness of the same service member, the absence allowed by this Policy shall be calculated in accordance with the limitations and allowances of applicable federal regulations.

IV. Intermittent or Reduced Schedule Absence

- A. Intermittent absences, or a reduced schedule, will be classified as an allowable leave under this Policy where it is certified as medically necessary because of the serious health condition of the employee, a covered family member of the employee, or a covered service member to whom the employee has the required relationship.
1. Intermittent leave shall be taken and recorded in increments of time consistent with the practice for other absences.
- B. An employee will also be allowed intermittent absences related to a qualifying exigency arising from the active duty, or call to active duty, of a qualified military member.
- C. An employee will not generally be allowed intermittent absences related to the birth, adoption, or foster placement of a child, but such absence may be allowed at the discretion of the Superintendent.

V. Information Provided by District to Employees

- A. A notice explaining the FMLA, and providing other required information, shall be posted physically in District buildings in a manner that complies with federal

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

regulations. A copy of this general notice shall also be provided to each new employee.

- B. When an employee requests a leave of absence, or the District acquires knowledge that an employee's absence may be for a purpose covered by this Policy and FMLA, the District shall, within five (5) business days, provide the employee with written notice of:
 - 1. Whether the District considers the employee eligible for leave under FMLA and this Policy, and, if not, the reason; and
 - 2. The employee's rights and obligations, and the consequences of not fulfilling those obligations.
- C. The District shall notify the employee in writing that the employee's absence is designated as allowable leave under this Policy and FMLA, or it is not. This notice shall be given within five (5) business days of the District having sufficient information to make this determination.
 - 1. The District's requirement that the employee present a fitness-for-duty certification shall be explained in the determination notice, if applicable.
 - 2. The District's requirement that the employee's accumulated paid leave be applied to the absence shall be described in the determination notice.
- D. The District shall responsively answer questions from employees regarding their rights and responsibilities under FMLA and this Policy.

VI. Information Provided by Employees to District

- A. Where the reason for an employee's absence is foreseeable, the employee is required by this Policy and FMLA to give thirty (30) days notice of the intended absence and the reason for it. Where thirty (30) days notice is not possible, the employee must give as much notice as is practicable. This will apply to many cases of planned medical procedures (for the employee or a family member), adoptions and foster placements, and births.
 - 1. An employee should provide this notice to their immediate supervisor, or to the District Office.
 - 2. Employees must consult with the District when planning medical treatment, and make a reasonable effort to schedule the treatment so as not to disrupt District operations.

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

- B. Where the need for an employee's absence is not foreseeable, the employee must provide the District with as much notice as is practicable under the circumstances. The employee should provide enough information to establish that the purpose of the absence fits the requirements of this Policy and FMLA, and the expected duration of the absence.
- C. Employees shall responsively answer District questions intended to clarify whether an absence qualifies as an allowable absence, and to allow planning for the employee's absence.

VII. Coordination with Paid Leave

The general rule is that an employee is not paid for time spent away from work for one of the purposes covered by this Policy. However, if the employee has accrued paid benefit time, the District requires the employee to apply that accrued time to the allowable absence, so that the employee is paid during the absence and the balance of accrued time is reduced accordingly. The amount of benefit time, and the category of benefit time used, is determined by the terms and conditions of applicable Board policies, established District practices, and applicable collective bargaining agreements.

VIII. Continuation of Health Care Insurance

- A. During any absence that qualifies for treatment under this Policy and FMLA, the District shall maintain the employee's coverage under a group health insurance plan on the same conditions as coverage was provided prior to the absence. In addition,
 - 1. Any changes made to the scope or terms of coverage provided to active employees under the group health plan will be made available to an employee absent from work in accordance with this Policy, and
 - 2. Notice of any opportunity to change plans or benefit levels that occurs while the employee is absent will be given to the employee.
 - 3. The District's continuation of group health plan benefits will end if circumstances occur that end, or would have ended, the employment relationship with the absent employee.
- B. During an allowable absence under this Policy and FMLA, an employee's obligation to pay group health insurance premiums continues. Notice of this obligation will be given at the time that the absence is designated as coming under this Policy.

PERSONNEL

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

1. If paid leave is applied to an allowable absence, employee premium obligations shall be deducted from payroll in the usual manner.
2. If the allowable absence is unpaid, the employee is required to make payment to the District at the time that a payroll deduction would otherwise have been processed by the District.
 - a. If the employee's payment is more than 30 days late, the Superintendent shall decide whether the District will exercise its right under FMLA to discontinue the employee's coverage.
 - b. If an employee fails to make a payment, the Superintendent shall decide whether the District will exercise its right under FMLA to recover the amount from the employee.

IX. Required Certifications

- A. An employee's request that an absence for medical reasons be treated as an allowable absence under this Policy shall be supported by a medical certification sufficient to allow the Superintendent to determine that the absence is related to a serious health condition of the employee, a family member, or a qualifying member of the armed services. Unless an alternate form is promulgated by the Superintendent, the certification shall be provide to the Superintendent within fifteen (15) calendar days from receipt of notice on the form included in the FMLA regulations of the U.S. Department of Labor.
 1. If the Superintendent finds a submitted certification to not be complete and sufficient, it will notify the employee in writing what additional information is required and provide at least seven (7) calendar days for the employee to provide additional information.
 2. The Superintendent may invite the employee to authorize direct communication with the employee's health care provider, but may not require such authorization as a precondition of determining whether the absence qualifies as FMLA leave.
 3. Recertification will be requested as permitted by FMLA and applicable regulations.
- B. The first time an employee requests that an absence be classified as allowable because of a qualifying exigency arising out of active duty (or call to active duty) of a covered military member, the employee shall provide other documentation

POLICY

Draft 1/3/24
6300

PERSONNEL

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

issued by the military sufficient to allow the Superintendent to determine that the absence qualifies for treatment under this Policy.

- C. At the discretion of the Superintendent, the District shall require an employee absent pursuant to this Policy and FMLA to periodically report on the employee's status and intent to return to work.
- D. An employee whose allowable absence was related to the employee's own serious health condition shall be required to submit a fitness-for-duty certification, addressing only the conditions described in previously submitted medical certifications, before returning to work.

X. Superintendent Responsibility

The Superintendent shall ensure that required notices are properly posted in District buildings, that required information is distributed to staff members, and that supervisory personnel are familiar with the District's obligations under FMLA and the internal procedures for meeting those obligations.

New York Mills Union Free School District

Legal Ref: Family Medical Leave Act of 1993; 29 CFR 825; 29 USC 2601

Adopted: 10/01/96

Revised: 09/03/02, 07/12/11, 03/05/13, 08/16/16, _____

Regulation

Draft 12/7/23
6300.1

PERSONNEL

REQUEST FOR FAMILY/MEDICAL LEAVE

Employee Name: _____ Date of Request: _____

Department: _____ Position Title: _____

Hire Date: _____

I request a Family/Medical Leave for the following reason (check one):

- _____ 1. The employee's own serious health condition that renders the employee unable to work at all, or unable to perform at least one of the essential functions of the employee's job;
- _____ 2. To care for a son, daughter, spouse, or parent with a serious health condition;
- _____ 3. To adopt a child, or to receive a child into foster care;
- _____ 4. To care for the employee's newborn child;
- _____ 5. To care for a son, daughter, spouse, parent, or next of kin who is a member of the armed services and who has a serious injury or illness incurred in the line of duty; or,
- _____ 6. To respond to certain qualifying exigencies when a family member is on active duty or is called to active duty with the armed services.

Method of Leave Requested

- _____ 1. Consecutive Leave
- _____ 2. Intermittent or Reduced Leave Schedule (Specify Schedule Below)

Date leave is to begin: _____ Expected duration of leave: _____

New York Mills Union Free School District

Adopted: 03/05/13

Rescinded: _____

Regulation

Draft 12/7/23
6300.1

PERSONNEL

REQUEST FOR FAMILY/MEDICAL LEAVE

Approved by Superintendent: _____

PERSONNEL

Certification of Health Care Provider for Employee's Serious Health Condition under the Family and Medical Leave ActU.S. Department of Labor
Wage and Hour Division

DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

OMB Control Number: 1235-0003
Expires: 6/30/2023

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. 29 U.S.C. §§ 2613, 2614(c)(3); 29 C.F.R. § 825.305. The employer must give the employee **at least 15 calendar days** to provide the certification. If the employee fails to provide complete and sufficient medical certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found on the WHD website at www.dol.gov/agencies/whd/fmla.

SECTION I – EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, this form asks the health care provider for the information necessary for a complete and sufficient medical certification, which is set out at 29 C.F.R. § 825.306. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308.** Additionally, you **may not** request a certification for FMLA leave to bond with a healthy newborn child or a child placed for adoption or foster care.

Employers must generally maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

- (1) Employee name: _____
First *Middle* *Last*
- (2) Employer name: _____ Date: _____ (mm/dd/yyyy)
(List date certification requested)
- (3) The medical certification must be returned by _____ (mm/dd/yyyy)
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)
- (4) Employee's job title: _____ Job description (is / is not) attached.
 Employee's regular work schedule: _____
 Statement of the employee's essential job functions: _____

(The essential functions of the employee's position are determined with reference to the position the employee held at the time the employee notified the employer of the need for leave or the leave started, whichever is earlier.)

SECTION II - HEALTH CARE PROVIDER

Please provide your contact information, complete all relevant parts of this Section, and sign the form. Your patient has requested leave under the FMLA. The FMLA allows an employer to require that the employee submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to the serious health condition of the employee. For FMLA purposes, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves *inpatient care* or *continuing treatment by a health care provider*. For more information about the definitions of a serious health condition under the FMLA, see the chart on page 4.

You may, but are **not required** to, provide other appropriate medical facts including symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment. Please note that some state or local laws may not allow disclosure of private medical information about the patient's serious health condition, such as providing the diagnosis and/or course of treatment.

Employee Name: _____

Health Care Provider's name: (Print) _____

Health Care Provider's business address: _____

Type of practice / Medical specialty: _____

Telephone: () _____ Fax: () _____ E-mail: _____

PART A: Medical Information

Limit your response to the medical condition(s) for which the employee is seeking FMLA leave. Your answers should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. **After completing Part A, complete Part B to provide information about the amount of leave needed.** Note: For FMLA purposes, "incapacity" means the inability to work, attend school, or perform regular daily activities due to the condition, treatment of the condition, or recovery from the condition. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b).

(1) State the approximate date the condition started or will start: _____ (mm/dd/yyyy)

(2) Provide your **best estimate** of how long the condition lasted or will last: _____

(3) Check the box(es) for the questions below, as applicable. For all box(es) checked, the amount of leave needed must be provided in Part B.

Inpatient Care: The patient (has been / is expected to be) admitted for an overnight stay in a hospital, hospice, or residential medical care facility on the following date(s): _____

Incapacity plus Treatment: (e.g. outpatient surgery, strep throat)

Due to the condition, the patient (has been / is expected to be) incapacitated for *more than* three consecutive, full calendar days from _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy).

The patient (was / will be) seen on the following date(s): _____

The condition (has / has not) also resulted in a course of continuing treatment under the supervision of a health care provider (e.g. prescription medication (other than over-the-counter) or therapy requiring special equipment)

Pregnancy: The condition is pregnancy. List the expected delivery date: _____ (mm/dd/yyyy).

Chronic Conditions: (e.g. asthma, migraine headaches) Due to the condition, it is medically necessary for the patient to have treatment visits at least twice per year.

Permanent or Long Term Conditions: (e.g. Alzheimer's, terminal stages of cancer) Due to the condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).

Conditions requiring Multiple Treatments: (e.g. chemotherapy treatments, restorative surgery) Due to the condition, it is medically necessary for the patient to receive multiple treatments.

None of the above: If none of the above condition(s) were checked, (i.e., inpatient care, pregnancy) no additional information is needed. Go to page 4 to sign and date the form.

Employee Name: _____

- (4) If needed, briefly describe other appropriate medical facts related to the condition(s) for which the employee seeks FMLA leave. (e.g., use of nebulizer, dialysis) _____

PART B: Amount of Leave Needed

For the medical condition(s) checked in Part A, complete all that apply. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage.

- (5) Due to the condition, the patient (had / will have) **planned medical treatment(s)** (scheduled medical visits) (e.g. psychotherapy, prenatal appointments) on the following date(s): _____
- (6) Due to the condition, the patient (was / will be) **referred to other health care provider(s)** for evaluation or treatment(s).
State the nature of such treatments: (e.g. cardiologist, physical therapy) _____
Provide your **best estimate** of the beginning date _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy) for the treatment(s).
Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery (e.g. 3 days/week) _____
- (7) Due to the condition, it is medically necessary for the employee to work a **reduced schedule**.
Provide your **best estimate** of the reduced schedule the employee is able to work. From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy) the employee is able to work: (e.g., 5 hours/day, up to 25 hours a week) _____
- (8) Due to the condition, the patient (was / will be) **incapacitated for a continuous period of time**, including any time for treatment(s) and/or recovery.
Provide your **best estimate** of the beginning date _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy) for the period of incapacity.
- (9) Due to the condition, it (was / is / will be) medically necessary for the employee to be absent from work on an **intermittent basis** (periodically), including for any episodes of incapacity i.e., episodic flare-ups. Provide your **best estimate** of how often (frequency) and how long (duration) the episodes of incapacity will likely last.
Over the next 6 months, episodes of incapacity are estimated to occur _____ times per (day / week / month) and are likely to last approximately _____ (hours / days) per episode.

Employee Name: _____

PART C: Essential Job Functions

If provided, the information in Section I question #4 may be used to answer this question. If the employer fails to provide a statement of the employee’s essential functions or a job description, answer these questions based upon the employee’s own description of the essential job functions. An employee who must be absent from work to receive medical treatment(s), such as scheduled medical visits, for a serious health condition is considered to be *not able* to perform the essential job functions of the position during the absence for treatment(s).

(10) Due to the condition, the employee (was not able / is not able / will not be able) to perform *one or more* of the essential job function(s). Identify at least one essential job function the employee is not able to perform:

Signature of Health Care Provider _____ Date _____ (mm/dd/yyyy)

Definitions of a Serious Health Condition (See 29 C.F.R. §§ 825.113-.115)
Inpatient Care
<ul style="list-style-type: none"> • An overnight stay in a hospital, hospice, or residential medical care facility. • Inpatient care includes any period of incapacity or any subsequent treatment in connection with the overnight stay.
Continuing Treatment by a Health Care Provider (any one or more of the following)
<p>Incapacity Plus Treatment: A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves either:</p> <ul style="list-style-type: none"> ○ Two or more in-person visits to a health care provider for treatment within 30 days of the first day of incapacity unless extenuating circumstances exist. The first visit must be within seven days of the first day of incapacity; or, ○ At least one in-person visit to a health care provider for treatment within seven days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the health care provider. For example, the health provider might prescribe a course of prescription medication or therapy requiring special equipment.
<p>Pregnancy: Any period of incapacity due to pregnancy or for prenatal care.</p> <p>Chronic Conditions: Any period of incapacity due to or treatment for a chronic serious health condition, such as diabetes, asthma, migraine headaches. A chronic serious health condition is one which requires visits to a health care provider (or nurse supervised by the provider) at least twice a year and recurs over an extended period of time. A chronic condition may cause episodic rather than a continuing period of incapacity.</p>
<p>Permanent or Long-term Conditions: A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider, such as Alzheimer’s disease or the terminal stages of cancer.</p>
<p>Conditions Requiring Multiple Treatments: Restorative surgery after an accident or other injury; or, a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days if the patient did not receive the treatment.</p>
<p>PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT</p> <p>If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 15 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.</p>

DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

Notice of Eligibility & Rights and Responsibilities under the Family and Medical Leave Act

U.S. Department of Labor
Wage and Hour Division



DO NOT SEND TO THE DEPARTMENT OF LABOR.
PROVIDE TO EMPLOYEE.

OMB Control Number: 1235-0003
Expires: 6/30/2023

In general, to be eligible to take leave under the Family and Medical Leave Act (FMLA), an employee must have worked for an employer for at least 12 months, meet the hours of service requirement in the 12 months preceding the leave, and work at a site with at least 50 employees within 75 miles. While use of this form is optional, a fully completed Form WH-381 provides employees with the information required by 29 C.F.R. §§ 825.300(b), (c) which must be provided within five business days of the employee notifying the employer of the need for FMLA leave. Information about the FMLA may be found [on the WHD website at www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

Date: _____ (mm/dd/yyyy)

From: _____ (Employer) To: _____ (Employee)

On _____ (mm/dd/yyyy), we learned that you need leave (beginning on) _____ (mm/dd/yyyy) for one of the following reasons: (Select as appropriate)

- The birth of a child, or placement of a child with you for adoption or foster care, and to bond with the newborn or newly-placed child
- Your own serious health condition
- You are needed to care for your family member due to a serious health condition. Your family member is your:
 - Spouse Parent Child under age 18 Child 18 years or older and incapable of self-care because of a mental or physical disability
- A qualifying exigency arising out of the fact that your family member is on covered active duty or has been notified of an impending call or order to covered active duty status. Your family member on covered active duty is your:
 - Spouse Parent Child of any age
- You are needed to care for your family member who is a covered servicemember with a serious injury or illness. You are the servicemember's:
 - Spouse Parent Child Next of kin

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including in a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave to care for an individual who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave to care for a child for whom the employee has assumed the obligations of a parent. No legal or biological relationship is necessary.

SECTION I – NOTICE OF ELIGIBILITY

This Notice is to inform you that you are:

- Eligible** for FMLA leave. (See Section II for any Additional Information Needed and Section III for information on your Rights and Responsibilities.)
- Not eligible** for FMLA leave because: (Only one reason need be checked)
 - You have not met the FMLA's 12-month length of service requirement. As of the first date of requested leave, you will have worked approximately: _____ towards this requirement.
(months)
 - You have not met the FMLA's 1,250 hours of service requirement. As of the first date of requested leave, you will have worked approximately: _____ towards this requirement.
(hours of service)

Employee Name: _____

- You are an airline flight crew employee and you have not met the special hours of service eligibility requirements for airline flight crew employees as of the first date of requested leave (i.e., worked or been paid for at least 60% of your applicable monthly guarantee, and worked or been paid for at least 504 duty hours.)
- You do not work at and/or report to a site with 50 or more employees within 75-miles as of the date of your request.

If you have any questions, please contact: _____ (Name of employer representative)
 at _____ (Contact information).

SECTION II – ADDITIONAL INFORMATION NEEDED

As explained in Section I, you meet the eligibility requirements for taking FMLA leave. Please review the information below to determine if additional information is needed in order for us to determine whether your absence qualifies as FMLA leave. Once we obtain any additional information specified below we will inform you, **within 5 business days**, whether your leave will be designated as FMLA leave and count towards the FMLA leave you have available. **If complete and sufficient information is not provided in a timely manner, your leave may be denied.**

(Select as appropriate)

- No additional information requested. If no additional information requested, go to Section III.
- We request that the leave be supported by a certification, as identified below.
 - Health Care Provider for the Employee Health Care Provider for the Employee’s Family Member
 - Qualifying Exigency Serious Illness or Injury (Military Caregiver Leave)

Selected certification form is attached / not attached.

If requested, medical certification must be returned by _____ (mm/dd/yyyy) (Must allow at least 15 calendar days from the date the employer requested the employee to provide certification, unless it is not feasible despite the employee’s diligent, good faith efforts.)

- We request that you provide reasonable documentation or a statement to establish the relationship between you and your family member, including *in loco parentis* relationships (as explained on page one). The information requested must be returned to us by _____ (mm/dd/yyyy). You may choose to provide a simple statement of the relationship or provide documentation such as a child’s birth certificate, a court document, or documents regarding foster care or adoption-related activities. Official documents submitted for this purpose will be returned to you after examination.
- Other information needed (e.g. documentation for military family leave): _____
 The information requested must be returned to us by _____ (mm/dd/yyyy).

If you have any questions, please contact: _____ (Name of employer representative)
 at _____ (Contact information).

SECTION III – NOTICE OF RIGHTS AND RESPONSIBILITIES

Part A: FMLA Leave Entitlement

You have a right under the FMLA to take unpaid, job-protected FMLA leave in a 12-month period for certain family and medical reasons, including up to **12 weeks** of unpaid leave in a 12-month period for the birth of a child or placement of a child for adoption or foster care, for leave related to your own or a family member’s serious health condition, or for certain qualifying exigencies related to the deployment of a military member to covered active duty. You also have a right

Employee Name: _____

under the FMLA to take up to **26 weeks** of unpaid, job-protected FMLA leave in a single 12-month period to care for a covered servicemember with a serious injury or illness (*Military Caregiver Leave*).

The 12-month period for FMLA leave is calculated as: (*Select as appropriate*)

- The calendar year (January 1st - December 31st)
- A fixed leave year based on _____
(*e.g., a fiscal year beginning on July 1 and ending on June 30*)
- The 12-month period measured forward from the date of your first FMLA leave usage.
- A “rolling” 12-month period measured backward from the date of any FMLA leave usage. (*Each time an employee takes FMLA leave, the remaining leave is the balance of the 12 weeks not used during the 12 months immediately before the FMLA leave is to start.*)

If applicable, the single 12-month period for *Military Caregiver Leave* started on _____ (*mm/dd/yyyy*).

You (*are* / *are not*) **considered a key employee** as defined under the FMLA. Your FMLA leave cannot be denied for this reason; however, we may not restore you to employment following FMLA leave if such restoration will cause substantial and grievous economic injury to us.

We (*have* / *have not*) determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us. Additional information will be provided separately concerning your status as key employee and restoration.

Part B: Substitution of Paid Leave – When Paid Leave is Used at the Same Time as FMLA Leave

You have a right under the FMLA to request that your accrued paid leave be substituted for your FMLA leave. This means that you can request that your accrued paid leave run concurrently with some or all of your unpaid FMLA leave, provided you meet any applicable requirements of our leave policy. Concurrent leave use means the absence will count against both the designated paid leave and unpaid FMLA leave at the same time. If you do not meet the requirements for taking paid leave, you remain entitled to take available unpaid FMLA leave in the applicable 12-month period. Even if you do not request it, the FMLA allows us to require you to use your available sick, vacation, or other paid leave during your FMLA absence.

(*Check all that apply*)

- Some or all of your FMLA leave will not be paid.** Any unpaid FMLA leave taken will be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- You have requested to use some or all of your available paid leave** (*e.g., sick, vacation, PTO*) during your FMLA leave. Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- We are requiring you to use some or all of your available paid leave** (*e.g., sick, vacation, PTO*) during your FMLA leave. Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- Other:** (*e.g., short- or long-term disability, workers' compensation, state medical leave law, etc.*) _____
Any time taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.

The applicable conditions for use of paid leave include: _____.

For more information about conditions applicable to sick/vacation/other paid leave usage please refer to _____
_____ available at: _____.

Employee Name: _____

Part C: Maintain Health Benefits

Your health benefits must be maintained during any period of FMLA leave under the same conditions as if you continued to work. During any paid portion of FMLA leave, your share of any premiums will be paid by the method normally used during any paid leave. During any unpaid portion of FMLA leave, you must continue to make any normal contributions to the cost of the health insurance premiums. To make arrangements to continue to make your share of the premium payments on your health insurance while you are on any unpaid FMLA leave, contact _____ at _____.

You have a minimum grace period of (30-days or _____ *indicate longer period, if applicable*) in which to make premium payments. If payment is not made timely, your group health insurance may be cancelled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work.

You may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave if you do not return to work following **unpaid** FMLA leave for a reason other than: the continuation, recurrence, or onset of your or your family member's serious health condition which would entitle you to FMLA leave; or the continuation, recurrence, or onset of a covered servicemember's serious injury or illness which would entitle you to FMLA leave; or other circumstances beyond your control.

Part D: Other Employee Benefits

Upon your return from FMLA leave, your other employee benefits, such as pensions or life insurance, must be resumed in the same manner and at the same levels as provided when your FMLA leave began. To make arrangements to continue your employee benefits while you are on FMLA leave, contact _____ at _____.

Part E: Return-to-Work Requirements

You must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from FMLA-protected leave. An equivalent position is one that is virtually identical to your former position in terms of pay, benefits, and working conditions. At the end of your FMLA leave, all benefits must also be resumed in the same manner and at the same level provided when the leave began. You do not have return-to-work rights under the FMLA if you need leave beyond the amount of FMLA leave you have available to use.

Part F: Other Requirements While on FMLA Leave

While on leave you (will be / will not be) required to furnish us with periodic reports of your status and intent to return to work every _____.

(Indicate interval of periodic reports, as appropriate for the FMLA leave situation).

If the circumstances of your leave change and you are able to return to work earlier than expected, you will be required to notify us at least two workdays prior to the date you intend to report for work.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to provide employees with notice of their eligibility for FMLA protection and their rights and responsibilities. 29 U.S.C. § 2617; 29 C.F.R. § 825.300(b), (c). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THE DEPARTMENT OF LABOR. EMPLOYEE INFORMATION.

Certification for Military Family Leave for Qualifying Exigency under the Family and Medical Leave Act

U.S. Department of Labor
Wage and Hour Division



DO NOT SEND FORM TO THE DEPARTMENT OF LABOR.
RETURN THE COMPLETED FORM TO THE EMPLOYER.

OMB Control Number: 1235-0003
Expires: 6/30/2023

The Family and Medical Leave Act (FMLA) provides that eligible employees may take FMLA leave for a qualifying exigency while the employee's spouse, child, or parent (the military member) is on covered active duty or has been notified of an impending call or order to covered active duty. The FMLA allows an employer to require an employee seeking FMLA leave due to a qualifying exigency to submit a certification. 29 U.S.C. §§ 2613, 2614(c)(3). The employer must give the employee **at least 15 calendar days** to provide the certification. 29 C.F.R. § 825.305(b). If the employee fails to provide complete and sufficient certification, the employee's FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found [on the WHD website at http://www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

SECTION I - EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, it asks the employee for the information necessary for a complete and sufficient qualifying exigency certification, which is set out at 29 C.F.R. § 825.309. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. § 825.309.**

- (1) Employee name: _____
First Middle Last
- (2) Employer name: _____ Date: _____ (mm/dd/yyyy)
(List date certification requested)
- (3) This certification must be returned by _____ (mm/dd/yyyy).
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

SECTION II - EMPLOYEE

Please complete all Parts of Section II and sign the form before returning it to your employer. The FMLA allows an employer to require that you submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a qualifying exigency. If requested by your employer, your response is required to obtain the benefits and protections of the FMLA. 29 C.F.R. § 825.309. Failure to provide a complete and sufficient certification may result in a denial of your FMLA leave request. A complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes written documentation confirming a military member's covered active duty or call to covered active duty status. **You are responsible for making sure the certification is provided to your employer within the time frame requested, which must be at least 15 calendar days.** 29 C.F.R. § 825.313.

- (1) Provide the name of the military member on covered active duty or call to covered active duty status:

First Middle Last
- (2) Select your relationship of the military member. The military member is your:
 Spouse Parent Child, of any age

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave for a qualifying exigency related a military member who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave for a qualifying exigency related a military member for whom the employee has assumed the obligations of a parent. No legal or biological relationship is necessary.

Employee Name: _____

PART A: COVERED ACTIVE DUTY STATUS

Covered active duty or call to covered active duty in the case of a member of the Regular Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country. Covered active duty or call to covered active duty in the case of a member of the Reserve components means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation pursuant to: Section 688 of Title 10 of the United States Code; Section 12301(a) of Title 10 of the United States Code; Section 12302 of Title 10 of the United States Code; Section 12304 of Title 10 of the United States Code; Section 12305 of Title 10 of the United States Code; Section 12406 of Title 10 of the United States Code; chapter 15 of Title 10 of the United States Code; or, any other provision of law during a war or during a national emergency declared by the President or Congress so long as it is in support of a contingency operation. 10 U.S.C. § 101(a)(13)(B).

An employer may require the employee to provide a copy of the military member's active duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or call to covered active duty status, and the dates of the military member's covered active duty service. **This information need only be provided to the employer once, unless additional leave is needed for a different military member or different deployment.**

(3) Provide the dates of the military member's covered active duty service: _____

(4) Please check one of the following and attach the indicated written document to support that the military member is on covered active duty or call to covered active duty status:

- A copy of the military member's covered active duty orders
- Other documentation from the military indicating that the military member is on covered active duty or has been notified of an impending call to covered active duty, such as official military correspondence from the military member's chain of command
- I have previously provided my employer with sufficient written documentation confirming the military member's covered active duty or call to covered active duty status

PART B: APPROPRIATE FACTS

Under the FMLA, leave can be taken for a number of qualifying exigencies. 29 C.F.R. § 825.126(b). Complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes available written documentation which supports the need for leave such as a copy of a meeting announcement for informational briefings sponsored by the military, a document confirming the military member's Rest and Recuperation leave, or other documentation issued by the military which indicates that the military member has been granted Rest and Recuperation leave, or a document confirming an appointment with a third party (e.g., a counselor or school official, or staff at a care facility, a copy of a bill for services for the handling of legal or financial affairs). Please provide appropriate facts related to the particular qualifying exigency to support the FMLA leave request, including information on the type of qualifying exigency and any available written documentation of the exigency event.

(5) Select the appropriate **Qualifying Exigency Category** and, if needed, provide additional information related to the event:

- Short notice deployment (i.e., deployment within seven or fewer days of notice)
- Military events and related activities (e.g., official ceremonies or events, or family support and assistance programs):

- Childcare related activities for the child of the military member (e.g., arranging for alternative childcare):

Employee Name: _____

- Care for the military member’s parent (e.g., admitting or transferring the parent to a new care facility):

- Financial and legal arrangements related to the deployment (e.g., obtaining military identification cards)
- Counseling related to the deployment (i.e., counseling provided by someone other than a health care provider)
- Military member’s short-term, temporary Rest and Recuperation leave (R&R) (leave for this reason is limited to 15 calendar days for each instance of R&R)
- Post deployment activities (e.g., arrival ceremonies, or reintegration briefings and events): _____

- Any other event that the employee and employer agree is a qualifying exigency: _____

(6) Available written documentation supporting this request for leave is (attached / not attached / not available).

PART C: AMOUNT OF LEAVE NEEDED

Provide information concerning the amount of leave that will be needed. Several questions in this section seek a response as to the frequency or duration of the qualifying exigency leave needed. Be as specific as you can; terms such as “unknown” or “indeterminate” may not be sufficient to determine FMLA coverage.

(7) List the approximate date exigency started or will start: _____ (mm/dd/yyyy)

(8) Provide your best estimate of how long the exigency lasted or will last:

From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)

(9) Due to a qualifying exigency, I need to work a **reduced schedule**. Provide your **best estimate** of the reduced schedule you are able to work:

From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)

I am able to work _____

(e.g., 5 hours/day, up to 25 hours a week)

(10) Due to a qualifying exigency, I will need to be absent from work for a **continuous period of time**. Provide your **best estimate** of the beginning and ending dates for the period of absence:

From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)

Employee Name: _____

(11) Due to a qualifying exigency, I will need to be absent from work on an **intermittent basis** (periodically).

Provide your **best estimate** of the frequency (how often) and duration (how long) of each appointment, meeting, or leave event, including any travel time.

Over the next 6 months, absences on an **intermittent basis** are estimated to occur: _____ times per (day / week / month) and are likely to last approximately _____ (hours / days) per episode.

(12) My leave is due to a qualifying exigency that involves **Rest and Recuperation leave** (R & R) of the military member (leave for this reason is limited to 15 calendar days for each instance of R & R leave).

List the dates of the military member's R &R leave:

From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)

PART D: THIRD PARTY INFORMATION

If applicable, please provide information below that may be used by your employer to verify meetings or appointments with a third party related to the qualifying exigency. Examples of meetings with third parties include: arranging for childcare or parental care, to attend non-medical counseling, to attend meetings with school, childcare or parental care providers, to make financial or legal arrangements, to act as the military member's representative before a federal, state, or local agency for purposes of obtaining, arranging or appealing military service benefits, or to attend any event sponsored by the military or military service organizations. This information may be used by your employer to verify that the information contained on this form is accurate.

Individual (e.g., name and title) or Entity / Organization: _____

Address: _____

Telephone: (____) _____ Fax: (____) _____ E-mail: _____

Describe purpose of meeting: _____

Employee Signature _____ **Date** _____ (mm/dd/yyyy)

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 15 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THE DEPARTMENT OF DEPARTMENT OF LABOR. RETURN FORM TO THE EMPLOYER.

**Designation Notice
under the Family and Medical Leave Act**

**U.S. Department of Labor
Wage and Hour Division**



**DO NOT SEND TO THE DEPARTMENT OF LABOR.
PROVIDE TO EMPLOYEE.**

OMB Control Number: 1235-0003

Expires: 6/30/2023

Leave covered under the Family and Medical Leave Act (FMLA) must be designated as FMLA-protected and the employer must inform the employee of the amount of leave that will be counted against the employee's FMLA leave entitlement. In order to determine whether leave is covered under the FMLA, the employer may request that the leave be supported by a certification. If the certification is incomplete or insufficient, the employer must state in writing what additional information is necessary to make the certification complete and sufficient. While use of this form is optional, a fully completed Form WH-382 provides employees with the information required by 29 C.F.R. §§ 825.300(d), 825.301, and 825.305(c), which must be provided within five business days of the employer having enough information to determine whether the leave is for an FMLA-qualifying reason. Information about the FMLA may be found [on the WHD website at www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

SECTION I - EMPLOYER

The employer is responsible in **all** circumstances for designating leave as FMLA-qualifying and giving notice to the employee. Once an eligible employee communicates a need to take leave for an FMLA-qualifying reason, an employer may not delay designating such leave as FMLA leave, and neither the employee nor the employer may decline FMLA protection for that leave.

Date: _____ (mm/dd/yyyy)

From: _____ (Employer) To: _____ (Employee)

On _____ (mm/dd/yyyy) we received your most recent information to support your need for leave due to:
(Select as appropriate)

- The birth of a child, or placement of a child with you for adoption or foster care, and to bond with the newborn or newly-placed child
- Your own serious health condition
- The serious health condition of your spouse, child, or parent
- A qualifying exigency arising out of the fact that your spouse, child, or parent is on covered active duty or has been notified of an impending call or order to covered active duty with the Armed Forces
- A serious injury or illness of a covered servicemember where you are the servicemember's spouse, child, parent, or next of kin (Military Caregiver Leave)

We have reviewed information related to your need for leave under the FMLA along with any supporting documentation provided and decided that your FMLA leave request is: (Select as appropriate)

- Approved.** All leave taken for this reason will be designated as FMLA leave. Go to Section III for more information.
- Not Approved:** (Select as appropriate)
 - The FMLA does not apply to your leave request.
 - As of the date the leave is to start, you do not have any FMLA leave available to use.
 - Other _____
- Additional information** is needed to determine if your leave request qualifies as FMLA leave. (Go to Section II for the specific information needed. If your FMLA leave request is approved and no additional information is needed, go to Section III.)

SECTION II – ADDITIONAL INFORMATION NEEDED

We need additional information to determine whether your leave request qualifies under the FMLA. Once we obtain the additional information requested, we will inform you **within 5 business days** if your leave will or will not be designated as FMLA leave and count towards the amount of FMLA leave you have available. **Failure to provide the additional information as requested may result in a denial of your FMLA leave request.**

If you have any questions, please contact: _____ at _____
(Name of employer FMLA representative) (Contact information)

Incomplete or Insufficient Certification

The certification you have provided is incomplete and/or insufficient to determine whether the FMLA applies to your leave request. (Select as applicable)

- The certification provided is incomplete and we are unable to determine whether the FMLA applies to your leave request. "Incomplete" means one or more of the applicable entries on the certification have not been completed.

Employee Name: _____

- The certification provided is insufficient to determine whether the FMLA applies to your leave request. "Insufficient" means the information provided is vague, unclear, ambiguous or non-responsive.

Specify the information needed to make the certification complete and/or sufficient: _____

You must provide the requested information no later than (provide at least 7 calendar days) _____ (mm/dd/yyyy), unless it is not practicable under the particular circumstances despite your diligent good faith efforts, or your leave may be denied.

Second and Third Opinions

- We request that you obtain a (second / third opinion) medical certification at our expense, and we will provide further details at a later time. Note: The employee or the employee's family member may be requested to authorize the health care provider to release information pertaining only to the serious health condition at issue.

SECTION III – FMLA LEAVE APPROVED

As explained in Section I, your FMLA leave request is approved. All leave taken for this reason will be designated as FMLA leave and will count against the amount of FMLA leave you have available to use in the applicable 12-month period. The FMLA requires that you notify us as soon as practicable if the dates of scheduled leave change, are extended, or were initially unknown. Based on the information you have provided to date, we are providing the following information about the amount of time that will be counted against the total **amount of FMLA leave** you have available to use in the applicable 12-month period: (Select as appropriate)

- Provided there is no change from your **anticipated FMLA leave schedule**, the following number of hours, days, or weeks will be counted against your leave entitlement: _____.
- Because the leave you will need will be **unscheduled**, it is not possible to provide the hours, days, or weeks that will be counted against your FMLA entitlement at this time. You have the right to request this information once in a 30-day period (if leave was taken in the 30-day period).

Please be advised: (check all that apply)

- Some or all of your FMLA leave will not be paid.** Any unpaid FMLA leave taken will be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- Based on your request, some or all of your available paid leave** (e.g., sick, vacation, PTO) **will be used during your FMLA leave.** Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- We are requiring you to use some or all of your available paid leave** (e.g., sick, vacation, PTO) **during your FMLA leave.** Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- Other:** _____
(e.g., Short- or long-term disability, workers' compensation, state medical leave law, etc.) Any time taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.

Return-to-work requirements. To be restored to work after taking FMLA leave, you (will be / will not be) required to provide a certification from your health care provider (fitness-for-duty certification) that you are able to resume work. This request for a fitness-for-duty certification is *only* with regard to the particular serious health condition that caused your need for FMLA leave. **If such certification is not timely received, your return to work may be delayed until the certification is provided.**

A list of the essential functions of your position (is / is not) attached. If attached, the fitness-for-duty certification must address your ability to perform the essential job functions.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA. 29 U.S.C. § 2617; 29 C.F.R. § 825.300(d), (e). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THE DEPARTMENT OF LABOR. EMPLOYEE INFORMATION.

**5.5 - Policy 5010 Workforce
Violence Prevention Act
(First Read)**

SUPPORT OPERATIONS

POLICY IS REQUIRED
WORKPLACE VIOLENCE PREVENTION POLICY

I. Statement of Policy

New York Mills Union Free School District (the District) is committed to the safety and security of our employees and to the goal of promoting the safety and well-being of all people in the workplace.

II. Definitions

- A. Workplace is defined as any location away from an employee's domicile, permanent or temporary, where an employee performs any work-related duty in the course of their employment by an employer.
- B. Workplace Violence is any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of their employment including but not limited to:
 - 1. an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm;
 - 2. intentional and wrongful physical contact with a person without their consent that entails some injury; or
 - 3. stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.
- C. Authorized Employee Representative is an employee authorized by the employees or the designated representative of an employee organization recognized or certified to represent the employees pursuant to Article 14 of the Civil Service Law.

III. Workplace Risk Evaluation

- A. The District and authorized employee representatives must conduct a workplace risk evaluation annually.
- B. The evaluation shall be designed to determine the risks of workplace violence that employees could be exposed to and will be conducted to identify potential hazards related to workplace violence. This includes:
 - 1. an analysis of relevant policies;

POLICY IS REQUIRED
WORKPLACE VIOLENCE PREVENTION POLICY

2. reviewing work practices and procedures that may have an impact on workplace violence;
3. evaluating the physical environment to assess any factors that may place employees at risk of workplace violence;
4. developing the Workplace Violence Prevention Program; and
5. reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

IV. Workplace Violence Prevention Program

A written Workplace Violence Prevention Program shall be developed by the District and will explain how the Workplace Violence Prevention policy will be implemented and include details about the risks that were identified in the basic evaluation and describe how the employer will address those risks. The program will also include a system to report any incidents of workplace violence.

V. Reporting and Investigations

- A. All employees are responsible for helping to create an environment of mutual respect and dignity for each other as well as for District students and visitors. All employees must follow all District policies, procedures and practices and assist in maintaining a safe and secure work environment.
- B. The Workplace Violence Prevention Program Coordinator is:

Mary Facci
Executive Principal K-12
Administration
(315) 768-8124
mfacci@newyorkmills.org

- C. All incidents of violence or threatening behavior will be responded to immediately upon notification. All staff are responsible for notifying the contact person designated above of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

VI. Remedial Measures When This Policy is Violated

Acts of violence against District employees in the workplace will be thoroughly investigated under this and any other applicable District policy, and appropriate action will be taken. This action may include but is not limited to counseling memorandum,

POLICY

Draft 1/3/24
5010

SUPPORT OPERATIONS

POLICY IS REQUIRED
WORKPLACE VIOLENCE PREVENTION POLICY

discipline, termination, and/or involving law enforcement authorities when warranted.

VII. Documentation

All incident reports must be retained for five (5) years following the end of the calendar year that the report was made.

VIII. Training

All employees, and all new hires, will participate in annual Workplace Violence Prevention Training Program. Training will include, but not be limited to, the risk factors identified and what employees can do to protect themselves.

IX. Implementation

The Superintendent or designee shall be responsible for creating, maintaining, and implementing a Workplace Violence Prevention Program and any Superintendent Regulations, procedures, or forms necessary to comply with New York State Labor Law §27-b.

X. Notification and Posting

This Policy shall be posted where notices to employees are normally posted.

New York Mills Union Free School District

Legal Ref: NYS Labor Law §27-g

Cross Ref: 5001, District-Wide Safety Plan Policy

Adopted: _____

Regulation

Draft 1/3/24
5010.1

SUPPORT OPERATIONS

WORKPLACE VIOLENCE INCIDENT REPORT

1. Date of Incident: _____
2. Time of day when the incident occurred: _____
3. District location where incident occurred: _____
4. Provide a detailed description of the incident below.

Description to include the following:

- Name of employee reporting the incident (unless a "privacy concern case");
- Names and job titles of involved employees;
- Name or other identifier of other individuals involved;
- Nature and extent of injuries arising from the incident;
- Names of witnesses; and
- Events leading up to the incident and how the incident ended.

Note: If the case is a 'privacy concern case,' remove the name of the employee who was the victim of the workplace violence and enter "**PRIVACY CONCERN CASE**" in the space normally used for the employee's name. Privacy concern cases include cases involving:

- Injury or illness to an intimate body part or the reproductive system;
- Injury or illness resulting from a sexual assault;
- Mental illness;
- HIV infection;
- Needle stick injuries and cuts from sharp objects that are or may be contaminated with another person's blood or other potentially infectious material; and
- Other injuries or illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the report.

New York Mills Union Free School District
Legal Ref: DOL Workplace Violence Prevention – Appendix 5¹
Approved by the Superintendent: _____

¹ [New York State Department of Labor Workplace Violence Prevention for Public Employers – Appendix 5](#)

**5.6 Resolution of School
Building Capital Improvement
Bonds - Adoption**

LAW OFFICES

OF

Timothy R. McGill

248 WILLOWBROOK OFFICE PARK
FAIRPORT, NEW YORK 14450

Kristine M. Bryant
Paralegal

Tel: (585) 381-7470
Fax: (585) 381-7498

December 27, 2023

Michele LaGase, Superintendent
New York Mills Union Free School District
1 Marauder Boulevard
New York Mills, New York 13417

RE: ***School Building Capital Improvements Project***

Dear Superintendent LaGase:

Enclosed for the Board's and your consideration is a bond resolution for your building project financing.

The open meeting law requirements for calling a board meeting are summarized for your convenience as follows:

1. Public notice of the time and place of a meeting scheduled at least one week prior thereto shall be given to the news media and shall be conspicuously posted in one or more designated public locations at least seventy-two hours before such meeting.
2. Public notice of the time and place of every other meeting shall be given, to the extent practicable, to the news media and shall be conspicuously posted in one or more designated public locations at a reasonable time prior thereto.
3. When the School District has the ability to do so, notice of the time and place of a meeting given in accordance with numbered paragraph one or two above shall also be conspicuously posted on the School District's internet website.

Please note that under the Open Meetings Law any proposed resolution that is scheduled to be the subject of discussion by a public body during an open meeting shall be made available, upon request therefor, to the extent that you determine practicable, at least twenty-four hours prior to the meeting during which the resolution will be discussed, and you may charge a reasonable fee, determined in the same manner as provided under the

Timothy R. McGill

Michele LaGase, Superintendent
New York Mills Union Free Central School District
December 27, 2023

Page 2

Freedom of Information Law. Advance online posting of a resolution is required if you maintain a regularly and routinely updated website and utilize a high speed internet connection, at least twenty-four hours prior to the meeting, but again, to the extent that you determine practicable. The enclosed bond resolution includes a certification as to compliance with the above.

The bond resolution includes a statement to the effect that your building is a "class 'A' building." Enclosed is a copy of the definition of class "A." Please advise if any of your building is not class "A."

As I understand it, the Board may consider the enclosed bond resolution at a regular board meeting scheduled for January 9, 2024. Please note that the resolution must be adopted by 2/3 vote of the entire voting strength of the board, not just a majority of a smaller quorum that may be present. Once the bond resolution is adopted (by a 2/3 vote of the entire voting strength of the board), the entire resolution, together with the NOTICE PURSUANT TO LOCAL FINANCE LAW SECTION 81.00 (included as page 5 of the enclosed), should be published one time in each official newspaper of the School District. For your convenience, I have drafted and enclosed a copy of the bond resolution in a format suitable for delivery to the newspaper(s). Please send to me a certified copy of the bond resolution once adopted and the newspaper affidavit(s) of publication when available. Also, please send to me a copy of the newspaper affidavit of legal notice of voter meeting, a certificate or letter from the District Clerk or Election Inspectors evidencing the outcome of the vote, and a copy of the Board of Education's determination under the State Environmental Quality Review Act ("SEQRA").

Please feel free to contact me at your convenience if you have any questions regarding any of the above. Thank you.

Very truly yours,



Timothy R. McGill

TRM:kmb

Encl.

pc: Richard G. Timbs, Inc.

- (a) Class "A" (fireproof and certain fire resistant) buildings.
 - (1) Buildings, the walls of which are constructed of brick, stone, concrete, metal or other incombustible material, and in which there are no wooden beams or lintels, except wood glue laminated structural members, and in which the floors, roofs, stairhalls, and other means of vertical communication between floors and their enclosures are built entirely of brick, stone, metal or other incombustible materials, and in which no woodwork or other inflammable material is used in any of the rough partitions, floor or ceiling structures, or
 - (2) Buildings, not more than one story above the ground, the outer walls of which are constructed of brick, stone, concrete, metal, stucco or other fire-resisting material and which are to be used as school houses by school districts wholly outside of a city.
- (b) Class "B" (fire-resistant) buildings. Buildings, the outer walls of which are constructed of brick, stone, concrete, metal, stucco or other fire-resisting material.
- (c) Class "C" buildings. Buildings which are neither class "A" or class "B," as defined in items (a) and (b) above, including any such building which is rebuilt or altered so that it, together with any addition or vertical or other extension is not fire-proof or fire-resisting, as thus defined.

EXTRACT OF MINUTES OF MEETING OF THE BOARD OF
EDUCATION
ADOPTING BOND RESOLUTION

At a regular meeting of the Board of Education of the New York Mills Union Free School District, New York, held at the District Offices in New York Mills, New York, on the 9th day of January, 2024:

PRESENT:

ABSENT:

_____ presented the following resolution and duly moved that it be adopted and was seconded by _____:

BOND RESOLUTION DATED JANUARY 9, 2024 OF THE BOARD OF EDUCATION OF THE NEW YORK MILLS UNION FREE SCHOOL DISTRICT AUTHORIZING GENERAL OBLIGATION BONDS TO FINANCE CERTAIN CAPITAL IMPROVEMENTS CONSISTING OF RECONSTRUCTION OF THE K-12 SCHOOL BUILDING AND FACILITIES, AUTHORIZING THE ISSUANCE OF BOND ANTICIPATION NOTES IN CONTEMPLATION THEREOF, THE LEVY OF TAXES IN ANNUAL INSTALLMENTS IN PAYMENT THEREOF, THE EXPENDITURE OF SUCH SUMS FOR SUCH PURPOSE, AND DETERMINING OTHER MATTERS IN CONNECTION THEREWITH.

WHEREAS, the qualified voters of the New York Mills Union Free School District, New York, at special meeting of such voters duly held on December 12, 2023, duly approved a proposition authorizing the levy of taxes to be collected in installments, in the manner provided by the Education Law, for the class of objects or purposes hereinafter described; and

WHEREAS, the Board of Education has, on October 3, 2023, duly determined and found the purpose hereinafter described constitutes a Type II action under the State Environmental Quality Review Act of the State of New York and the applicable regulations thereunder ("SEQRA") which will not have a significant impact on the

environment and such purpose is not subject to any further environmental review under SEQRA;

NOW THEREFORE, BE IT RESOLVED by the favorable vote of not less than two-thirds of all of the members of such Board of Education, as follows:

Section 1. The New York Mills Union Free School District shall undertake certain capital improvements to the School District's existing school buildings and facilities, as more particularly described in Section 3 hereof, and as generally outlined to and considered by the voters of the School District at a special voter meeting on December 12, 2023.

Section 2. The New York Mills Union Free School District is hereby authorized to issue its General Obligation Serial Bonds in the aggregate principal amount of not to exceed \$5,500,000, pursuant to the Local Finance Law of New York, in order to finance the class of objects or purposes described herein, and such amount is hereby appropriated therefor.

Section 3. The class of objects or purposes to be financed pursuant to this resolution (hereinafter referred to as "purpose") is certain capital improvements consisting of reconstruction of the existing K-12 school building within the School District (each such building being a class "A" (fireproof and certain fire resistant) building as defined in Subdivision 11 of Paragraph a of Section 11.00 of said Local Finance Law), site improvements, and the acquisition of certain original furnishings, equipment, and apparatus and other incidental improvements required in connection therewith for such construction and school use.

Section 4. It is hereby determined and declared that (a) the aggregate maximum cost of said purpose, as estimated by the Board of Education, is \$6,000,000; and (b) the New York Mills Union Free School District's plan to finance the cost of said purpose is (i) to provide \$500,000 from the existing capital reserve fund for such costs; and (ii) to provide up to \$5,500,000 from funds raised by the issuance of said Bonds and the Bond Anticipation Notes hereinafter referred to; and (c) no money has heretofore been authorized to be applied to the payment of the cost of said purpose.

Section 5. It is hereby determined that the purpose is one of the class of objects or purposes described in Subdivision 97 of Paragraph a of Section 11.00 of the Local Finance Law, and that the period of probable usefulness of said purpose is thirty (30) years.

Section 6. The New York Mills Union Free School District is hereby authorized to issue its Bond Anticipation Notes in the aggregate principal amount of not to exceed \$5,500,000, and is hereby authorized to issue renewals thereof, pursuant to the Local Finance Law of New York in order to finance the purpose in anticipation of the issuance of the above described Bonds.

Section 7. It is hereby determined and declared that (a) there are presently no outstanding Bond Anticipation Notes issued in anticipation of the sale of said Bonds, (b) the Bond Anticipation Notes authorized hereby shall mature within one year of the date of issuance thereof or such longer term as may be desired in accordance with the provisions of the Local Finance Law, (c) the Bond Anticipation Notes authorized hereby are not issued in anticipation for Bonds for an assessable improvement, and (d) current funds will be provided prior to the issuance of the Bonds or Bond Anticipation Notes herein authorized, to the extent, if any, required by Section 107.00 of the Local Finance Law.

Section 8. It is hereby determined and declared that the New York Mills Union Free School District reasonably expects to reimburse the general fund, or such other fund as may be utilized, not to exceed the maximum amount authorized herein, from the proceeds of the obligations authorized hereby for expenditures, if any, from such fund that may be made for the purpose prior to the date of issuance of such obligations. This is a declaration of official intent under Treasury Regulation §1.150-2.

Section 9. The faith and credit of the New York Mills Union Free School District, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such Bonds and Bond Anticipation Notes as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such obligations becoming due and payable in such year. There shall annually be levied on all taxable real property of said School District, a tax sufficient to pay the principal of and interest on such obligations as the same become due and payable.

Section 10. The power to further authorize the sale and issuance of said Bonds and Bond Anticipation Notes and to prescribe the terms, form and contents of said Bonds and Bond Anticipation Notes, subject to the provisions of this resolution and the Local Finance Law of New York, including without limitation, the authority to determine whether to accept bids electronically to the extent allowed by the Local Finance Law, the consolidation with other issues, the determination to issue Bonds with substantially level or declining annual debt service, all contracts for, and determinations with respect to credit or liquidity enhancements, if any, and to sell, issue and deliver said Bonds and Bond Anticipation Notes, subject to the provisions of this resolution and Local Finance Law, is hereby delegated to the President of the Board of Education or to the Vice President of the Board in the event of the absence or unavailability of the President. The President of the Board of Education, Vice President and the District Clerk are hereby authorized to sign by manual or facsimile signature any Bonds and Bond Anticipation Notes issued pursuant to this resolution, and are hereby authorized to affix to such Bonds and Bond Anticipation Notes the corporate seal of the School District and to attest the same. The President of the Board of Education is additionally authorized (but not required) to execute and deliver a financing agreement with the Dormitory Authority of the State of New York and any other agreements and documents

necessary to accomplish a financing, all as may be determined in the discretion of the President of the Board of Education.

Section 11. This resolution, or a summary hereof, shall be published in full by the District Clerk of the School District together with a notice in substantially the form prescribed by Section 81.00 of said Local Finance Law, and such publication shall be in each official newspaper of the School District. The validity of said Bonds and Bond Anticipation Notes issued in anticipation of the sale of said Bonds may be contested only if such obligations are authorized for an object or purpose for which said School District is not authorized to expend money, or the provisions of law which should be complied with, at the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity, is commenced within twenty (20) days after the date of such publication; or if said obligations are authorized in violation of the provisions of the Constitution.

Section 12. This resolution shall take effect immediately upon its adoption.

Duly put to a vote as follows:

AYES

NAYS

NOTICE PURSUANT TO LOCAL FINANCE LAW SECTION 81.00

The bond resolution published herewith was adopted on January 9, 2024 and the validity of the obligations authorized by such bond resolution may be hereafter contested only if such obligations were authorized for an object or purpose for which the New York Mills Union Free School District is not authorized to expend money or if the provisions of law which should have been complied with as of the date of publication of this notice were not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty (20) days after the date of publication of this notice, or such obligations were authorized in violation of the provisions of the Constitution.

District Clerk
New York Mills Union Free School District,
New York

STATE OF NEW YORK }
 }
COUNTY OF ONEIDA } ss:

I, the undersigned clerk of the New York Mills Union Free School District, DO HEREBY CERTIFY as follows:

1. A regular meeting of the Board of Education of the New York Mills Union Free School District, State of New York, was held on January 9, 2024, and Minutes of said meeting have been duly recorded in the Minute Book kept by me in accordance with law for the purpose of recording the minutes of meetings of said Board.

2. I have compared the attached Extract with said Minutes so recorded and said Extract is a true copy of said Minutes and of the whole thereof insofar as said Minutes relate to matters referred to in said Extract.

3. Said Minutes correctly state the time and place when said Meeting was convened and the place where such meeting was held and the members of said Board who attended said Meeting.

4. Public Notice of the time and place of said Meeting was duly posted and duly given to the public and the news media in accordance with the Open Meetings Law, constituting Chapter 511 of the Laws of 1976 of the State of New York, and that all members of said Board had due notice of said Meeting and that the Meeting was in all respects duly held and a quorum was present and acted throughout.

5. IN WITNESS WHEREOF, I have hereunto set my hand and have hereunto affixed the corporate seal of the New York Mills Union Free School District this ___ day of _____, 2024.

{SEAL}

District Clerk

**5.7 - Resolution of
Estoppel Publication**

Form for Publication

NOTICE PURSUANT TO LOCAL FINANCE LAW SECTION 81.00

The bond resolution published herewith was adopted on January 9, 2024 and the validity of the obligations authorized by such bond resolution may be hereafter contested only if such obligations were authorized for an object or purpose for which the New York Mills Union Free School District is not authorized to expend money or if the provisions of law which should have been complied with as of the date of publication of this notice were not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty (20) days after the date of publication of this notice, or such obligations were authorized in violation of the provisions of the Constitution.

District Clerk
New York Mills Union Free School District,
New York

BOND RESOLUTION DATED JANUARY 9, 2024 OF THE BOARD OF EDUCATION OF THE NEW YORK MILLS UNION FREE SCHOOL DISTRICT AUTHORIZING GENERAL OBLIGATION BONDS TO FINANCE CERTAIN CAPITAL IMPROVEMENTS CONSISTING OF RECONSTRUCTION OF THE K-12 SCHOOL BUILDING AND FACILITIES, AUTHORIZING THE ISSUANCE OF BOND ANTICIPATION NOTES IN CONTEMPLATION THEREOF, THE LEVY OF TAXES IN ANNUAL INSTALLMENTS IN PAYMENT THEREOF, THE EXPENDITURE OF SUCH SUMS FOR SUCH PURPOSE, AND DETERMINING OTHER MATTERS IN CONNECTION THEREWITH.

WHEREAS, the qualified voters of the New York Mills Union Free School District, New York, at special meeting of such voters duly held on December 12, 2023, duly approved a proposition authorizing the levy of taxes to be collected in installments, in the manner provided by the Education Law, for the class of objects or purposes hereinafter described; and

WHEREAS, the Board of Education has, on October 3, 2023, duly determined and found the purpose hereinafter described constitutes a Type II action under the State Environmental Quality Review Act of the State of New York and the applicable regulations thereunder ("SEQRA") which will not have a significant impact on the

environment and such purpose is not subject to any further environmental review under SEQRA;

NOW THEREFORE, BE IT RESOLVED by the favorable vote of not less than two-thirds of all of the members of such Board of Education, as follows:

Section 1. The New York Mills Union Free School District shall undertake certain capital improvements to the School District's existing school buildings and facilities, as more particularly described in Section 3 hereof, and as generally outlined to and considered by the voters of the School District at special voter meeting on December 12, 2023.

Section 2. The New York Mills Union Free School District is hereby authorized to issue its General Obligation Serial Bonds in the aggregate principal amount of not to exceed \$5,500,000, pursuant to the Local Finance Law of New York, in order to finance the class of objects or purposes described herein, and such amount is hereby appropriated therefor.

Section 3. The class of objects or purposes to be financed pursuant to this resolution (hereinafter referred to as "purpose") is certain capital improvements consisting of reconstruction of the existing K-12 school building within the School District (each such building being a class "A" (fireproof and certain fire resistant) building as defined in Subdivision 11 of Paragraph a of Section 11.00 of said Local Finance Law), site improvements, and the acquisition of certain original furnishings, equipment, and apparatus and other incidental improvements required in connection therewith for such construction and school use.

Section 4. It is hereby determined and declared that (a) the aggregate maximum cost of said purpose, as estimated by the Board of Education, is \$6,000,000; and (b) the New York Mills Union Free School District's plan to finance the cost of said purpose is (i) to provide \$500,000 from the existing capital reserve fund for such costs; and (ii) to provide up to \$5,500,000 from funds raised by the issuance of said Bonds and the Bond Anticipation Notes hereinafter referred to; and (c) no money has heretofore been authorized to be applied to the payment of the cost of said purpose.

Section 5. It is hereby determined that the purpose is one of the class of objects or purposes described in Subdivision 97 of Paragraph a of Section 11.00 of the Local Finance Law, and that the period of probable usefulness of said purpose is thirty (30) years.

Section 6. The New York Mills Union Free School District is hereby authorized to issue its Bond Anticipation Notes in the aggregate principal amount of not to exceed \$5,500,000, and is hereby authorized to issue renewals thereof, pursuant to the Local Finance Law of New York in order to finance the purpose in anticipation of the issuance of the above described Bonds.

Section 7. It is hereby determined and declared that (a) there are presently no outstanding Bond Anticipation Notes issued in anticipation of the sale of said Bonds, (b) the Bond Anticipation Notes authorized hereby shall mature within one year of the date of issuance thereof or such longer term as may be desired in accordance with the provisions of the Local Finance Law, (c) the Bond Anticipation Notes authorized hereby are not issued in anticipation for Bonds for an assessable improvement, and (d) current funds will be provided prior to the issuance of the Bonds or Bond Anticipation Notes herein authorized, to the extent, if any, required by Section 107.00 of the Local Finance Law.

Section 8. It is hereby determined and declared that the New York Mills Union Free School District reasonably expects to reimburse the general fund, or such other fund as may be utilized, not to exceed the maximum amount authorized herein, from the proceeds of the obligations authorized hereby for expenditures, if any, from such fund that may be made for the purpose prior to the date of issuance of such obligations. This is a declaration of official intent under Treasury Regulation §1.150-2.

Section 9. The faith and credit of the New York Mills Union Free School District, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such Bonds and Bond Anticipation Notes as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such obligations becoming due and payable in such year. There shall annually be levied on all taxable real property of said School District, a tax sufficient to pay the principal of and interest on such obligations as the same become due and payable.

Section 10. The power to further authorize the sale and issuance of said Bonds and Bond Anticipation Notes and to prescribe the terms, form and contents of said Bonds and Bond Anticipation Notes, subject to the provisions of this resolution and the Local Finance Law of New York, including without limitation, the authority to determine whether to accept bids electronically to the extent allowed by the Local Finance Law, the consolidation with other issues, the determination to issue Bonds with substantially level or declining annual debt service, all contracts for, and determinations with respect to credit or liquidity enhancements, if any, and to sell, issue and deliver said Bonds and Bond Anticipation Notes, subject to the provisions of this resolution and Local Finance Law, is hereby delegated to the President of the Board of Education or to the Vice President of the Board in the event of the absence or unavailability of the President. The President of the Board of Education, Vice President and the District Clerk are hereby authorized to sign by manual or facsimile signature any Bonds and Bond Anticipation Notes issued pursuant to this resolution, and are hereby authorized to affix to such Bonds and Bond Anticipation Notes the corporate seal of the School District and to attest the same. The President of the Board of Education is additionally authorized (but not required) to execute and deliver a financing agreement with the Dormitory Authority of the State of New York and any other agreements and documents necessary to accomplish a financing, all as may be determined in the discretion of the President of the Board of Education.

Section 11. This resolution, or a summary hereof, shall be published in full by the District Clerk of the School District together with a notice in substantially the form prescribed by Section 81.00 of said Local Finance Law, and such publication shall be in each official newspaper of the School District. The validity of said Bonds and Bond Anticipation Notes issued in anticipation of the sale of said Bonds may be contested only if such obligations are authorized for an object or purpose for which said School District is not authorized to expend money, or the provisions of law which should be complied with, at the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity, is commenced within twenty (20) days after the date of such publication; or if said obligations are authorized in violation of the provisions of the Constitution.

Section 12. This resolution shall take effect immediately upon its adoption.

Grade	NYM	C			F			G	H	I	J	K			L			M	N	O	P	Q	Total	R	S	T	U
		New	Visions	CTE	AM	CTE	PM					BOCES	BOCES	BOCES	UCP	HGS	Settlement										
K	38																										
1	49																										
2	39																										
3	36																										
4	41																										
5	49																										
6	59																										
Total	311																										
7	56																										
8	37																										
9	43																										
10	36																										
11	39																										
12	41																										
Total	252																										
Grand Total	563																										

Column C,D,E are included in Column B

Columns J,K,L,M,N,O,P total column Q

Grand Total 563

add Samantha Dennis grad 8 BOCES placement bridges projected start after 1/5/24

Elem	Total	July 23	Aug 23	Sept 23	Oct 23	Nov. 23	Dec.23	Jan.24	BOCES: Career Tech: Special Education	
									AM: 15	PM: 18
K	302	30	32	38	38	38	38	38	38	38
1	48	47	47	49	49	49	49	49	49	49
2	37	36	39	39	39	39	40	39	39	39
3	36	36	37	37	37	37	37	36	36	36
4	45	45	43	42	42	42	41	41	41	41
5	48	47	51	51	51	51	51	49	49	49
6	58	58	58	61	61	61	60	59	59	59
Total	302	301	315	317	317	317	317	311	311	311
7	49	48	54	54	54	56	56	56	56	56
8	39	39	40	37	37	37	37	37	37	37
9	45	47	44	42	42	42	45	43	43	43
10	37	36	37	36	36	36	36	36	36	36
11	40	40	41	40	39	39	39	39	39	39
12	41	41	43	41	41	41	41	41	41	41
Sec Total	251	251	259	250	251	251	254	252	252	252

This is 2023-24 enrollment

Grand Total	563	552	574	567	568	571	571	563
	6/29	7/25	9/5	9/26	10/31	11/27	11/27	1/2

BOCES: Career Tech: Special Education

AM: 15 Elem: 13

PM: 18 Sec: 19

MSA: 2

PTECH: 9