



BOARD OF EDUCATION MEETING AGENDA
March 5, 2024
6 PM - NEW YORK MILLS UFSD LIBRARY

- | |
|--|
| <input type="checkbox"/> Steve King |
| <input type="checkbox"/> Kristin Hubley |
| <input type="checkbox"/> Jacqueline Edwards |
| <input type="checkbox"/> Jeremy Fennell |
| <input type="checkbox"/> Kimberly Gyore |
| <input type="checkbox"/> 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, Robert Mahardy</i> Finance Committee: <i>Kristen Hubley/Chair, Jacqueline Edwards, Kimberly Gyore</i> SBI: <i>Steve King (SBI Alternate: Kristin Hubley)</i>				
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	2.6.2024	Yes	Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___
4. OLD BUSINESS				
4.1 Capital Updates			Information	
4.2 Resolution to Approve 2024-25 Annual Budget Vote and School Board Election Timeline Schedule		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___
4.3 Resolution to Approve 2024-25 Budget Vote		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___
5. NEW BUSINESS				

5.1 Personnel Report		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___
5.2 – Approval Community Use of Facilities Request with NH Post 1376 American Legion Baseball		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___
5.3 – Approval Community Use of Facilities Request with New York Mills Optimist – Biddy Basketball Program Extension		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___
5.4 – Approval Community Use of Facilities Request with Herkimer Originals – schedule change		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___
5.5 – Approval of the New York Mills UFSD Calendar aligned with the OHM BOCES School District 2024-25 School Calendar		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___
5.6 – Resolution to Approve Election Inspectors and Assistant Poll Clerks		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___
5.7 - Resolution to Approve NYSPHSAA Section III Combine Contract with Notre Dame Jr./Sr. High School Girls Varsity Golf		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___
5.8– Policy 6010 Prohibition of Sexual Harassment and Discrimination in the Workplace (Second Read - Adopt) a. – Regulation 6010.1 (Second Read - Adopt)		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___
5.9 – Policy 0015 Equal Opportunity and Prohibition of Discrimination, Harassment and Bullying (Second Read - Adopt)		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___

5.10 – Policy 0013 Title IX Grievance Process (Second Read - Adopt) a. – Regulation 0013.1 (Second Read - Adopt)		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___
5.11 – Policy 8400 Field Trips (First Read) a. – Regulation 8400.1 (Rescinded)		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___
5.12 – Regulation 8500.1 Administrative Practices and Procedures Relative to Program Access (First Read)		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___
5.13 – Policy 8501 Prereferral and Declassification Teams (First Read)		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___
5.14 – Policy 8502 Programs for Students with Disabilities Under Section 504 of the Federal Rehabilitation Act of 1973 (First Read)		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___
5.15 – Policy 8503 Independent Educational Evaluations (First Read)		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___
5.16 – Policy 1001 Community Use of School Facilities (First Read) a. – Regulation 1001.1 (First Read)		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___
5.17 - Resolution of the Amended School Building Capital Improvement Bond - Adoption		Yes	Action	1 st _____ 2 nd _____ / Yes ___ No___ Abstain ___

5.18 – Resolution of the Amended 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.

3.2 Business Office Reports

New York Mills Union Free School District
Internal Claims Audit Report
January 2024

<u>Fund</u>	<u>Check Dates</u>	<u>Amount</u>	<u>Checks Issued</u>	<u>Check #s</u>
General	1/5/2024	\$1,001.00	1	60403
	1/5/2024	\$258,467.00	2	Debit Charges 1070 & 1071
	1/5/2024	\$4,205.96	4	60404-60407
	1/5/2024	\$215,037.36	48	60408-60455
	1/19/2024	\$216,903.56	3	Debit Charges 1072-1074
	1/19/2024	\$4,954.96	5	60456-60460
	1/19/2024	\$485,766.69	34	60461-60494
	1/29/2024	\$71.10	1	60499
	1/29/2024	\$5,000.00	1	60500
	Federal	1/19/2024	\$1,315.70	1
Capital	1/19/2024	\$1,090.00	1	2183
School Lunch	1/9/2024	\$3,569.30	1	2072

Totals for the month **\$1,197,382.63** **102**

I certify that these claims have been audited and paid for the month of
Christine Hurlbut

Dec-23		Credit Card Statement		
Transaction	Post			
Date	Date	Credit Card	Amount	Comment
12/8/2023	12/11/2023	Walmart.com	\$19.37	Office Supplies for Business Office
12/11/2023	12/12/2023	CorpSummits	\$199.00	Women Leaders Association for Mrs. LaGase
12/12/2023	12/13/2023	City Café	\$64.71	Dinner for Pole Workers Capital Budget Vote
		Total	\$283.08	

**NY Mills UFSD Extra-Curricular Fund
February 1, 2024-February 29, 2024**

Name	Beginning Balance	Received	Payments	Ending Balance
Class of 2024	\$4,332.73		\$34.24	\$4,298.53
Class of 2025	\$9,789.76			\$4,298.53
Class of 2026	\$7,015.55			\$4,298.53
Class of 2027	\$2,060.49	\$2,641		\$4,298.53
Class of 2028	\$3,410.75		\$85.00	\$3,325.75
Varsity Club	\$1275.42			\$1,275.42
Student Council	\$7,936.68	\$1,715.02	\$50.27	\$9,601.43
Nat.Honor Society	\$445.44			\$445.44
Yearbook Club	\$9,702.94			\$9,702.94
Band Club	\$160.72			\$160.72
Elementary Drama	\$5,050.77			\$5,050.77
HS Drama/Chorus	\$8,304.97	\$840.00	\$766.61	\$8,378.36
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	\$62,214.89	\$5,196.02	\$936.12	\$66,474.79

Reconciliation

Ending Book Balance
Outstanding Checks Deposits
in Transit
Reconciled Balance
Ending M&T Bank Balance

Outstanding Checks

Total
To.tal

Returned checks

\$0.00 **Total**

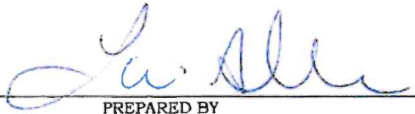
**NEW YORK MILLS UNION FREE SCHOOL DISTRICT
NEW YORKS MILLS, NY**

**TREASURER'S REPORT
January 31, 2024**

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
January 31, 2024

	General Fund	GF Money Market	Restricted	NY Muni Trust	School Lunch	Sch Lunch Saving	Trust & Agency	Payroll	Capital Fund	Debt Service	Federal
Beginning Balance	\$1,064,752.26	\$3,604,077.03	\$1,762,970.85	\$1,563,100.00	\$33,342.47	\$30,203.32	\$ -	\$ -	\$116,371.95	\$1,377,140.95	\$233,034.79
Receipts	\$ 1,243,872.71	\$ 10,728.91	\$ 5,248.16	\$6,951.68	\$ 28.12	\$ 89.91	\$ 475,445.56	\$ 335,665.03	\$ 98.77	\$ 4,099.59	\$ 3,463.89
Disbursements	\$ (1,422,122.98)	\$ -	\$ -	\$0.00	\$ (3,569.30)	\$ -	\$ (475,370.56)	\$ (335,665.03)	\$ (1,090.00)	\$ -	\$ (36,077.36)
Balance	\$ 886,501.99	\$ 3,614,805.94	\$ 1,768,219.01	\$ 1,570,051.68	\$ 29,801.29	\$ 30,293.23	\$ 75.00	\$ -	\$ 115,380.72	\$ 1,381,240.54	\$ 200,421.32
Bank Balance	\$ 901,308.56	\$ 3,614,805.94	\$ 1,768,219.01	\$ 1,570,051.68	\$ 29,801.29	\$ 30,293.23	\$ 61,743.16	\$ 163,793.64	\$ 115,380.72	\$ 1,381,240.54	\$ 201,737.02
Outstanding Checks	\$ (17,531.28)			\$ -	\$ -	\$ -		\$ (3,785.52)	\$ -	\$ -	\$ (1,315.70)
Reconciling Items	\$ 2,724.71	\$ -		\$ -	\$ -	\$ -	\$ (82.97)				\$ -
Balance	\$ 886,501.99	\$ 3,614,805.94	\$ 1,768,219.01	\$ 1,570,051.68	\$ 29,801.29	\$ 30,293.23	\$ 61,660.19	\$ 160,008.12	\$ 115,380.72	\$ 1,381,240.54	\$ 200,421.32



PREPARED BY

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

FROM: 01/01/24 For the period TO: January 31, 2024

Total available balance as reported at the end of preceding period 1,064,752.26

RECEIPTS DURING MONTH

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

Date	Source	Amount	
JAN	31 Interest	1,235.91	
	1 CMS Drug Subsidy		
	4 NYS STAR Payment	750,428.02	
	3 Transfer from Federal Fund, for Payroll	12,013.68	
	12 Prior Year Fees	2,087.00	
	12 Boces Refund 2023	413,024.73	
	12 Refund	241.00	
	12 Commissions	531.36	
	16 Transfer from Federal Fund, for Payroll	11,854.09	
	29 Transfer from Federal Fund, for Payroll in Transit 2/2	10,893.89	
	31 VLT Lottery Grant	21,381.61	
	1-31 Retiree Health Insurance Receipts	20,181.42	
	Total Receipts		1,243,872.71
	Total Receipts, including balance		\$2,308,624.97

DISBURSEMENTS MADE DURING MONTH

BY CHECK	To Check No.		
From Check No.	60403 Flex Checks	60403	1,001.00
	60404 PR Checks 1/5	60407	4,205.96
	60408 Warrant 44 1/5	60455	215,037.36
	60456 PR Checks 1/19	60460	4,954.96
	60461 Warrant 49 1/19	60494	485,766.69
	60499 Warrant 55 1-29	60499	71.10
	60500 Warrant 56 1-29	60500	5,000.00
BY DEBIT CHARGE	OMNI Disbursements		9,986.28
	Transfer for Payrolls		465,384.28
	Credit Card Payment		283.08
	Payroll in Transit 2/2		226,753.27
	Transfer to Federal (Due To)		3,279.00
	Reversed Cash Receipt from Dec		400.00
	Total amount of checks issued and debit charges		1,422,122.98
	Cash Balance as shown by records	706,085.91	
			<u>\$886,501.99</u>

RECONCILIATION WITH BANK STATEMENT

Balance given on bank statement, end of month	901,308.56
Less total of outstanding checks - See Attached Nvision Report	(17,531.28)
Bank cleared check .31 cents off	(0.29)
OMNI shorted and will refund	75.00
Lost Check, Reissued, Both Cleared Bank	2,650.00
	886,501.99
	<u>886,501.99</u>

Net balance in bank
Total available balance \$ 886,501.99
(Must agree with Cash Balance above if there is a true reconciliation)

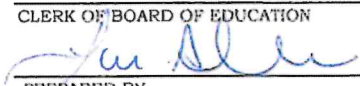
Received by the Board of Education and entered as part of the minutes of the board meeting held

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 1/31/2024



Account: M&T GENERAL FUND CHECKING

Cash Account(s): A 200

Ending Bank Balance:		901,308.56
Outstanding Checks (See listing below):	-	17,531.28
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 883,777.28

Cash Account Balance: 1,102,361.37

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
03/24/2023	59608	JIM WEAVER	82.40
11/03/2023	60234	PAT CARDINALE	116.34
12/01/2023	60306	FRED DECK	100.34
12/01/2023	60327	RACLOPPA, SHAWN	154.34
12/15/2023	60378	DWIGHT PUTNAM	100.34
12/15/2023	60383	AVA SIMON	16.25
01/05/2024	60437	ERIC MOREAU	194.34
01/05/2024	60443	MELINDA POLAROLO	150.00
01/05/2024	60446	STEPHEN C. SANDERSON	100.34
01/19/2024	60461	ALL PEST CONTROL	60.85
01/19/2024	60462	AMAZON CAPITAL SERVICES	80.85
01/19/2024	60463	BIG APPLE MUSIC, LLC.	415.94
01/19/2024	60465	CAMERA SOURCE	187.91
01/19/2024	60467	CDWG	1,315.70
01/19/2024	60468	COLLEGE BOARD	218.88
01/19/2024	60471	DEMCO	567.91
01/19/2024	60473	F.W. WEBB COMPANY	2,327.03
01/19/2024	60475	FORESTRY SUPPLIERS	300.44
01/19/2024	60481	LAKESHORE LEARNING MATERIALS	30.96
01/19/2024	60482	LEAF, INC.	749.00
01/19/2024	60490	PULVER ROOFING COMPANY INC.	1,553.00
01/19/2024	60491	SCHOOL LIBRARY JOURNAL	89.00
01/19/2024	60493	TOWN OF NEW HARTFORD	3,523.06
01/19/2024	60494	YORKVILLE BATTERY INC.	24.96
01/29/2024	60499	KING PIN LANES INC	71.10
01/29/2024	60500	USPS-POC	5,000.00
Outstanding Check Total:			17,531.28

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: 01/01/24 TO: January 31, 2024

Total available balance as reported at the end of preceding period \$3,604,077.03

RECEIPTS DURING MONTH

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

Date	Source	Amount	
JAN 31	Interest	10,728.91	
	Transfer from General		
Total Receipts			\$10,728.91
Total Receipts, including balance			\$3,614,805.94

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>\$3,614,805.94</u>

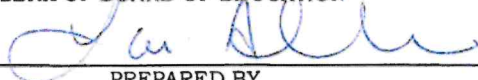
RECONCILIATION WITH BANK STATEMENT

Balance given on bank statement, end of month (M&T)	<u>3,614,805.94</u>
Amount of transfers in transit	0.00
Net balance in bank	3,614,805.94
Amount of deposit in transit	0.00
Total available balance	<u>\$3,614,805.94</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
NY MUNI TRUST
ACCOUNT 0060
TREASURER'S MONTHLY REPORT

For the period

FROM: 01/01/24 TO: January 31, 2024

Total available balance as reported at the end of preceding period \$1,563,100.00

RECEIPTS DURING MONTH

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

Date	Source	Amount
JAN 31	Interest	6,951.68
Total Receipts		\$6,951.68
Total Receipts, including balance		\$1,570,051.68

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>\$1,570,051.68</u>

RECONCILIATION WITH BANK STATEMENT

Balance given on bank statement, end of month	1,570,051.68
Less total of outstanding checks	0.00
Net balance in bank	1,570,051.68
Amount of deposits in transit	0.00
Total available balance	<u>\$1,570,051.68</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
RESTRICTED RESERVE ACCOUNT
ACCOUNT 3540
TREASURER'S MONTHLY REPORT

For the period

FROM: 01/01/24 TO: January 31, 2024

Total available balance as reported at the end of preceding period \$1,762,970.85

RECEIPTS DURING MONTH

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

Date	Source	Amount
JAN 31	Interest	5,248.16
	Transfer from General	
Total Receipts		\$5,248.16
Total Receipts, including balance		\$1,768,219.01

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>\$1,768,219.01</u>

RECONCILIATION WITH BANK STATEMENT

Balance given on bank statement, end of month	1,768,219.01
Less total of outstanding checks	0.00
Net balance in bank	1,768,219.01
Amount of deposits in transit	0.00
Total available balance	<u>\$1,768,219.01</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 - 1/31/2024



Account	Description	Debits	Credits
A 200	CASH IN CHECKING	1,102,361.37	0.00
A 201 03	MUNICASH INVESTMENTS-NY	1,570,051.68	0.00
A 201 05	MONEY MARKET INVESTMENT	3,614,805.94	0.00
A 210	PETTY CASH	300.00	0.00
A 231 01	RESTRICTED RESERVES SAVINGS	1,768,219.01	0.00
A 391	DUE FROM OTHER FUNDS	15,135.50	0.00
A 391F	DUE FROM FEDERAL AID FUND	253,370.82	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	2,845,410.25	0.00
A 522	EXPENDITURES	7,251,546.12	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	36,179.22
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	382,721.70
A 720F	FLEX HEALTH	0.00	68,606.65
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	2,845,410.25
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	10,799,967.90
A Fund Totals:		35,377,698.03	35,377,698.03
Grand Totals:		35,377,698.03	35,377,698.03

NEW YORK MILLS UFSD

Revenue Status Report By Function From 7/1/2023 To 1/31/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>A 1001</u>	TAXES RECEIVABLE	7,317,286.00	0.00	7,317,286.00	7,090,249.91	227,036.09
<u>A 1081</u>	PAYMENTS IN LIEU OF TAXES	258,000.00	0.00	258,000.00	267,135.51	-9,135.51
<u>A 1085</u>	STAR PROGRAM	800,000.00	0.00	800,000.00	750,428.02	49,571.98
<u>A 1335</u>	OTHER STUDENT FEES AND CHARGES	1,500.00	0.00	1,500.00	2,530.89	-1,030.89
<u>A 2401</u>	INTEREST AND EARNINGS	75,000.00	0.00	75,000.00	126,153.30	-51,153.30
<u>A 2413</u>	RENTAL OF REAL PROPERTY/BOCES	5,000.00	0.00	5,000.00	1,000.00	4,000.00
<u>A 2450</u>	COMMISSIONS	2,000.00	0.00	2,000.00	1,615.42	384.58
<u>A 2700</u>	RETIREE DRUG SUBSIDY	35,000.00	0.00	35,000.00	20,565.47	14,434.53
<u>A 2701</u>	REFUNDS FOR BOCES AIDED SERVICES	325,000.00	0.00	325,000.00	413,024.73	-88,024.73
<u>A 2703</u>	REFUND OF PRIORS YRS EXPENSE	75,000.00	0.00	75,000.00	84,283.02	-9,283.02
<u>A 2705</u>	GIFTS AND DONATIONS	0.00	0.00	0.00	2,223.00	-2,223.00
<u>A 2770</u>	UNCLASSIFIED OTHER REVENUE	65,000.00	0.00	65,000.00	49,365.80	15,634.20
<u>A 3101</u>	BASIC FORMULA	2,820,019.00	0.00	2,820,019.00	548,875.54	2,271,143.46
<u>A 3101.001</u>	EXCESS COST	950,000.00	0.00	950,000.00	260,447.25	689,552.75
<u>A 3102</u>	LOTTERY AID	875,000.00	0.00	875,000.00	590,179.97	284,820.03
<u>A 3102.00.2</u>	COMMERCIAL GAMING	16,395.00	0.00	16,395.00	276,985.56	-260,590.56
<u>A 3102.001</u>	VLT LOTTERY GRANT	150,000.00	0.00	150,000.00	99,780.85	50,219.15
<u>A 3102.003</u>	CANNIBUS	0.00	0.00	0.00	1,267.65	-1,267.65
<u>A 3103</u>	BOARDS OF COOPERATIVE EDUCATIONAL S	925,000.00	0.00	925,000.00	0.00	925,000.00
<u>A 3104</u>	TUITION AID	1,000.00	0.00	1,000.00	0.00	1,000.00
<u>A 3260</u>	TEXTBOOKS	30,000.00	0.00	30,000.00	8,760.00	21,240.00
<u>A 3262</u>	COMPUTER SOFTWARE AID	8,000.00	0.00	8,000.00	0.00	8,000.00
<u>A 3262.001</u>	HARDWARE AID	8,500.00	0.00	8,500.00	0.00	8,500.00
<u>A 3263</u>	LIBRARY AV LOAN PROGRAM	3,250.00	0.00	3,250.00	0.00	3,250.00
<u>A 3289</u>	OTHER STATE AID	0.00	0.00	0.00	1,400.00	-1,400.00
<u>A 4089</u>	FEDERAL AID ARP, CARES ACT	203,525.00	0.00	203,525.00	203,525.00	0.00
<u>A 4601</u>	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	10,799,967.90	4,152,007.10
Grand Totals:		14,951,975.00	0.00	14,951,975.00	10,799,967.90	4,152,007.10

NEW YORK MILLS UFSD

Appropriation Status Detail Report By Function From 7/1/2023 To 1/31/2024



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	210.83	610.72	1,471.29
<u>A 1010.404-00-0000</u>	CONFERENCE FEES		8,000.00	0.00	8,000.00	1,019.71	0.00	6,980.29
<u>A 1010.490-00-0000</u>	BOCES		4,600.00	0.00	4,600.00	625.44	874.56	3,100.00
1010	BOARD OF EDUCATION	*	14,600.00	292.84	14,892.84	1,855.98	1,485.28	11,551.58
<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	-500.00	3,350.00	292.50	0.00	3,057.50
<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	1,109.26	15,959.26	819.57	4,109.26	11,030.43
<u>A 1060.408-00-0000</u>	PERSONAL SERVICES		2,500.00	0.00	2,500.00	650.00	0.00	1,850.00
1060	DISTRICT MEETING	*	2,500.00	0.00	2,500.00	650.00	0.00	1,850.00
10	Consolidated Payroll	**	31,950.00	1,402.10	33,352.10	3,325.55	5,594.54	24,432.01
<u>A 1240.150-00-0000</u>	PROFESSIONAL SALARIES		165,000.00	0.00	165,000.00	96,000.00	0.00	69,000.00
<u>A 1240.160-00-0000</u>	NON-INSTRUCT. SALARY		48,000.00	0.00	48,000.00	27,174.66	0.00	20,825.34
<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	1,170.42	0.00	3,829.58
<u>A 1240.409-00-0000</u>	DUES		3,000.00	0.00	3,000.00	849.00	0.00	2,151.00
<u>A 1240.450-00-0000</u>	OFFICE SUPPLIES		1,500.00	0.00	1,500.00	397.28	0.00	1,102.72
1240	CHIEF SCHOOL OFFICE	*	223,500.00	0.00	223,500.00	125,710.04	0.00	97,789.96
12		**	223,500.00	0.00	223,500.00	125,710.04	0.00	97,789.96
<u>A 1310.160-00-0000</u>	NON-INSTRUCT. SALARIES		85,233.00	0.00	85,233.00	51,459.96	0.00	33,773.04
<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	32,581.75	32,582.25	4,903.00
1310	BUSINESS ADMINISTRATION	*	156,025.00	0.00	156,025.00	84,061.71	32,582.25	39,381.04
<u>A 1320.408-00-0000</u>	AUDITING SERVICES		28,000.00	0.00	28,000.00	24,471.30	3,528.70	0.00
1320	AUDITING	*	28,000.00	0.00	28,000.00	24,471.30	3,528.70	0.00
<u>A 1380.401-00-0000</u>	SERVICE CONTRACTS		20,000.00	0.00	20,000.00	10,457.25	2,142.75	7,400.00
1380	FISCAL AGENT FEE	*	20,000.00	0.00	20,000.00	10,457.25	2,142.75	7,400.00
13		**	204,025.00	0.00	204,025.00	118,990.26	38,253.70	46,781.04
<u>A 1420.408-00-0000</u>	ATTORNEY SERVICES		45,000.00	18,419.16	63,419.16	9,449.53	35,173.63	18,796.00
1420	LEGAL	*	45,000.00	18,419.16	63,419.16	9,449.53	35,173.63	18,796.00

NEW YORK MILLS UFSD

Appropriation Status Detail Report By Function From 7/1/2023 To 1/31/2024



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	19,249.70	24,750.30	0.00
1430	PERSONNEL	*	35,000.00	9,000.00	44,000.00	19,249.70	24,750.30	0.00
<u>A 1460.490-00-0000</u>	RECORDS INFORMATION		6,000.00	560.00	6,560.00	3,280.00	3,280.00	0.00
1460	RECORDS MANAGEMENT OFFICER	*	6,000.00	560.00	6,560.00	3,280.00	3,280.00	0.00
<u>A 1480.490-00-0000</u>	PUBLIC INFOR SPEC.		40,000.00	0.00	40,000.00	15,376.05	24,623.95	0.00
1480	PUBLIC INFORMATION & SERVICES	*	40,000.00	0.00	40,000.00	15,376.05	24,623.95	0.00
14		**	126,000.00	27,979.16	153,979.16	47,355.28	87,827.88	18,796.00
<u>A 1620.160-00-0000</u>	NON INSTRUCT SALARIES		129,963.00	0.00	129,963.00	84,332.48	0.00	45,630.52
<u>A 1620.400-00-0000</u>	CONTRACTUAL		54,600.00	33,212.00	87,812.00	54,715.57	19,042.11	14,054.32
<u>A 1620.401-00-0000</u>	SERVICE CONTRACTS		19,095.00	60.85	19,155.85	18,127.85	105.40	922.60
<u>A 1620.416-00-0000</u>	NATURAL GAS		85,000.00	0.00	85,000.00	24,752.00	12,376.00	47,872.00
<u>A 1620.417-00-0000</u>	ELECTRICITY		95,000.00	0.00	95,000.00	56,033.64	28,016.81	10,949.55
<u>A 1620.418-00-0000</u>	WATER		28,000.00	13,771.10	41,771.10	17,245.80	21,284.62	3,240.68
<u>A 1620.450-00-0000</u>	CLEANING SUPPLIES		16,500.00	1,294.11	17,794.11	7,351.58	5,288.39	5,154.14
1620	OPERATION OF PLANT	*	428,158.00	48,338.06	476,496.06	262,558.92	86,113.33	127,823.81
<u>A 1621.160-00-0000</u>	NON INSTRUCT SALARIES		171,600.00	0.00	171,600.00	69,638.89	0.00	101,961.11
<u>A 1621.200-00-0000</u>	NEW EQUIPMENT		55,000.00	17,804.00	72,804.00	72,803.99	0.00	0.01
<u>A 1621.400-00-0000</u>	CONTRACTUAL		39,638.00	1,878.16	41,516.16	14,871.42	6,010.27	20,634.47
<u>A 1621.401-00-0000</u>	SERVICE CONTRACTS		6,500.00	2,070.62	8,570.62	5,638.78	1,550.65	1,381.19
<u>A 1621.402-00-0000</u>	REPAIRS		15,000.00	0.00	15,000.00	10,825.93	1,889.64	2,284.43
<u>A 1621.450-00-0000</u>	SUPPLIES & MATERIALS		35,000.00	397.53	35,397.53	22,297.52	11,317.39	1,782.62
<u>A 1621.450-00-0508</u>	GROUNDS		20,000.00	1,500.00	21,500.00	8,578.07	8,188.33	4,733.60
<u>A 1621.490-00-0000</u>	BOCES SERVICES		40,000.00	14,650.00	54,650.00	27,300.00	27,350.00	0.00
1621	MAINTENANCE OF PLANT	*	382,738.00	38,300.31	421,038.31	231,954.60	56,306.28	132,777.43
<u>A 1670.400-00-0000</u>	POSTAGE		10,500.00	5,299.02	15,799.02	12,081.28	3,256.14	461.60
<u>A 1670.490-01-0000</u>	PRINTING		65,000.00	0.00	65,000.00	32,250.00	32,750.00	0.00
1670	CENTRAL PRINTING & MAILING	*	75,500.00	5,299.02	80,799.02	44,331.28	36,006.14	461.60
16		**	886,396.00	91,937.39	978,333.39	538,844.80	178,425.75	261,062.84
<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 1/31/2024



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	71,365.10	71,365.90	6,619.00
1981	BOCES ADMINISTRATIVE COSTS	*	149,350.00	0.00	149,350.00	71,365.10	71,365.90	6,619.00
19	General Support	**	216,850.00	-1,440.00	215,410.00	112,847.08	71,365.90	31,197.02
1		***	1,688,721.00	119,878.65	1,808,599.65	947,073.01	381,467.77	480,058.87
<u>A 2010.150-00-0000</u>	INSTRUCTIONAL SALARIES		25,000.00	0.00	25,000.00	20,607.50	0.00	4,392.50
<u>A 2010.490-00-0000</u>	OTHER BOCES		55,000.00	0.00	55,000.00	24,466.15	30,533.85	0.00
2010	CURRICULUM DEVEL & SUPERVISION	*	80,000.00	0.00	80,000.00	45,073.65	30,533.85	4,392.50
<u>A 2020.150-00-0000</u>	INSTRUCTIONAL SALARIES		205,715.00	0.00	205,715.00	114,577.50	0.00	91,137.50
<u>A 2020.160-00-0000</u>	NON INSTRUCT. SALARIES		85,020.00	0.00	85,020.00	43,720.94	0.00	41,299.06
<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	218.88	0.00	281.12
<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	105.00	0.00	1,495.00
<u>A 2020.450-02-0000</u>	OFFICE SUPPLIES		1,000.00	-200.00	800.00	0.00	0.00	800.00
<u>A 2020.450-03-0000</u>	OFFICE SUPPLIES		1,000.00	1,159.20	2,159.20	2,158.61	0.00	0.59
2020	SUPERVISION-REGULAR SCHOOL	*	296,335.00	959.20	297,294.20	160,780.93	0.00	136,513.27
<u>A 2070.150-00-0000</u>	INSERVICE SALARIES		25,000.00	0.00	25,000.00	14,769.00	0.00	10,231.00
<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	9,415.00	10,585.00	0.00
2070	INSERVICE TRAINING-INSTRUCTION	*	48,000.00	0.00	48,000.00	24,964.00	11,405.00	11,631.00
20	Group Insurance	**	424,335.00	959.20	425,294.20	230,818.58	41,938.85	152,536.77
<u>A 2110.120-00-0000</u>	INSTRUCTIONAL SALARIES K-3		864,525.00	0.00	864,525.00	309,947.66	0.00	554,577.34
<u>A 2110.120-01-0000</u>	INSTRUCTIONAL SALARIES 4-6		565,033.00	0.00	565,033.00	215,177.90	0.00	349,855.10
<u>A 2110.130-00-0000</u>	INSTRUCTIONAL 7-12		1,500,890.00	0.00	1,500,890.00	535,537.88	0.00	965,352.12
<u>A 2110.130-01-0000</u>	AFTER SCHOOL PROGRAM		20,000.00	0.00	20,000.00	5,494.00	0.00	14,506.00
<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	80,260.04	0.00	26,739.96
<u>A 2110.160-00-0000</u>	NON INSTRUCT SALARIES		79,353.00	0.00	79,353.00	29,696.30	0.00	49,656.70
<u>A 2110.200-02-0000</u>	NEW EQUIPMENT		10,000.00	0.00	10,000.00	6,871.31	140.45	2,988.24
<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

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2110.400-03-0000	CONTRACTUAL	7,500.00	14,966.00	22,466.00	3,970.30	18,495.29	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	495.63	65.82	38.55
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-REMEDICATION	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	4,010.62	152.16	8,337.22
A 2110.450-03-3000	INST SUPPLY-ART	4,000.00	108.00	4,108.00	3,845.23	261.78	0.99
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	505.78	1,605.78	1,392.13	4.70	208.95
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	1,248.37	251.63	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	3,582.85	322.87	1,094.28
A 2110.473-00-0000	Charter School Tuition	0.00	20,000.00	20,000.00	14,057.00	5,943.00	0.00

NEW YORK MILLS UFSD

Appropriation Status Detail Report By Function From 7/1/2023 To 1/31/2024



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2110.480-01-0000</u>	TEXTBOOKS-OTHER SCHOOLS		1,000.00	-150.00	850.00	748.07	21.73	80.20
<u>A 2110.480-02-0006</u>	TEXTBOOKS-GRADE 6		7,000.00	-2,330.00	4,670.00	2,610.37	0.00	2,059.63
<u>A 2110.480-02-4800</u>	WORKBOOKS-ELEMENTARY		35,000.00	0.00	35,000.00	19,524.98	4,723.30	10,751.72
<u>A 2110.480-03-2270</u>	CONSUMABLE		8,000.00	0.00	8,000.00	6,541.05	454.80	1,004.15
<u>A 2110.480-03-3200</u>	TEXTBOOKS-BUSINESS ED.		500.00	167.00	667.00	666.25	0.00	0.75
<u>A 2110.480-03-3400</u>	TEXTBOOKS-ENGLISH		5,200.00	0.00	5,200.00	4,110.10	213.03	876.87
<u>A 2110.480-03-3500</u>	TEXTBOOKS-FOR. LANGUAGE		500.00	0.00	500.00	463.80	0.00	36.20
<u>A 2110.480-03-4000</u>	TEXTBOOKS-MUSIC		2,100.00	0.00	2,100.00	2,100.00	0.00	0.00
<u>A 2110.480-03-4700</u>	TEXTBOOKS-GENERAL INST.		2,500.00	0.00	2,500.00	2,000.00	0.00	500.00
<u>A 2110.490-00-0000</u>	BOCES SERVICES		875,000.00	-16,952.00	858,048.00	327,476.33	398,023.67	132,548.00
2110	TEACHING-REGULAR SCHOOL	*	4,164,201.00	21,761.13	4,185,962.13	1,597,272.78	429,504.24	2,159,185.11
21	New York State Income Tax	**	4,164,201.00	21,761.13	4,185,962.13	1,597,272.78	429,504.24	2,159,185.11
<u>A 2250.150-00-0000</u>	INSTRUCTIONAL SALARIES		630,087.00	0.00	630,087.00	217,538.42	0.00	412,548.58
<u>A 2250.160-00-0000</u>	NON INSTRUCT SALARIES		125,615.00	0.00	125,615.00	63,154.02	0.00	62,460.98
<u>A 2250.200-00-0000</u>	NEW EQUIPMENT		2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 2250.400-00-0000</u>	CONTRACTUAL		15,000.00	1,155.00	16,155.00	7,856.98	7,671.02	627.00
<u>A 2250.404-00-0000</u>	CONFERENCE FEES		250.00	0.00	250.00	0.00	0.00	250.00
<u>A 2250.450-00-0000</u>	INSTRUCT. SUPPLIES		3,000.00	0.00	3,000.00	893.37	21.77	2,084.86
<u>A 2250.470-00-0000</u>	TUITION		200,000.00	206,169.20	406,169.20	175,289.43	230,879.15	0.62
<u>A 2250.490-00-0000</u>	BOCES SERVICES		1,725,088.00	0.00	1,725,088.00	870,227.45	854,860.55	0.00
2250	PROGRAMS-STUDENTS W/ DISABIL	*	2,701,540.00	207,324.20	2,908,864.20	1,334,959.67	1,093,432.49	480,472.04
<u>A 2280.150-00-0000</u>	INSTRUCTIONAL SALARIES		104,786.00	0.00	104,786.00	48,832.40	0.00	55,953.60
<u>A 2280.490-00-0000</u>	BOCES SERVICES		255,785.00	99,487.00	355,272.00	177,636.00	177,636.00	0.00
2280	OCCUPATIONAL EDUCATION	*	360,571.00	99,487.00	460,058.00	226,468.40	177,636.00	55,953.60
22	Federal Income Tax	**	3,062,111.00	306,811.20	3,368,922.20	1,561,428.07	1,271,068.49	536,425.64
<u>A 2330.490-00-0000</u>	BOCES-SPECIAL SCHOOL		65,955.00	0.00	65,955.00	31,477.50	31,477.50	3,000.00
2330	TEACHING-SPECIAL SCHOOLS	*	65,955.00	0.00	65,955.00	31,477.50	31,477.50	3,000.00
23	Income Executions	**	65,955.00	0.00	65,955.00	31,477.50	31,477.50	3,000.00
<u>A 2610.150-00-0000</u>	INSTRUCTIONAL SALARIES		85,399.00	0.00	85,399.00	32,628.50	0.00	52,770.50
<u>A 2610.160-00-0000</u>	NON INSTRUCT SALARIES		31,000.00	0.00	31,000.00	12,413.33	0.00	18,586.67
<u>A 2610.460-00-0000</u>	STATE AIDED LIBRARY MATERIALS		3,412.00	0.00	3,412.00	2,569.23	28.98	813.79
<u>A 2610.490-00-0000</u>	BOCES SERVICES		45,000.00	0.00	45,000.00	20,167.90	21,832.10	3,000.00
2610	SCHOOL LIBRARY & AUDIOVISUAL	*	164,811.00	0.00	164,811.00	67,778.96	21,861.08	75,170.96

NEW YORK MILLS UFSD

Appropriation Status Detail Report By Function From 7/1/2023 To 1/31/2024



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	-3,723.00	3,568.00	1,977.38	1,016.62	574.00
A 2630.460-00-0000	STATE AIDED SOFTWARE		8,180.00	350.00	8,530.00	221.00	8,180.00	129.00
A 2630.490-00-0000	BOCES		665,340.00	-1,000.00	664,340.00	293,784.65	356,215.35	14,340.00
2630	COMPUTER ASSISTED INSTRUCTION	*	690,320.00	11,229.20	701,549.20	313,003.46	373,457.55	15,088.19
26	Social Security Tax	**	855,131.00	11,229.20	866,360.20	380,782.42	395,318.63	90,259.15
A 2810.150-00-0000	INSTRUCTIONAL SALARIES		101,290.00	0.00	101,290.00	33,108.81	0.00	68,181.19
A 2810.160-00-0000	NON INSTRUCT SALARIES		35,500.00	0.00	35,500.00	10,410.89	0.00	25,089.11
A 2810.404-00-0000	CONFERENCE FEES		500.00	-65.00	435.00	0.00	0.00	435.00
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	50,194.85	50,195.15	0.00
2810	GUIDANCE-REGULAR SCHOOL	*	221,940.00	18,325.00	240,265.00	95,554.67	50,995.15	93,715.18
A 2815.160-00-0000	NON INSTRUCT SALARIES		50,000.00	0.00	50,000.00	25,810.22	0.00	24,189.78
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	348.53	36.38	1,500.09
A 2815.450-03-0000	OFFICE SUPPLIES-H.S.		0.00	3,000.00	3,000.00	625.81	0.00	2,374.19
A 2815.490-00-0000	BOCES SERVICES		24,500.00	0.00	24,500.00	8,707.43	7,014.57	8,778.00
2815	HEALTH SERVICES-REGULAR SCHOOL	*	81,000.00	385.00	81,385.00	37,195.91	7,050.95	37,138.14
A 2820.490-00-0000	BOCES SERVICES		54,000.00	0.00	54,000.00	21,062.00	28,938.00	4,000.00
2820	PSYCHOLOGICAL SRVC-REG SCHOOL	*	54,000.00	0.00	54,000.00	21,062.00	28,938.00	4,000.00
A 2825.150-00-0000	SOCIAL WORKER		55,022.00	0.00	55,022.00	20,482.30	0.00	34,539.70
2825	SOCIAL WORK SRVC-REG SCHOOL	*	55,022.00	0.00	55,022.00	20,482.30	0.00	34,539.70
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	29,296.50	0.00	68,228.50
A 2850.400-00-0000	CONTRACTUAL		1,000.00	65.00	1,065.00	1,061.50	0.00	3.50
A 2850.450-00-0000	SUPPLIES		1,000.00	0.00	1,000.00	960.05	0.00	39.95
2850	CO-CURRICULAR ACTIV-REG SCHL	*	99,525.00	65.00	99,590.00	31,318.05	0.00	68,271.95
A 2855.150-00-0000	INSTRUCTIONAL SALARIES		152,650.00	0.00	152,650.00	44,577.00	0.00	108,073.00
A 2855.160-00-0000	NON INSTRUCT SALARIES		5,235.00	0.00	5,235.00	5,946.25	0.00	-711.25
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 1/31/2024



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	18,093.18	0.00	16,906.82
A 2855.413-00-0000	TOURNAMENT FEES		5,000.00	0.00	5,000.00	1,446.10	0.00	3,553.90
A 2855.450-00-0000	INSTRUCT. SUPPLIES		28,000.00	0.00	28,000.00	20,740.89	626.42	6,632.69
A 2855.450-00-0014	UNIFORMS		12,600.00	121.60	12,721.60	11,403.25	259.80	1,058.55
2855	INTERSCHOL ATHLETICS-REG SCHL	*	258,985.00	237.60	259,222.60	105,712.37	2,986.22	150,524.01
28	New York City Income Tax	**	815,472.00	20,952.60	836,424.60	311,488.00	89,970.32	434,966.28
2		***	9,387,205.00	361,713.33	9,748,918.33	4,113,267.35	2,259,278.03	3,376,372.95
A 5510.160-00-0000	NON INSTRUCT SALARIES		291,415.00	0.00	291,415.00	123,928.76	0.00	167,486.24
A 5510.161-00-0000	NON INSTRUCT SALARIES		85,000.00	0.00	85,000.00	50,848.72	0.00	34,151.28
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	-2,500.00	7,300.00	637.94	392.41	6,269.65
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	7,100.00	22,100.00	13,749.22	8,126.78	224.00
A 5510.450-00-0509	DIESEL		50,000.00	3,066.49	53,066.49	20,929.26	22,137.23	10,000.00
A 5510.490-00-0000	BOCES SERVICES		2,000.00	0.00	2,000.00	500.00	1,500.00	0.00
5510	DISTRICT TRANSPORT-MEDICAID	*	625,710.00	13,927.49	639,637.49	237,093.90	178,150.91	224,392.68
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	11,668.80	5,834.40	0.80
A 5530.417-00-0000	ELECTRICITY		25,000.00	-700.00	24,300.00	9,888.28	4,944.15	9,467.57
A 5530.418-00-0000	WATER		10,000.00	6,000.04	16,000.04	4,666.62	9,333.34	2,000.08
A 5530.450-00-0515	SUPPLIES&MATERIALS		1,000.00	1,350.00	2,350.00	1,481.09	451.57	417.34
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	7,304.04	69,754.04	37,304.79	20,563.46	11,885.79
55		**	688,160.00	21,231.53	709,391.53	274,398.69	198,714.37	236,278.47
5		***	688,160.00	21,231.53	709,391.53	274,398.69	198,714.37	236,278.47
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	7,869.73	0.00	608,018.27
9020	TEACHERS' RETIREMENT	*	615,888.00	0.00	615,888.00	7,869.73	0.00	608,018.27
A 9030.800-00-0000	SOCIAL SECURITY		514,547.00	0.00	514,547.00	190,941.68	0.00	323,605.32

NEW YORK MILLS UFSD

Appropriation Status Detail Report By Function From 7/1/2023 To 1/31/2024



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9030	SOCIAL SECURITY	*	514,547.00	0.00	514,547.00	190,941.68	0.00	323,605.32
<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	1,096.12	950.08	-91.50
9055	DISABILITY INSURANCE	*	1,800.00	154.70	1,954.70	1,096.12	950.08	-91.50
<u>A 9060.800-00-0000</u>	HEALTH INSURANCE		1,974,509.00	-33,689.00	1,940,820.00	1,327,592.11	0.00	613,227.89
9060	HOSPITAL, MEDICAL & DENTAL INS	*	1,974,509.00	-33,689.00	1,940,820.00	1,327,592.11	0.00	613,227.89
90		**	3,456,931.00	-30,251.30	3,426,679.70	1,687,653.64	5,950.08	1,733,075.98
<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	57,912.00	0.00	157,912.00
9711	SERIAL BOND	*	945,824.00	0.00	945,824.00	57,912.00	0.00	887,912.00
<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	115,803.43	0.00	965,804.57
<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	-30,251.30	4,621,637.70	1,916,807.07	5,950.08	2,698,880.55
Fund ATotals:			16,415,975.00	472,572.21	16,888,547.21	7,251,546.12	2,845,410.25	6,791,590.84
Grand Totals:			16,415,975.00	472,572.21	16,888,547.21	7,251,546.12	2,845,410.25	6,791,590.84

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

For the period

FROM: 01/01/24 TO: January 31, 2024

Total available balance as reported at the end of preceding period \$33,342.47

RECEIPTS DURING MONTH

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

Date	Source	Amount
JAN 31	Interest	28.12

Total Receipts 28.12

Total Receipts, including balance \$33,370.59

DISBURSEMENTS MADE DURING MONTH

BY CHECK

From Check No. 2072 To Check No 2072 3,569.30

BY DEBIT CHARGE

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

Cash Balance as shown by records \$29,801.29

RECONCILIATION WITH BANK STATEMENT

Balance given on bank statement, end of month 29,801.29

Less total of outstanding checks 0.00

Net balance in bank 29,801.29

Amount of deposits in transit

Total available balance \$29,801.29

(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 1/31/2024



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

Ending Bank Balance:		29,801.29
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 29,801.29

Cash Account Balance: 29,801.29

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
Outstanding Check Total:			0.00

Prepared By

Approved By

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

For the period

FROM: 01/01/24 TO: January 31, 2024

Total available balance as reported at the end of preceding period \$30,203.32

RECEIPTS DURING MONTH

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

Date	Source	Amount	
JAN 31	Interest	89.91	
Total Receipts			89.91
Total Receipts, including balance			\$30,293.23

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>\$30,293.23</u>

RECONCILIATION WITH BANK STATEMENT

Balance given on bank statement, end of month	30,293.23	
Less total of outstanding checks	0.00	
Net balance in bank	30,293.23	
Amount of Transfers in transit	0.00	
Total available balance		<u>\$30,293.23</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 - 1/31/2024



Account	Description	Debits	Credits
C 200	CASH IN CHECKING	29,801.29	0.00
C 201	CASH IN TIME DEPOSITS	30,293.23	0.00
C 210	PETTY CASH	20.00	0.00
C 522	EXPENDITURES	17,846.50	0.00
C 911	UNAPPROPRIATED FUND BALANCE	0.00	58,008.35
C 980	REVENUES	0.00	19,952.67
C Fund Totals:		77,961.02	77,961.02
Grand Totals:		77,961.02	77,961.02

NEW YORK MILLS UFSD

Revenue Status Report By Function From 7/1/2023 To 1/31/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C 2401</u>	INTEREST AND EARNINGS	0.00	0.00	0.00	798.49	-798.49
<u>C 2770</u>	MISCELLANEOUS REVENUE	0.00	0.00	0.00	19,154.18	-19,154.18
	C Totals:	0.00	0.00	0.00	19,952.67	-19,952.67
	Grand Totals:	0.00	0.00	0.00	19,952.67	-19,952.67

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

For the period

FROM: 01/01/24 TO: January 31, 2024

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)

Date	Source	Amount	\$0.00
JAN	3 Transfers from General for Payroll	258,467.00	
	16 Transfers from General for Payroll	216,903.56	
	12 Omni Refund	75.00	
Total Receipts			\$475,445.56
Total Receipts, including balance			\$475,445.56

DISBURSEMENTS MADE DURING MONTH

BY DEBIT CHARGE	Transfers for Payroll Checks and Direct Deposits	335,665.03	
	Federal Taxes	107,960.59	
	State Taxes	19,592.80	
	OMNI	9,986.28	
	ERS	2,165.86	
(Total amount of checks issued and debit charges)			475,370.56
Cash Balance as shown by records			<u>\$75.00</u>

RECONCILIATION WITH BANK STATEMENT

Balance given on bank statement, end of month	61,743.16	
	<u>61,743.16</u>	
Outstanding December 22 ERS Wire	7.97	
Outstanding December 23 ERS Wire	1.08	
Debits in Transit for PR 2-2 (payroll and omni)	(165,094.16)	
Deposit in Transit for PR 2-2	226,753.27	
Omni Refund	75.00	
ERS in Transit	<u>61,743.16</u>	
Amount of transfers in transit		
Total available balance		<u>\$0.00</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
 PAYROLL ACCOUNT
 ACCOUNT 6542
 TREASURER'S MONTHLY REPORT

7

For the period

FROM: 01/01/24 TO: January 31, 2024

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

RECEIPTS DURING MONTH

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

Date	Source	Amount
JAN 5	Net Payroll	184,293.53
19	Net Payroll	151,371.50
Total Receipts		335,665.03
Total Receipts, including balance		335,665.03

DISBURSEMENTS MADE DURING MONTH

BY CHECK			
From Check No.	94058	To Check No.	94306
			38,004.70
 BY DEBIT CHARGE			
	Direct Deposits		297,660.33
(Total amount of checks issued and debit charges)			335,665.03
Cash Balance as shown by records			<hr style="border-top: 3px double black;"/>

RECONCILIATION WITH BANK STATEMENT

Balance given on bank statement, end of month	163,793.64
Less total of outstanding checks (See attached Nvision report)	3,785.52
Net balance in bank	160,008.12
Deposit in Transit from 12-8-23 Payroll	
Deposit in Transit from 2-2-24 Payroll	(160,008.12)
Total available balance	
(Must agree with Cash Balance above if there is a true reconciliation)	<hr style="border-top: 3px double black;"/>

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 1/31/2024



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

Ending Bank Balance:		163,793.64
Outstanding Checks (See listing below):	-	3,785.52
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	160,008.12
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
01/19/2024	94220	JUSTIN MAHANNA	1,443.89
Outstanding Check Total:			3,785.52

Prepared By

Approved By

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

For the period

FROM: 01/01/24 TO: January 31, 2024

Total available balance as reported at the end of preceding period \$116,371.95

RECEIPTS DURING MONTH

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

Date	Source	Amount
JAN 31	Interest	98.77
Total Receipts		\$98.77
Total Receipts, including balance		\$116,470.72

DISBURSEMENTS MADE DURING MONTH

BY CHECK				
From Check No.	2183	To Check No.	2183	1,090.00
BY DEBIT CHARGE for Payroll Principal & Interest BAN payment				
(Total amount of checks issued and debit charges)				\$1,090.00
Cash Balance as shown by records				<u>\$115,380.72</u>

RECONCILIATION WITH BANK STATEMENT

Balance given on bank statement, end of month	115,380.72
Less total of outstanding checks	0.00
Net balance in bank	115,380.72
Total available balance	<u>\$115,380.72</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

Bank Reconciliation for period ending on 1/31/2024



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

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

Adjusted Ending Bank Balance:		0.00
Cash Account Balance:		115,380.72

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
Outstanding Check Total:			0.00

Prepared By

Approved By

NEW YORK MILLS UFSD

Trial Balance Report From 7/1/2023 - 1/31/2024



Account	Description	Debits	Credits
H 002600	ACCOUNTS PAYABLE - ENERGY PERFORMANCE	0.00	0.50
H 200	CASH IN CHECKING	0.00	34,473.47
H 521	ENCUMBRANCES	5,480.00	0.00
H 522	EXPENDITURES	363,445.54	0.00
H 630	DUE TO OTHER FUNDS	0.00	15,324.72
H 821	RESERVE FOR ENCUMBRANCES	0.00	5,480.00
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 1/31/2024



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 1/31/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>H 0002.016-240</u>	EPC CONTRACTUAL	0.00	0.00	0.00	355,735.60	0.00	-355,735.60
<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	7,630.00	5,480.00	-13,110.00
0002	*	0.00	0.00	0.00	363,445.54	5,480.00	-368,925.54
00	**	0.00	0.00	0.00	363,445.54	5,480.00	-368,925.54
0	***	0.00	0.00	0.00	363,445.54	5,480.00	-368,925.54
	Fund HTotals:	0.00	0.00	0.00	363,445.54	5,480.00	-368,925.54
Grand Totals:		0.00	0.00	0.00	363,445.54	5,480.00	-368,925.54

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

For the period

FROM: 01/01/24 TO: January 31, 2024

Total available balance as reported at the end of preceding period \$1,377,140.95

RECEIPTS DURING MONTH

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

Date	Source	Amount
JAN 31	Interest	4,099.59

Total Receipts \$4,099.59

Total Receipts, including balance \$1,381,240.54

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 \$1,381,240.54

RECONCILIATION WITH BANK STATEMENT

Balance given on bank statement, end of month	1,381,240.54
Less total of outstanding checks	0.00
Net balance in bank	1,381,240.54
Amount of transfers in transit	
Total available balance	<u>\$1,381,240.54</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 THE BOARD OF EDUCATION

TREASURER OF SCHOOL DISTRICT

PREPARED BY

NEW YORK MILLS UFSD

Trial Balance Report From 7/1/2023 - 1/31/2024



Account	Description	Debits	Credits
V 231	CASH IN TIME-SPECIAL RESERVES	1,381,240.54	0.00
V 391	DUE FROM OTHER FUNDS	724.72	0.00
V 911	UNAPPROPRIATED FUND BALANCE	0.00	1,354,067.24
V 980	REVENUES	0.00	27,898.02
V Fund Totals:		1,381,965.26	1,381,965.26
Grand Totals:		1,381,965.26	1,381,965.26

NEW YORK MILLS UFSD

Revenue Status Report By Function From 7/1/2023 To 1/31/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>V 2401</u>	INTERST AND EARNINGS	0.00	0.00	0.00	27,898.02	-27,898.02
	V Totals:	0.00	0.00	0.00	27,898.02	-27,898.02
	Grand Totals:	0.00	0.00	0.00	27,898.02	-27,898.02

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

For the period

FROM: 01/01/24 TO: January 31, 2024

Total available balance as reported at the end of preceding period \$233,034.79

RECEIPTS DURING MONTH

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

Date	Source	Amount
JAN 31	Interest	184.89
3	Fed aid received due from General	3,279.00
Total Receipts		\$3,463.89
Total Receipts, including balance		\$236,498.68

DISBURSEMENTS MADE DURING MONTH

BY CHECK				
From Check No.	45114	To Check No.	45114	1,315.70
BY DEBIT CHARGE				
	Payroll			23,867.77
	2/2 Payroll in Transit			10,893.89
(Total amount of checks issued and debit charges)				\$36,077.36
Cash Balance as shown by records				<u>\$200,421.32</u>

RECONCILIATION WITH BANK STATEMENT

Balance given on bank statement, end of month	201,737.02
Less total of outstanding checks	<u>1,315.70</u>
Net balance in bank	200,421.32
Reconciling Items:	
Total available balance	<u>\$200,421.32</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 - 1/31/2024



Account	Description	Debits	Credits	Balance
F014 200	CASH IN CHECKING	42,199.00	0.00	42,199.00
F014 510	ESTIMATED REVENUE	210,999.00	0.00	210,999.00
F014 960	APPROPRIATIONS	0.00	210,999.00	210,999.00 CR
F014 980	REVENUES	0.00	42,199.00	42,199.00 CR
F014 Fund Totals:		253,198.00	253,198.00	0.00
F022 200	CASH IN CHECKING - TITLE I PT A	705,904.49	451,998.17	253,906.32
F022 630	DUE TO OTHER FUNDS - TITLE I PT A	400,000.00	653,906.32	253,906.32 CR
F022 Fund Totals:		1,105,904.49	1,105,904.49	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	23,741.00	54,112.50	30,371.50 CR
F024 391	DUE FROM OTHER FUNDS	39,646.00	23,741.00	15,905.00
F024 410	STATE & FEDERAL AID RECEIVABLE	0.00	15,905.00	15,905.00 CR
F024 510	ESTIMATED REVENUE	118,709.00	0.00	118,709.00
F024 522	EXPENDITURES	54,112.50	0.00	54,112.50
F024 960	APPROPRIATIONS	0.00	118,709.00	118,709.00 CR
F024 980	REVENUES	0.00	23,741.00	23,741.00 CR
F024 Fund Totals:		236,208.50	236,208.50	0.00
F034 200	CASH IN CHECKING - IDEA PART B, SEC #611	30,779.00	54,256.60	23,477.60 CR
F034 510	ESTIMATED REVENUE	153,898.00	0.00	153,898.00
F034 522	EXPENDITURES - IDEA PART B, SEC #611	54,256.60	0.00	54,256.60
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:		238,933.60	238,933.60	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
F044 200	CASH IN CHECKING	3,279.00	0.00	3,279.00
F044 510	ESTIMATED REVENUE	16,399.00	0.00	16,399.00
F044 960	APPROPRIATIONS	0.00	16,399.00	16,399.00 CR
F044 980	REVENUES	0.00	3,279.00	3,279.00 CR
F044 Fund Totals:		19,678.00	19,678.00	0.00
F054 200	CASH IN CHECKING- IDEA PART B, SEC #619	337.00	289.70	47.30
F054 510	ESTIMATED REVENUE	1,685.00	0.00	1,685.00
F054 522	EXPENDITURES - IDEA PART B, SEC #619	289.70	0.00	289.70
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:		2,311.70	2,311.70	0.00
F074 200	CASH	2,000.00	4,212.15	2,212.15 CR
F074 510	ESTIMATED REVENUE	10,000.00	0.00	10,000.00
F074 522	EXPENDITURES	4,194.15	0.00	4,194.15
F074 630	DUE TO OTHER FUNDS	2,417.15	2,399.15	18.00
F074 960	APPROPRIATIONS	0.00	10,000.00	10,000.00 CR
F074 980	REVENUES	0.00	2,000.00	2,000.00 CR
F074 Fund Totals:		18,611.30	18,611.30	0.00

NEW YORK MILLS UFSD

Revenue Status Report By Function From 7/1/2023 To 1/31/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>F014 4289</u>	TITLE IV	210,999.00	0.00	210,999.00	42,199.00	168,800.00
	F014 Totals:	210,999.00	0.00	210,999.00	42,199.00	168,800.00
<u>F024 4126</u>	TITLE I	118,709.00	0.00	118,709.00	23,741.00	94,968.00
	F024 Totals:	118,709.00	0.00	118,709.00	23,741.00	94,968.00
<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>F044 4289</u>	TITLE II	16,399.00	0.00	16,399.00	3,279.00	13,120.00
	F044 Totals:	16,399.00	0.00	16,399.00	3,279.00	13,120.00
<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>F074 4126</u>	TITLE IA	10,000.00	0.00	10,000.00	0.00	10,000.00
<u>F074 4289</u>	TITLE IV	0.00	0.00	0.00	2,000.00	-2,000.00
	F074 Totals:	10,000.00	0.00	10,000.00	2,000.00	8,000.00
<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:	511,690.00	0.00	511,690.00	127,047.41	384,642.59

NEW YORK MILLS UFSD

Appropriation Status Detail Report By Function From 7/1/2023 To 1/31/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>F014 2110.150</u>	INSTRUCTIONAL SALARIES	124,768.00	0.00	124,768.00	0.00	0.00	124,768.00
<u>F014 2110.160</u>	NONINSTRUCTIONAL SALARIES	47,918.00	0.00	47,918.00	0.00	0.00	47,918.00
<u>F014 2110.800</u>	BENEFITS	38,313.00	0.00	38,313.00	0.00	0.00	38,313.00
Fund F014Totals:		210,999.00	0.00	210,999.00	0.00	0.00	210,999.00
<u>F024 2110.150</u>	INSTRUCTIONAL SALARIES-TITLE I-A	117,962.00	0.00	117,962.00	53,365.50	0.00	64,596.50
<u>F024 2110.450</u>	SUPPLIES & MATERIALS	747.00	0.00	747.00	747.00	0.00	0.00
Fund F024Totals:		118,709.00	0.00	118,709.00	54,112.50	0.00	64,596.50
<u>F034 2250.150</u>	INSTRUCTIONAL SALARIES-sECTION #611	140,339.00	0.00	140,339.00	53,977.60	0.00	86,361.40
<u>F034 2250.400</u>	PURCHASES SERVICES	13,280.00	0.00	13,280.00	0.00	0.00	13,280.00
<u>F034 2250.450</u>	SUPPLIES & MATERIALS	279.00	0.00	279.00	279.00	0.00	0.00
Fund F034Totals:		153,898.00	0.00	153,898.00	54,256.60	0.00	99,641.40
<u>F044 2110.400</u>	CONTRACTUAL	16,399.00	0.00	16,399.00	0.00	0.00	16,399.00
Fund F044Totals:		16,399.00	0.00	16,399.00	0.00	0.00	16,399.00
<u>F054 2250.400</u>	PURCHASE SERVICES - IDEA PART B, SEC #619	1,371.00	0.00	1,371.00	0.00	0.00	1,371.00
<u>F054 2250.450</u>	SUPPLIES - IDEA PART B, SEC #619	314.00	0.00	314.00	289.70	0.00	24.30
Fund F054Totals:		1,685.00	0.00	1,685.00	289.70	0.00	1,395.30
<u>F074 2110.160</u>	NON INST SALARIES TITLE IA	3,080.00	0.00	3,080.00	2,399.15	0.00	680.85
<u>F074 2110.400</u>	PURCHASE SERVICES	6,920.00	0.00	6,920.00	1,795.00	0.00	5,125.00
Fund F074Totals:		10,000.00	0.00	10,000.00	4,194.15	0.00	5,805.85
<u>F084 2253.472</u>	TUITION-SSH#4408	0.00	0.00	0.00	49,744.00	0.00	-49,744.00
<u>F084 5511.160</u>	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:		511,690.00	0.00	511,690.00	169,639.00	0.00	342,051.00

NEW YORK MILLS UFSD

Trial Balance Report From 7/1/2023 - 1/31/2024



Account	Description	Debits	Credits
TE 092A	BEEKMAN SCHOLARSHIP	0.00	107.72
TE 092DGH	DONNA & GEORGE HERTHUM	0.00	6,196.15
TE 092H	KIWANIS CLUB SCHOLARSHIP	0.00	209.40
TE 092M	MIGA MENTORING	0.00	2,392.77
TE 092R	HERTHUM FUND & COMMUNITY FOUNDATION	0.00	707.35
TE 092TL	TIMOTHY LAVIER SCHOLARSHIP	0.00	584.06
TE 092X	ETUDES MUSIC CLUB	0.00	6.95
TE 092Y	KARUZAS SCHOLARSHIP	0.00	25,854.63
TE 201	EXPENDABLE TRUST SAVINGS	36,059.03	0.00
TE Fund Totals:		36,059.03	36,059.03
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:		46,879.03	46,879.03

**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	2,101.46	2,107.72	2,107.72	2,107.72	2,107.72	2,107.72	2,107.72	2,107.72
HERTHUM FUND	R	5,593.70	5,607.97	5,624.20	5,640.40	5,657.19	5,673.49	5,690.41	5,707.35	5,707.35	5,707.35	5,707.35	5,707.35	5,707.35	5,707.35
KIWANIS CLUB	H	3,949.17	3,959.24	3,970.70	3,982.14	3,993.99	4,005.50	4,017.44	4,029.40	4,029.40	4,029.40	4,029.40	4,029.40	4,029.40	4,029.40
MIGA MENTORING	M	2,345.13	2,351.11	2,357.92	2,364.71	2,371.75	2,378.58	2,385.67	2,392.77	2,392.77	2,392.77	2,392.77	2,392.77	2,392.77	2,392.77
D & G HERTHUM	DGH	6,072.77	6,088.26	6,105.88	6,123.47	6,141.70	6,159.39	6,177.76	6,196.15	6,196.15	6,196.15	6,196.15	6,196.15	6,196.15	6,196.15
ETUDES	X	6.81	6.83	6.85	6.87	6.89	6.91	6.93	6.95	6.95	6.95	6.95	6.95	6.95	6.95
KARUZAS	Y	25,339.81	25,404.45	25,477.98	25,551.37	25,627.43	25,701.25	25,777.89	25,854.63	25,854.63	25,854.63	25,854.63	25,854.63	25,854.63	25,854.63
AVIER	TL	474.12	475.33	476.71	478.09	479.51	480.90	482.33	584.06	584.06	584.06	584.06	584.06	584.06	584.06
		45,847.25	45,964.21	46,097.25	46,230.04	46,367.66	46,501.23	46,739.89	46,879.03	46,879.03	46,879.03	46,879.03	46,879.03	46,879.03	46,879.03

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	6.25	6.26	-	-	-	-	-	41.98
HERTHUM FUND	R	0.00	14.27	16.23	16.20	16.79	16.30	16.92	16.94	-	-	-	-	-	113.65
KIWANIS CLUB	H	0.00	10.07	11.46	11.44	11.85	11.51	11.94	11.96	-	-	-	-	-	80.23
MIGA MENTORING	M	0.00	5.98	6.81	6.79	7.04	6.83	7.09	7.10	-	-	-	-	-	47.64
D & G HERTHUM	DGH	0.00	15.49	17.62	17.59	18.23	17.69	18.37	18.39	-	-	-	-	-	123.38
ETUDES	X	0.00	0.02	0.02	0.02	0.02	0.02	0.02	0.02	-	-	-	-	-	0.14
KARUZAS	Y	0.00	64.64	73.53	73.39	76.06	73.82	76.64	76.74	-	-	-	-	-	514.82
AVIER	TL	0.00	1.21	1.38	1.38	1.42	1.39	1.43	1.73	-	-	-	-	-	9.94
INTEREST			116.96	133.04	132.79	137.62	133.57	138.66	139.14	-	-	-	-	-	931.78
		0.00	116.96	133.04	132.79	137.62	133.57	138.66	139.14	0.00	0.00	0.00	0.00	0.00	931.78

INTEREST JOURNAL ENTRY

		TE201	139.14	
BEEKMAN	TE2401	TE092A		6.26
HERTHUM FUND		TE092R		16.94
KIWANIS		TE092H		11.96
MIGA		TE092M		7.10
D&G HERTHUM		TE092DGH		18.39
ETUDES		TE092X		0.02
KARUZAS		TE092Y		76.74
AVIER		TE092TL		1.73
				139.14

**3.4 Approval of the
Previous Minutes**



BOARD OF EDUCATION MEETING AGENDA
February 6, 2024
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 type="checkbox"/> Jonathan Fiore |
| <input checked="" type="checkbox"/> Kimberly Gyore |
| <input checked="" type="checkbox"/> Robert Mahardy, Jr. |

Agenda Item	Who	Information Distributed	Action	Notes
1. MEETING CALL TO ORDER				6:00pm
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 K. Gyore / 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 – Thanked everyone for their donations towards the Athletics March Basket Raffle. He also discussed Jonathan Fiore's resignation on the Board and outlined a few options, recommending an option after seeking legal to leave the seat vacant (short-term) until the May election. Will ask for vote later in meeting.</i>

2.2 BOCES Representative Report	G. Porcelli		Information	<i>Nothing at this time.</i>
2.3 Committee Reports				
<p>Policy Committee: <i>Jacqueline Edwards/Chair, Kimberly Gyore, Kristin Hubley</i> – J. Edwards stated Committee met in January and will meet in another week to review the 8000 section requirements and notes the committee is back on track for the review cycle.</p> <p>Facilities Committee: <i>Jeremy Fennell/Chair, Jacqueline Edwards</i> - nothing at this time.</p> <p>Communications Committee: <i>Robert Mahardy/Chair, Jeremy Fennell</i> – nothing at this time.</p> <p>Safety Committee: <i>Kristin Hubley/Chair, Robert Mahardy</i> – nothing new at this time.</p> <p>Transportation Committee: <i>Kimberly Gyore/Chair, Jonathan Fiore</i> – R. Mahardy agreed to step in and fill J. Fiore’s position on this committee.</p> <p>Finance Committee: <i>Jonathan Fiore/Chair, Jacqueline Edwards, Kimberly Gyroe</i> – K.Hubley agreed to fill in as Chairperson.</p> <p>SBI: <i>Steve King (SBI Alternate: Kristin Hubley)</i> – S.King attended SBI meeting with local legislators felt it was a good turnout, agenda was on Foundation Aid formulas.</p>				
2.5 2024-2025 Budget Presentation	M. LaGase L. Stamboly		Information	<i>M. LaGase reviewed anticipated revenues and the Governor’s proposal, which indicates making some changes to the formula of State Foundation Aid. Area Superintendents had attended an Albany conference in January, meeting with local legislation to talk about if this moves forward, what that impact is for school districts. NYMUFSD is a straight forward budget for the 2024-25 proposed expenditures. K.Hubley noted for community members the confusing question about Capital Reserve vs. Fund Balance? S. King and L. Stamboly answered the Capital Budget is an established reserve for operating building costs and has nothing to do with funded aid. The recent Capitol Project vote does not impact taxes. Ms. Edwards commented on being a fiscally responsible district.</i>
3. CONSENT AGENDA				
3.1 Approval of 3.2 through 3.4	S. King	Yes	Action	1 st K. Hubley 2 nd J. Edwards / Yes <u>6</u> No <u>0</u> Abstain <u> </u>
3.2 Business Office Reports		Yes	Action	1 st K. Hubley 2 nd J. Edwards / Yes <u>6</u> No <u>0</u> Abstain <u> </u>

3.3 CSE Reports		Yes	Action	1 st K. Hubley 2 nd J. Edwards / Yes <u>6</u> No <u>0</u> Abstain <u> </u>
3.4 Approval of the Previous Minutes	1.9.2024	Yes	Action	1 st K. Hubley 2 nd J. Edwards / Yes <u>6</u> No <u>0</u> Abstain <u> </u>
4. OLD BUSINESS				
4.1 Capital Updates			Information	<i>Superintendent M. LaGase informed the Board that the Architects have been to the building to take measurements and will schedule a time to discuss the next steps.</i>
5. NEW BUSINESS				
5.1 Personnel Report		Yes	Action	1 st K. Hubley 2 nd K. Gyore / Yes <u>6</u> No <u>0</u> Abstain <u> </u> <i>J.Edwards commented with regrets to item #3 (retirement)</i>
5.2 – Approval Use of Facilities Request with Herkimer Originals		Yes	Action	1 st K. Hubley 2 nd R. Mahardy / Yes <u>6</u> No <u>0</u> Abstain <u> </u> <i>Motion for Discussion was made by S. King due to Regulation paperwork for the Use of Facilities is coming to the Superintendent /Administration Office after BOE Agenda’s are set. Policy and Regulation Request have contradicting timelines. Policy Committee Chair stated the committee will meet to review and edit; Moving forward all paperwork will reflect 30 day in office request prior to event.</i>
5.3 – Policy 4507 Procurement: Uniform Grant Guidance Federal Awards (Second Read - Adopt)		Yes	Action	1 st J. Edwards 2 nd K. Hubley / Yes <u>6</u> No <u>0</u> Abstain <u> </u>
5.4 – Policy 6300 FMLA (Second Read – Adopt) a. – Regulation 6300.1 Rescind (Second Read - Adopt)		Yes	Action	1 st R. Mahardy 2 nd K. Gyore / Yes <u>6</u> No <u>0</u> Abstain <u> </u> <i>Discussion: J. Edwards asked the Superintendent to speak and clear up Policy language. M. LaGase explained the Districts</i>

<p>b. – Regulation 6300.2 (Second Read - Adopt)</p> <p>c. – Regulation 6300.3 (Second Read - Adopt)</p> <p>d. – Regulation 6300.4 (Second Read - Adopt)</p> <p>e. – Regulation 6300.5 (Second Read - Adopt)</p>				<p>current Policy and proposed change; this Policy will now mirror that per an academic school year (July 1 – June 30). Also, in alignment with accrued time, benefits and wages.</p>
<p>5.5 – Policy 5010 Workforce Violence Prevention Act (Second Read - Adopt)</p>		Yes	Action	<p>1st J. Fennell 2nd K. Gyore / Yes <u>6</u> No <u>0</u> Abstain ____</p>
<p>5.6 – Policy 6010 Prohibition of Sexual Harassment and Discrimination in the Workplace (First Read)</p> <p>a. – Regulation 6010.1 (First Read)</p>		Yes	Action	<p>1st J. Edwards 2nd J. Fennell / Yes <u>6</u> No <u>0</u> Abstain ____</p> <p>Discussion: J. Edwards wanted to point out Policies 6010 and 0015, had been previously combined but by law have to be their own separate Policy now.</p>
<p>5.7 – Policy 0015 Equal Opportunity and Prohibition of Discrimination, Harassment and Bullying (First Read)</p>		Yes	Action	<p>1st J. Edwards 2nd J. Fennell / Yes <u>6</u> No <u>0</u> Abstain ____</p>
<p>5.8 – Policy 0013 Title IX Grievance Process (First Read)</p> <p>a. – Regulation 0013.1 (First Read)</p>		Yes	Action	<p>1st J. Edwards 2nd J. Fennell / Yes <u>6</u> No <u>0</u> Abstain ____</p>
				<p>S. King stated: At this time we have to take a motion from the floor to accept the resignation of Jonathan Fiore, moved by R. Mahardy, 2nd by K. Hubley, all in favor.</p> <p>S. King motioned: to decide what to do with the open seat. Had outlined options earlier, J. Edwards motioned for the recommended option, leaving it open until the election</p>
<p>6. K-12 REPORTS</p>				<p>1st R. Mahardy 2nd K. Hubley, all in favor.</p>
<p>6.1 Executive Principal K-12</p>	M. Facci		Information	<p>M. Facci – Mid-terms just wrapped up, report cards going out week of February 5 and we will celebrate our success at upcoming assemblies. She also indicated grades 7-12 have</p>

				<p><i>finished second quarter-bench marks with 51 students making High Honor Roll, and 43 students on Honor Roll. Added behavioral concerns with students and setting goals from 1st to 2nd quarter has shown a reduction in referrals, by around 60. The Winter Ball was successful, planning spirit week and pep rally Feb 16th. Lastly, she noted that the school is looking to bring back and add new events. Some dates to save April 5th - K-12 talent show; April 11 – National Honor Society Banquet; June 11 – Varsity Sports Banquet.</i></p>
6.2 Interim Principal K-12	D. DiSpirito		Information	<p><i>D. DiSpirito – First wanted to give Kudos to the staff, with all the school sickness and all have stepped up to cover all the areas that need to be covered. K-6 – award assemble on January 31st, honored 43 Positive Project Awards and 7 Principal Awards and well over a 100 parent and guardian in attendance.</i></p> <p><i>Grades 5-8 successfully tried new computer based testing, with some new science questions new to 5th graders. Teachers are prepping those students, also adding Extended learning time is being, there are 60 students staying after school for extra help or enrichment activities. Reports cards went home with student, February 6.</i></p> <p><i>Adding onto M.Facci’s referrals statistics, the Elementary grades are having a lot of conversations with students through Presentations about, The Power of Words and Anti-bullying. Finishing with some dates to remember PARP has a March Madness theme, and field trips are approaching.</i></p> <p><i>K.Hubley inquired about a social media post by a parent raising issue of a New York City Trip being funded by a chocolate fundraiser.</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 Governor Hochul's shared goal for how schools teach reading. With best practices grounded in science and reading. D. DiSpirito has already done a preliminary Professional Development session with other Districts on this issue. We will be looking at how literacy standards align with our current curriculum and RTI practices. Further addressed the Board to have a discussion about having a Workshop date in addition to a Retreat date. The other piece we talked about is the Superintendents Office received another Use of Facilities Request hoping to use the school cafeteria for a Spaghetti Dinner Fund Raiser on a Sunday. J. Edwards expressed her concerns and opposition that Sunday should be a day dedicated to being outside of the school and being home with family instead of another school related event or sponsored event. R. Mahardy indicating this is a sponsored family dinner event. S. King doesn't necessarily agree with putting undo pressure on students wishing to do both games and a musical. Most sports, activity events or having a production rehearsal occur on a Saturday, making them to choose between one or the other. S. King further adding he will entertain a motion for or against this – K.Hubley 1st, R. Mahary 2nd to allow; 5 Yes, 1 No. J. Edwards wished to clarify her vote;" not because of who, but, of the practice of utilizing an empty School on a Sunday.</i></p>
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8. COMMUNICATIONS

8.1 From the Floor -	District Clerk		Information	<p><i>High School Student and member of NYM Drama Club addressed the Board members asking if they would be interested in purchasing an ad in the School Musical Program to help funding for stage props the students build and costumes.</i></p>
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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	<i>S. King added 2 remarks; (1) the Heart Walk is coming up walking through our community March 2, he urges everyone to participate in that and (2) there is a community forum on February 13th for the St. Luke's Building encouraging Board members to attend.</i>
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		7:25pm	Action	1 st K. Gyore 2 nd K. Hubley / Yes <u>6</u> No <u>0</u> 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.**

4.2 - Resolution to Approve 2024-25
Annual Budget Vote and School Board
Election Timeline Schedule



ANNUAL BUDGET VOTE AND SCHOOL BOARD ELECTION TIMELINE SCHEDULE 2024 – 25

2024	
Friday, March 1	Submit 2024-25 calculation for Tax Levy Limit to the Office of State Comptroller, Tax and Finance & SED (single submission to OSC only).
Friday, March 1	First day Petitions and Guidelines for Candidates are available.
Tuesday, March 5	BOE to review Debt Service, BOCES Budget, Projected Revenues, Review B item – Resolution: BOE Final Budget Adoption.
Tuesday, March 5	Approve appointment of election inspectors/coordinators for election and budget vote.
Wednesday, March 6	Tax report card, Administrative Compensation submitted to SED within 24 hours of budget adoption but not later than April 29 th to the business portal nysed.gov SAMS.
Friday, April 5	First legal notice must appear in newspaper. Must advertise four times within seven weeks of the budget vote with first publication 45 days before date of budget vote.
Sunday, April 7	First Day for Clerk to receive letter requests for Absentee Ballots.
Tuesday, April 16	Board of Education meeting, BOCES Budget vote.
Tuesday, April 16	Copies of Budget must be available to residents.
Friday, April 19	Publication of second Legal Notice of Annual Election and Public Vote, two major publications.
Monday, April 22	School board candidate nominating petitions due in the office of the District Clerk by 5:00 pm, 25 Signatures 30 days prior to the vote.
Monday, April 22	Deadline for voter submitted petitions for propositions (for propositions other than those required to be included in the notice of annual meeting).
Monday, April 22	Mail absentee ballots for every qualified voter who requests one. Requests must be made no later than 7 days prior to the vote.
Monday, April 22	Candidate must complete first financial disclosure. (Then 5 days prior to the election and 20 days following the election.)
Monday, April 22	Last day to submit petitions for propositions to be placed on the ballot.
Tuesday, April 23	Determination of the names of all candidates duly nominated and the propositions and referenda to be voted for on the ballot three days prior to the distribution of military ballots.
Friday, April 26	Distribute military ballots no later than 25 days before the vote.
Friday, April 26	Last day for Board of Education to pass the budget.
Monday, April 29	Candidates select position on ballot by lot Clerk’s Office.
April 30 th – May 7	District must complete budget detail (7 days before Public Budget Hearing).
Friday, May 3	Publication of third Legal Notice of Annual Election and Public Vote, two major publications.
Tuesday, May 7	Public Budget Hearing – 5:00 pm Budget statement must be made available.
Tuesday, May 14	Last Day for submitting and requesting applications by mail for Absentee Ballots to the Clerk.
Wednesday, May 15	Last Day to mail Budget Notification Form to taxpayers.
Thursday, May 16	Second financial disclosure is due from Candidates.
Friday, May 17	Publication of fourth Legal Notice of Annual Election and Public Vote, two major publications.
Tuesday, May 21	All Absentee Ballots must be received in the Clerk’s Office by 5:00 p.m.
Tuesday, May 21	Budget Vote (noon-8:00 pm)

Utica Observer Dispatch and Rome Daily Sentinel April 5, April 19, May 3, & May 17, 2024

**4.3 Resolution of Approved
2024-25 Budget Vote**



**RESOLUTION TO APPROVE THE 2024 – 2025
NEW YORK MILLS UNION FREE SCHOOL DISTRICT
BUDGET VOTE**

BE IT RESOLVED that the Board of Education of the New York Mills Union Free School District in the County of Oneida, State of New York by and hereby is authorized to expend \$ 16,900,275.00 as a general fund appropriation for the 2024-2025 school year and to levy necessary tax therefor.

Yes _____

No _____

DATED: March 5, 2024
New York Mills, New York

District Clerk
New York Mills Union Free School District
New York

New York Mills Union Free School District - Personnel Report School Yr. 2023-2024

Board of Education Meeting: 3/5/2024

NAME	TENURE AREA/CIVIL SERVICE TITLE	ASSIGNMENT	CERTIFICATION	SALARY/RATE OF PAY	EMPLOYEE REPLACING	EFFECTIVE DATE	END OF PROBATIONARY APPOINTMENT
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The commencement dates of the appointments are "subject to the employees' obtaining all necessary clearances from the State Education Department".

I. Instructional Appointments							
	Kate Williams		Substitute Teacher K-12	Un-Certified	\$100/day		3/11/2024
	Alina Burdick		Substitute Teacher K-12	Un-Certified	\$100/day		3/11/2024
	Heather DeFrees		Substitute Teacher K-12	Un-Certified	\$100/day		3/11/2024
	Micayla Alvarez		Substitute Teacher K-12	Un-Certified	\$100/day		3/11/2024

II. Non-Instructional Appointment							
	Kaylyn Clark	Civil Service - Office Specialist 1	Office Specialist 1 (12 month) - probationary		\$18.76/hr. - CSEA Contract	Marybeth Abbadessa	4/1/2024
	Mary Lou Greic		Substitute Nurse (RN)	Certified	\$18.10/hr		3/11/2024

III. Coaching							
1	Colleen Sparacino		Track & Field - Assistant Varsity	C	\$2,723.00		School Year 2023-24
2	Doug Rehm		Baseball - Coach Varsity	TCL2	Volunteer		School Year 2023-24
3	Logan Murphy		Baseball - Modified	TCL2	\$2,723.00		School Year 2023-24
4	Cory Jarosz		Track & Field - Modified	TCL1	\$2,043.00		School Year 2023-24
5	Stephen Davis		Baseball - Varsity	C	\$5,099.00		School Year 2023-24
6	Andrea Dziekan		Track & Field - Girls Varsity	CPE	\$5,099.00		School Year 2023-24
7	Michael Keating		Track & Field - Boys Varsity	CPE	\$5,099.00		School Year 2023-24
8	Anthony Ricco		Golf - Varsity	CPE	\$2,977.00		School Year 2023-24
9	Marissa Rys		Softball - Varsity	C	\$5,099.00		School Year 2023-24

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

5.1

**5.2 - Approval Community Use of
Facilities Request with NH Post 1376
American Legion Baseball**

Regulation

COMMUNITY RELATIONS

1001.1

New York Mills Union Free School District

Use of Facilities Request Form

Organization: NH Post 1376 - American Legion Baseball Event Date Various
 Contact Person: Salvatore Paladino Application Date 1/30/24
 Phone Number: 315-240-7580 Email Address: sali.paladino@gmail.com
 Mailing Address: 11 Eagle Ridge Dr. New Hartford, NY 13413

Fill out all applicable items below. Include all dates. Be specific. Use separate sheet if necessary.

Building/Area Requested Varsity Baseball field

Date(s) requested 2 days per week (6/1-7/31) Hours: 4³⁰ - 7³⁰ pm

The premises will be used for American Legion Baseball (140)

Admission will/will not be charged. Proceeds will be used for N/A.

Anticipated number of participants 16

Set-Up requirements and/or special equipment needed (ie. Projector, Microphone, Gym use, etc)
We do not require anything

Insurance Requirements: A **CURRENT** Certificate of Insurance for your organization, listing our school district as an additional insured, must accompany this application. Permits will not be issued until the district received the proper insurance form. The certificate of insurance is not needed if the organization is a recognized school group or team of the NY Mills Union Free School District.

I agree, on behalf of the above indicated organization, that all members and guests will observe all regulations and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to NY Mills Union Free School District property during the above indicated period of use. To the fullest extent permitted by law, the group shall defend, indemnify, and hold harmless the NY Mills Union Free School District, their officers, and employees from and against any and all claims, demands, suits, or causes of action that result from injury to any person, including death, or damage to or loss of tangible property arising from negligent or intentional acts or omissions of the group, its employees, participants or agents.

I have received, carefully read, and fully understand the **Community Use of School Facilities Policy 1001** for use of the NY Mills Union Free School District facilities.

You must keep a copy of the approved Facility Use Form with you while using the facility.

Signature of Organization Representative (Contact Person) 

For Office Use Only:

Fees Assigned: _____

Approvals: Building Maintenance Staff _____ Date: _____

Athletic Director _____ Date: _____

Superintendent _____ Date: _____

Board of Education Approval (if admission charged) _____ Date: _____

Re: Facilities Use Request

message

Salvatore Paladino <sal.paladino@gmail.com>

Mon, Feb 5, 2024 at 4:19 PM

To: Marissa Rys <mrys@newyorkmills.org>, mlagase@newyorkmills.org

Superintendent LaGase and Ms. Rys,

Sincerest thanks for your consideration in potentially using your varsity baseball field this summer. Attached is the completed facilities use request form. I have also attached our proof of insurance. A few things to note;

You will see on the form that our current insurance policy lapses on 3/1/2024. We understand that when we renew, we will have to add NYM as an additional insured prior to receiving a permit.

We have indicated we need the field once or twice per week from 6/3/24 to 7/31/24. Games will almost certainly be either Mondays and Wednesdays or Tuesdays and Thursdays. We should have a definitive schedule in the next few weeks. I believe we would be playing a total of 7 home games and might have 3-4 practices during that time.

Prior to coaching this team (New Hartford Post 1376 Prep Legion Baseball), I coached Fort Schuyler Post 1290. We used NYM's baseball field for several years in the early 2000s with the permission of Dave Langone and Coach Adey. We were always complimented on how clean we kept the field and we even put up a batting cage that was used by the school for many years after we left. My father and I pledge to ensure the same due care with our current team and can provide additional references attesting to our professionalism, if needed. Coach Tomassetti would also vouch for us, I believe.

We have all the equipment needed to prepare and care for the field on game day. Aside from the normal mowing that I assume would be taking place, we do not require any special field prep or work. We will line the field before games and rake it thereafter. I have 25 years of experience taking care of baseball fields and have primary responsibility over the New Hartford Little League field, which is one of the best kept fields around.

I own property on Winchester Drive, and so I am a taxpayer in the NYM school district.

Lastly, we would be willing to make a donation to the NYM Athletic program to show our gratitude in making the facilities available to our boys.

Thank you so much. I am happy to answer further questions you may have.

Sal

Salvatore Paladino
315-240-7580
sal.paladino@gmail.com

On Fri, Jan 26, 2024 at 1:25 PM Marissa Rys <mrys@newyorkmills.org> wrote:

Hi Sal,

The facilities use form is attached. The form can be returned to our superintendent, Michelle LaGase.

mlagase@newyorkmills.org

Thanks,
Marissa

--

Salvatore Paladino
sal.paladino@gmail.com

5.3 - Approval Community Use of Facilities
Request with New York Mills Optimist
- Biddy Basketball Program Extension

COMMUNITY RELATIONS

New York Mills Union Free School District

Use of Facilities Request Form

Organization: New York Mills Optimist Event Date: April 2024-August 2024
 Contact Person: Abbie Taylor Application Date: 2/14/24
 Phone Number: 607-435-1446 Email Address: AbbieTaylor25@gmail.com
 Mailing Address: 204 Comenale Crescent NYM, 13417

Fill out all applicable items below. Include all dates. Be specific. Use separate sheet if necessary.

Building/Area Requested Beekman Gym or HS Gym

Date(s) requested twice a month ~~000~~ Hours: 2 hours

The premises will be used for Basketball Skills training for 9th-6th

Admission will will not be charged. Proceeds will be used for _____

Anticipated number of participants 40-60

Set-Up requirements and/or special equipment needed (ie. Projector, Microphone, Gym use, etc)
none.

Insurance Requirements: A *CURRENT* Certificate of Insurance for your organization, listing our school district as an additional insured, must accompany this application. Permits will not be issued until the district received the proper insurance form. The certificate of insurance is not needed if the organization is a recognized school group or team of the NY Mills Union Free School District.

I agree, on behalf of the above indicated organization, that all members and guests will observe all regulations and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to NY Mills Union Free School District property during the above indicated period of use. To the fullest extent permitted by law, the group shall defend, indemnify, and hold harmless the NY Mills Union Free School District, their officers, and employees from and against any and all claims, demands, suits, or causes of action that result from injury to any person, including death, or damage to or loss of tangible property arising from negligent or intentional acts or omissions of the group, its employees, participants or agents.

I have received, carefully read, and fully understand the **Community Use of School Facilities Policy 1001** for use of the NY Mills Union Free School District facilities.

You must keep a copy of the approved Facility Use Form with you while using the facility.

Signature of Organization Representative (Contact Person) Abbie Taylor

For Office Use Only:

Fees Assigned: _____

Approvals: Building Maintenance Staff _____ Date: _____

Athletic Director _____ Date: _____

Superintendent _____ Date: _____

Board of Education Approval (if admission charged) _____ Date: _____



Mail

Chat

Meet

Compose

Inbox

Starred

Snoozed

Sent

Drafts

More

Labels

- 180-Day Calendar
- AASA
- Accountability Status
- Amy Roth - OD
- APPR
- Art Department
- Assemblies
- Athletic Boosters
- Athletic Department
- Awards
- Beekman Gymnasium
- Beekman Gymnasium Su...
- Blackboard
- Board of Election
- BOE
- BOE Budget



NYM Optimist Biddy basketball

External Inbox

Abbie

to me

Good afternoon,

The interest in Basketball continues! NYM Optimist Biddy basketball would like to have practice for 4th, 5th and 6th graders twice a month the end of the year and possibly over the summer if allowed.

Attached is the facilities request form, I can drop off a physical copy if needed.

Please let me know if you have any questions or concerns.

Thank you,

Abbie Taylor

One attachment • Scanned by Gmail



185150870091523..

Your request is approved.
What do you think?
Looks good to me.

Reply
Forward

5.4 - Approval Community Use of
Facilities Request with Herkimer
Originals - schedule change

COMMUNITY RELATIONS

New York Mills Union Free School District
Use of Facilities Request Form

Organization: HERKIMER ORIGINALS Event Date 3-9-24
Contact Person: SCOTT FLANSBURG Application Date 2-23-24
Phone Number: 607 999 0630 Email Address: SCOTT@HOMANCALCULATOR.COM
Mailing Address: PO BOX 13, HERKIMER NY 13350

Fill out all applicable items below. Include all dates. Be specific. Use separate sheet if necessary.
Building/Area Requested BEEKMAN GYM
Date(s) requested 3-9-24 Hours: 1pm - 6pm (1-6)
The premises will be used for RACKETBALL GAME
Admission will/will not be charged. Proceeds will be used for EVENT EXPENSES
Anticipated number of participants 100
Set-Up requirements and/or special equipment needed (ie. Projector, Microphone, Gym use, etc)
GAME CLOCKS, PA SYSTEM, WIFI

Insurance Requirements: A **CURRENT** Certificate of Insurance for your organization, listing our school district as an additional insured, must accompany this application. Permits will not be issued until the district received the proper insurance form. The certificate of insurance is not needed if the organization is a recognized school group or team of the NY Mills Union Free School District.

I agree, on behalf of the above indicated organization, that all members and guests will observe all regulations and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to NY Mills Union Free School District property during the above indicated period of use. To the fullest extent permitted by law, the group shall defend, indemnify, and hold harmless the NY Mills Union Free School District, their officers, and employees from and against any and all claims, demands, suits, or causes of action that result from injury to any person, including death, or damage to or loss of tangible property arising from negligent or intentional acts or omissions of the group, its employees, participants or agents.

I have received, carefully read, and fully understand the Community Use of School Facilities Policy 1001 for use of the NY Mills Union Free School District facilities.

You must keep a copy of the approved Facility Use Form with you while using the facility.

Signature of Organization Representative (Contact Person) [Signature]

For Office Use Only:

Fees Assigned: _____

Approvals: Building Maintenance Staff _____ Date: _____
Athletic Director _____ Date: _____
Superintendent _____ Date: _____
Board of Education Approval (if admission charged) _____ Date: _____

REGULATION

COMMUNITY RELATIONS

1001.1

New York Mills Union Free School District
Use of Facilities Request Form

COMMUNITY USE OF SCHOOL FACILITIES
APPLICATION GUIDELINES FOR USE OF SCHOOL FACILITIES AND PROPERTY

School functions will take precedence over all activities by non-school groups. Facilities should be requested more than ten (10) days in advance of date to be used.

CONDITIONS AND RULES:

It is understood and agreed that the requester will:

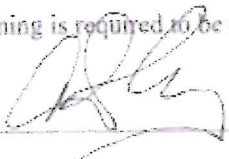
1. Not pay any school employee wages, tips, gratuities, or gifts for work in connection with such use. The school district will compensate for such work.
2. Immediately make a written report of any and all accidents, breakage, or damage and report such to the Superintendent of Schools or designee. It is understood that any damage occurring to school property that results in repair, will be reimbursed to the district.
3. Be admitted by a member of the custodial staff whose basic responsibility will be neither to police or supervise the area.
4. Provide ticket sellers, ticket takers, and ushers, as well as all incidental labor.
5. Not move pianos, furniture, etc. without prior approval and under the supervision of custodial staff.
6. Maintain an orderly behavior in the group and assembled public.
7. Prevent smoking or vaping in/on school property.
8. Prevent the sale or use of intoxicating beverages or drugs in the building or on the premises.
9. Leave school property in an orderly and neat condition. Any furniture or equipment that had been moved will be returned to its original location.
10. Remain only in the area specified by the request and only that portion of the facilities needed to fulfill the request
11. Agree that only authorized members of the group shall be allowed to use facilities. No one else is allowed to use the facilities.

FACILITIES USE CHECKLIST

Requester must check each item and sign at the bottom. The application will not be processed without this completion of form.

- I have submitted and signed a Request for Use of School Facilities by Non-School Group form.
- I have provided a certificate of insurance to the school district.
- I understand that any changes incurred by the school district as a result of my request shall be paid within 15 days of billing.
- I have read School District Policy 1001 and agree to comply with the policy.
- I understand that the use of school facilities is specifically designed for residents of the district.
- I understand that if a fee is charged to participants, a facilities fee will be charged to the organization.
- I understand that if additional work or cleaning is required to be completed by the district to re-establish pre-use conditions, the cost will be borne by my organization.

Date 2-23-24

Signature 

New York Mills Union Free School District
Use of Facilities Request Form

Organization: HERKIMER ORIGINALS Event Date 3-10-24
Contact Person: SCOTT FLANSEBURGH Application Date 2-29-24
Phone Number: 602 999 0630 Email Address: SCOTT@HUMANCALCULATOR.COM
Mailing Address: PO BOX 13 HERKIMER NY 13350

Fill out all applicable items below. Include all dates. Be specific. Use separate sheet if necessary.
Building/Area Requested: BEERMAN GYM
Date(s) requested: 3-10-24 Hours: 1-5 pm
The premises will be used for: BASKETBALL GAME
Admission will not be charged. Proceeds will be used for: EVENT EXPENSES
Anticipated number of participants: 100
Set-Up requirements and/or special equipment needed (ie. Projector, Microphone, Gym use, etc): GAME CLOCKS, PA SYSTEM, WIFI

Insurance Requirements: A CURRENT Certificate of Insurance for your organization, listing our school district as an additional insured, must accompany this application. Permits will not be issued until the district received the proper insurance form. The certificate of insurance is not needed if the organization is a recognized school group or team of the NY Mills Union Free School District.

I agree, on behalf of the above indicated organization, that all members and guests will observe all regulations and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to NY Mills Union Free School District property during the above indicated period of use. To the fullest extent permitted by law, the group shall defend, indemnify, and hold harmless the NY Mills Union Free School District, their officers, and employees from and against any and all claims, demands, suits, or causes of action that result from injury to any person, including death, or damage to or loss of tangible property arising from negligent or intentional acts or omissions of the group, its employees, participants or agents.

I have received, carefully read, and fully understand the Community Use of School Facilities Policy 1001 for use of the NY Mills Union Free School District facilities.

You must keep a copy of the approved Facility Use Form with you while using the facility.

Signature of Organization Representative (Contact Person) [Handwritten Signature]

For Office Use Only:

Fees Assigned: _____

Approvals: Building Maintenance Staff _____ Date: _____

Athletic Director _____ Date: _____

Superintendent _____ Date: _____

Board of Education Approval (if admission charged) _____ Date: _____

REGULATION

COMMUNITY RELATIONS

1001.1

New York Mills Union Free School District
Use of Facilities Request Form

COMMUNITY USE OF SCHOOL FACILITIES
APPLICATION GUIDELINES FOR USE OF SCHOOL FACILITIES AND PROPERTY

School functions will take precedence over all activities by non-school groups. Facilities should be requested more than ten (10) days in advance of date to be used.

CONDITIONS AND RULES:

It is understood and agreed that the requester will:

1. Not pay any school employee wages, tips, gratuities, or gifts for work in connection with such use. The school district will compensate for such work.
2. Immediately make a written report of any and all accidents, breakage, or damage and report such to the Superintendent of Schools or designee. It is understood that any damage occurring to school property that results in repair, will be reimbursed to the district.
3. Be admitted by a member of the custodial staff whose basic responsibility will be neither to police or supervise the area.
4. Provide ticket sellers, ticket takers, and ushers, as well as all incidental labor.
5. Not move pianos, furniture, etc. without prior approval and under the supervision of custodial staff.
6. Maintain an orderly behavior in the group and assembled public.
7. Prevent smoking or vaping in/on school property.
8. Prevent the sale or use of intoxicating beverages or drugs in the building or on the premises.
9. Leave school property in an orderly and neat condition. Any furniture or equipment that had been moved will be returned to its original location.
10. Remain only in the area specified by the request and only that portion of the facilities needed to fulfill the request
11. Agree that only authorized members of the group shall be allowed to use facilities. No one else is allowed to use the facilities.

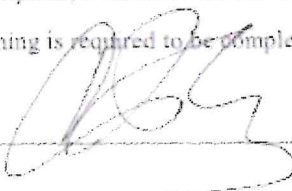
FACILITIES USE CHECKLIST

Requester must check each item and sign at the bottom. The application will not be processed without this completion of form.

- I have submitted and signed a Request for Use of School Facilities by Non-School Group form.
- I have provided a certificate of insurance to the school district.
- I understand that any changes incurred by the school district as a result of my request shall be paid within 15 days of billing.
- I have read School District Policy 1001 and agree to comply with the policy.
- I understand that the use of school facilities is specifically designed for residents of the district.
- I understand that if a fee is charged to participants, a facilities fee will be charged to the organization.
- I understand that if additional work or cleaning is required to be completed by the district to re-establish pre-use conditions, the cost will be borne by my organization.

Date 7-29-24

Signature



New York Mills Union Free School District

Approved by the Superintendent: 02/04/14, 04/25/22

5.5 - Approval of the New York Mills
UFSD Calendar aligned with the OHM
BOCES School District 2024-25 School
Calendar

New York Mills Union Free School

Calendar 2024-2025

AUGUST 2024	M	T	W	T	F
26	27	28	(29)	30	

SEPTEMBER 2024	M	T	W	T	F
2	(3)	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					

OCTOBER 2024	M	T	W	T	F
4	3	2	1	8	7
11	10	9	8	15	14
18	17	16	15	22	21
25	24	23	24	28	29
31					

NOVEMBER 2024	M	T	W	T	F
1					
8	7	6	5	12	11
15	14	13	12	19	18
22	21	20	19	26	25
29	28	27	26		

DECEMBER 2024	M	T	W	T	F
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

JANUARY 2025	M	T	W	T	F
3	2	1			
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

FEBRUARY 2025	M	T	W	T	F
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

MARCH 2025	M	T	W	T	F
3	4	5	6	7	
10	11	12	13	(14)	
17	18	19	20	21	
24	25	26	27	28	
31					

APRIL 2025	M	T	W	T	F
1	2	3	4		
8	9	10	11		
14	15	16	17	18	
21	22	23	24	25	
28	29	30			

MAY 2025	M	T	W	T	F
1	2				
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

JUNE 2025	M	T	W	T	F
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					

JULY 2025	M	T	W	T	F
1	2	3	4		
8	9	10	11		
15	16	17	18		
22	23	24	25		
29	30	31			

AUGUST 2025	M	T	W	T	F
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

Student Vacation Days

AUGUST	29	Supt's. Conference Day
SEPTEMBER	2	Labor Day
3	Supt's. Conference Day	
OCTOBER	11	Supt's. Conference Day
14	Columbus Day	

NOVEMBER	11	Veterans Day (Observed)
27 - 29	Thanksgiving Recess	
DECEMBER	23 - 31	Winter Recess
JANUARY	1-3	Winter Recess
20	Martin Luther King Jr. Day	
29	Lunar New Year	

MARCH	14	Supt's. Conference Day
APRIL	18	Good Friday
18-25	Spring Recess	
MAY	26	Memorial Day
JUNE	19	Juneteenth
26-27	Regents Rating Days	

Superintendent's Conference Day = parentheses
 Vacation Days = boxed
 Regents Test Days = underlined



Staff Days	21	August/September
22	October	
17	November	
15	December	
18	January	
15	February	
21	March	
16	April	
21	May	
19	June	
Total Staff Days	185	

Student Days	19	September
21	October	
17	November	
15	December	
18	January	
15	February	
20	March	
16	April	
21	May	
19	June	
Total Student Days	181	

First day of school for students:	September 4, 2024
Final day of school for students:	June 27, 2025

5.6 - Resolution to Approve
Election Inspectors and
Assistant Poll Clerk



NEW YORK MILLS UNION FREE SCHOOL DISTRICT

RESOLUTION TO APPROVE ELECTION INSPECTORS AND ASSISTANT POLL CLERKS

Resolved, the Board designates the following individuals to serve as Assistant Poll Clerks and Election Inspectors at the School District's Annual Meeting and General Election in May 2024: Mr. Walter Listas, Mrs. Kathleen Moran, Ms. Gail Cady. The District Clerk is authorized to designate additional or alternate Assistant Poll Clerks and Election Inspectors on the day of the Annual Meeting and General Election in the event an individual appointed under this resolution is unable to serve, and the remaining individuals appointed are unable to efficiently perform the associated duties.

Assistant Poll Clerks/Election Inspectors shall be compensated as follows: Election Inspectors \$225.00 and Assistant Poll Clerks \$200.00.

Yes _____

No _____

DATED: March 5, 2024
New York Mills, New York

District Clerk
New York Mills Union Free School District
New York

5.7 - Resolution to Approve
NYSPHSAA Section III Combine
Contract with Notre Dame Jr./Sr.
High School Girls Varsity Golf

**5.8 - Policy 6010 Prohibition of
Sexual Harassment and Discrimination
in the workplace (Second Read - Adopt)
a. Regulation 6010.1 (Second Read - Adopt)**

POLICY IS REQUIRED
PROHIBITION OF SEXUAL HARASSMENT AND DISCRIMINATION
IN THE WORKPLACE

I. Statement of Policy

- A. The New York Mills Union Free School District (the District) is committed to maintaining a workplace free from harassment and discrimination. Sexual harassment is a form of workplace discrimination that subjects an employee to inferior conditions of employment due to their sex, gender, gender identity, gender expression (perceived or actual), and/or sexual orientation. While this policy is focused on sexual harassment and gender discrimination, the methods for reporting and investigating discrimination based on other protected identities are similar and are further described in District policies prohibiting harassment, discrimination, and bullying ([District Policies 0015 and 0013](#)). All employees, managers, and supervisors are required to work in a manner designed to prevent sexual harassment and discrimination in the workplace. This policy is one (1) component of District commitment to a discrimination-free work environment.
- B. The goal of this Policy is to teach employees to recognize sexual discrimination and to provide the tools to take action when it occurs.
- C. The District policy applies to all employees, applicants for employment, and interns, whether paid or unpaid, anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone else providing services in the workplace. It also includes persons commonly referred to as independent contractors, gig workers, and temporary workers. Also included are persons providing equipment repair, cleaning services, or any other services through a contract with the District. Clients, customers, constituents, and visitors are also included in this Policy. This Policy will use the term “covered individual” to refer to those individuals who are not direct employees of the District.
- D. Sexual harassment or discrimination can occur between any individuals, regardless of their sex or gender.
- E. Unlawful sexual harassment or discrimination is not limited to the physical workplace itself. It can occur while employees are working remotely, traveling for business, or at District sponsored events or parties. Calls, texts, emails, and social media posts by employees or covered individuals can constitute unlawful workplace harassment regardless of where it occurs and whether personal or District devices are used.

POLICY

Draft

PERSONNEL

6010

POLICY IS REQUIRED

PROHIBITION OF SEXUAL HARASSMENT AND DISCRIMINATION
IN THE WORKPLACE

- F. Though the focus of this policy is on sexual harassment and gender discrimination, the New York State Human Rights law protects against discrimination in several protected classes including sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or domestic violence survivor status. The prevention policies outlined in this Policy, as well as the other District policies that prohibit harassment, discrimination, and bullying, should be considered applicable to all protected classes.
- II. Sexual Harassment Definition
- A. Sexual harassment is a form of gender-based discrimination that is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Sexual harassment is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender discrimination including gender role stereotyping and treating employees differently because of their gender. Sexual Harassment includes any unwelcome conduct which is either directed at an individual because of that individual's gender identity or expression (perceived or actual), or is of a sexual nature when:
1. The purpose or effect of this behavior unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. The impacted person does not need to be the intended target of the sexual harassment;
 2. Employment depends implicitly or explicitly on accepting such unwelcome behavior; or
 3. Decisions regarding an individual's employment are based on an individual's acceptance of or rejection of such behavior. Such decisions can include what shifts and how many hours an employee might work, project assignments, as well as salary and promotion decisions.
- B. Hostile Work Environment includes behaviors such as: words, signs, jokes, pranks, intimidation, or physical violence of a sexual nature, or which are directed at an individual because of their sex, gender identity or gender expression. Sexually oriented gestures, noises, remarks or jokes, or questions and comments about a person's sexuality, sexual experience, or romantic history can create a hostile work environment. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory, or discriminatory

POLICY IS REQUIRED

PROHIBITION OF SEXUAL HARASSMENT AND DISCRIMINATION
IN THE WORKPLACE

statements which an employee finds offensive or objectionable, causes an employee discomfort or humiliation, or interferes with the employee's job performance. These are merely examples and not an exhaustive list.

- C. Quid Pro Quo Harassment is sexual harassment where a person in authority tries to trade employment benefits such as hiring, promotion, and continued employment for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions, or privileges of employment.
- D. Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes, gender expression, and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, and non-binary.
 - 1. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female.
 - 2. A transgender person is someone whose gender is different than the sex they were assigned at birth.
 - 3. A non-binary person does not identify exclusively as a man or a woman. They might identify as both, somewhere in between, or completely outside the gender binary. Some may identify as transgender, but not all do.

Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

- E. Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. The New York State Human Rights Law specifies that whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which an employee or covered individual is treated worse because of their sex, gender (perceived or actual), sexual orientation, or gender expression is considered a violation of the District Policy. The intent of the harasser is not relevant to a harassment claim. The impact of the behavior on a person is what counts.
- F. Any employee or covered individual who feels harassed is encouraged to report the behavior so that any violation of this policy can be corrected promptly. Any

POLICY

Draft
6010

PERSONNEL

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harassing conduct, even a single incident, can be discrimination and is covered by this policy.

G. Examples of Sexual Harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited. This list is just a sample of behaviors and should not be considered exhaustive.

1. Physical acts of a sexual nature, such as:
 - a. Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body, or poking another employee's body; or
 - b. Rape, sexual battery, molestation, or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy. (See, External Remedies Section.)
2. Unwanted sexual comments, advances, or propositions, such as:
 - a. Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits;
 - i. This can include sexual advances/pressure placed on a service industry employee by customers or clients, especially those industries where hospitality and tips are essential to the customer/employee relationship;
 - ii. Subtle or obvious pressure for unwelcome sexual activities; or
 - iii. Repeated requests for dates or romantic gestures, including gift-giving.
3. Sexually oriented gestures, noises, remarks or jokes, or questions and comments about a person's sexuality, sexual experience, or romantic history which create a hostile work environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.
4. Sex stereotyping, which occurs when someone's conduct or personality traits are judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look:

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- a. Remarks regarding an employee's gender expression, such as wearing a garment typically associated with a different gender identity; or
 - b. Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.
5. Sexual or discriminatory displays or publications anywhere in the workplace, such as:
- a. Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace;
 - b. This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.
6. Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or gender expression, such as:
- a. Interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - b. Sabotaging an individual's work;
 - c. Bullying, yelling, or name-calling;
 - d. Intentional misuse of an individual's preferred pronouns; or
 - e. Creating different expectations for individuals based on their perceived identities:
 - i. Dress codes that impose a greater burden on one gender over another;
 - ii. Leaving parents/caregivers out of meetings.
- H. When a complaint is made, an investigation will happen pursuant to the applicable District policies whenever a complaint is received about discrimination or sexual harassment, or when it otherwise knows of possible discrimination or sexual harassment occurring. The District will conduct a prompt and thorough investigation that is fair to all parties.

III. Retaliation

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- A. Unlawful retaliation is any action by an employer or supervisor that seeks to punish a worker or covered individual for engaging in protected activity. The person engaged in the protected activity is protected from retaliation if the person had a good faith belief that the practices were unlawful even if the alleged harassment does not turn out to rise to the level of a violation of law or Policy. Examples of unlawful retaliation include, but are not limited to:
1. Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts;
 2. Publicly releasing personnel files;
 3. Refusing to provide a reference or providing an unwarranted negative reference;
 4. Labeling an employee as “difficult” and excluding them from projects to avoid “drama”;
 5. Undermining an individual’s immigration status; or
 6. Reducing work responsibilities, passing over for a promotion, or moving an individual’s desk to a less desirable office location.
 7. Threats of physical violence out of work hours or disparaging someone on social media could also be considered retaliation under this Policy.
- B. Protected activity includes but is not limited to: making or supporting a sexual harassment or discrimination claim, or that punishes those who have come forward. These actions need not be job-related or occur in the workplace to constitute unlawful retaliation. Additional protected activities could include:
1. making a complaint of sexual harassment or discrimination, either internally or with any government agency;
 2. testifying or assisting in a proceeding involving sexual harassment or discrimination, making a verbal or informal complaint of harassment or by informing a supervisor or manager of suspected harassment or discrimination; or
 3. encouraging a fellow employee to report harassment.
- C. This anti-retaliation provision is not intended to protect persons making intentionally false charges of harassment or discrimination.
- D. If allegations of retaliation are received by the District in connection with a complaint of sexual harassment or discrimination under this Policy, an investigation will be conducted pursuant to this Policy. Possible consequences for

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a finding of retaliation by an employee against another person for engaging in protected activities shall include, but not be limited to, counseling, discipline, suspension, and/or termination.

IV. Bystander Intervention

- A. An employee witnessing harassment as a bystander is encouraged to report it.
- B. A supervisor or manager who witnesses harassment as a bystander is **required** to report it.
- C. There are five (5) standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.
 - 1. Interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
 - 2. Ask a third party to help intervene in the harassment;
 - 3. Record or take notes on the harassment incident to benefit a future investigation;
 - 4. after the incident, check in with the person who has been harassed, see how they are feeling and let them know the behavior was not ok; and
 - 5. Confront the harasser and name the behavior as inappropriate. Physical assault is never an appropriate way to confront harassment.
- D. Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace.

V. Reporting Sexual Harassment

- A. Any employee or covered individual is encouraged to report harassing or discriminatory behavior to a supervisor, manager or the District Compliance Coordinator. Anyone who witnesses or becomes aware of potential instances of sexual harassment or discrimination should report such behavior to a supervisor, manager, or the District Compliance Coordinator.
- B. The District Compliance Coordinator is:

[Mrs. Mary Facci, K-12 Executive Principal](mailto:mfacci@newyorkmills.org)
[1 Marauder Blvd., NY Mills, NY 13417](mailto:mfacci@newyorkmills.org)
[315-768-8124](mailto:mfacci@newyorkmills.org)
mfacci@newyorkmills.org

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C. Form of Complaint

1. Reports of sexual harassment may be made verbally, in writing, or by email.
2. A written complaint form is provided as part of the Board Policy Manual as [Regulation 6010.1](#). It is not required that this form be used.
3. Employees who are reporting sexual harassment on behalf of other employees may report verbally, in writing, or by email. If [Regulation 6010.1](#) is used, it should be noted on the form that the complaint is being submitted on behalf of another employee.

VI. Administrator and Supervisor Responsibilities

- A. Supervisors and managers have a responsibility to prevent sexual harassment and discrimination. All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing or discriminatory behavior, or for any reason suspect that sexual harassment or discrimination is occurring, are required to report such suspected sexual harassment to the District Compliance Coordinator. If Managers and supervisors observe such behavior, they must act.
- B. Supervisors and managers can be disciplined if they engage in sexually harassing or discriminatory behavior themselves. Supervisors and managers can also be disciplined for failing to report suspected sexual harassment or allowing sexual harassment or discrimination to continue after they know about it.
- C. Supervisors and managers will also be subject to discipline for engaging in any retaliation.
- D. The District will work with individuals who have experienced harassment or discrimination to ensure the workplace is safe, supportive, and free from retaliation during and after any investigation.

VII. Reports, Complaints, and Investigations of Sexual Harassment

- A. All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. An investigation of any complaint, information, or knowledge of suspected sexual harassment will

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be prompt, thorough, and started and completed as soon as possible. The investigation will be kept confidential to the extent possible.

- B. Employees shall be required to cooperate in an investigation of suspected sexual harassment or discrimination.
- C. Those receiving claims and leading investigations will handle complaints and questions with sensitivity toward those participating.
- D. While the specific process may vary from case to case, investigations will be done in accordance with the following steps. Upon receipt of a complaint, the District Compliance Coordinator will:
 - 1. Conduct a prompt review of the allegations, assess the appropriate scope of the investigation, and take interim action (for example, instructing the individual(s) about whom the complaint was made to refrain from communications with the individual(s) who reported the harassment), as appropriate.
 - 2. If complaint is verbal, a request to the Complainant will be made to complete the written complaint form. If the Complainant does not wish to do so, the District Compliance Coordinator prepare a complaint form or equivalent documentation based on the verbal reporting;
 - 3. Take steps to obtain, review, and preserve documents sufficient to assess the allegations, including documents, emails or phone records that may be relevant to the investigation. The Compliance Coordinator or designee will consider and implement appropriate document request, review, and preservation measures, including for electronic communications;
 - 4. Seek to interview all parties involved, including any relevant witnesses;
 - 5. Create a written documentation of the investigation which contains the following:
 - i. A list of all documents reviewed and a detailed summary of relevant documents;
 - ii. A list of names of those interviewed with a detailed summary of their statements;
 - iii. A timeline of events;
 - iv. A summary of any prior relevant incidents disclosed in the investigation, reported or unreported; and

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- v. The basis for the decision and final resolution of the complaint, together with any remedial measures and/or corrective action(s).
6. Keep the written documentation and associated documents in a secure and confidential location;
7. Promptly notify the individual(s) who reported the harassment and the individual(s) about whom the complaint was made that the investigation has been completed and implement any corrective actions identified in the written document; and
8. Inform the complainant of the right to file an external complaint (outside of the District) as outlined later in this Policy.

VIII. Review of Compliance Coordinator's Determination

If a person who initiated a report of possible discrimination, or a person whose conduct was challenged by a report of possible discrimination, is not satisfied with the determination of the Compliance Coordinator (or other designated investigator), they may request that the determination be reviewed by the District [Board.]

- A. A request for review must be made in writing and filed [with the District Clerk – Mandy Mroz] within ten (10) business days of receiving the written notice of the determination.
- B. The person requesting review shall provide a written explanation of their objection(s) to the determination, including the corrective action taken if any. That statement shall be filed with the District Clerk at least five (5) business days before the Board meeting at which the review will be conducted.

IX. Corrective Actions and Remedial Measures

- A. The Superintendent or designee has the discretion to implement immediate corrective action, pending the completion of a fact-finding inquiry, to protect an individual when the Superintendent concludes that the circumstances of a particular report warrant that action.
- B. Just as harassment can happen in different degrees, potential discipline for engaging in sexual harassment or discrimination will depend on the degree of

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harassment and might include education, counseling, or discipline. It may also lead to suspension or termination when appropriate.

1. An employee found to have engaged in prohibited harassment or discrimination against another person (whether a District employee, District student or member of the public) in the course of their employment will be subject to discipline, up to and including termination. Such decisions will be made and implemented in accordance with this and other District policies, applicable state and federal statutes and regulations, as well as any applicable collective bargaining agreements.
2. Any other person found to have engaged in prohibited harassment or discrimination against another person (whether a District employee, District student or member of the public) while participating in a District activity or on District property may have their future access to District and its activities limited, as deemed appropriate under the circumstances.

X. Notifications and Training

- A. This Policy must be provided to all employees in hard copy or digital form, annually, upon hiring, and posted prominently in work locations and on the District website.
- B. The District shall provide annual training to all staff on the prohibition of sexual harassment and discrimination in the workplace. New hires must also receive training. A copy of the training materials and policy shall be provided either in hardcopy or electronically at the time of training.

XI. Legal Protections and External Remedies

- A. In addition to this and other Policies, District employees and other persons visiting or doing business with the District are protected from discrimination and harassment, including sexual harassment, by New York State and federal law. There also may be applicable local laws.
- B. The New York State Human Rights Law prohibits discrimination in employment and public accommodations, including sexual harassment. Your rights can be enforced by a complaint filed with the New York State Division of Human Rights or by filing a complaint in the New York State Supreme Court.
 1. You may learn more about your rights under the Human Rights Law by calling the Division's toll-free telephone number (888-392-3644) or

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- visiting the Division's website (www.dhr.ny.gov). DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. Contact the Division via TDD/TTY at 718-741-8300.
2. Go to dhr.ny.gov/complaint for more information about filing a complaint with DHR. The website has a digital complaint process that can be completed on your computer or mobile device from start to finish. The website has a complaint form that can be downloaded, filled out, and mailed to DHR as well as a form that can be submitted online. The website also contains contact information for DHR's regional offices across New York State.
 3. Call the DHR sexual harassment hotline at 1(800) HARASS3 for more information about filing a sexual harassment complaint or access a form at <https://dhr.ny.gov/complaint>. This hotline can also provide you with a referral to a volunteer attorney experienced in sexual harassment matters who can provide you with limited free assistance and counsel over the phone.
 4. You may file a complaint with the Division within three years of the event you feel was harassment. You do not need a lawyer to file a complaint with the Division and there is no cost to do so. The Division will investigate your complaint and make a determination whether there is probable cause to believe sexual harassment occurred. Probable cause cases receive a public hearing before an administrative law judge. The Division will provide an attorney. If sexual harassment is found at the hearing, DHR has the power to award relief. Relief varies but it may include requiring your employer to take action to stop the harassment, or repair the damage caused by the harassment, including paying of monetary damages, punitive damages, attorney's fees, and civil fines.
 5. An individual may not file with DHR if they have already filed a HRL complaint in state court.
- C. Federal laws, including Title VII of the Civil Rights Act of 1964, also prohibit discrimination in employment and public accommodation, including sexual harassment. Your rights can be enforced by filing a charge of discrimination with the United States Equal Employment Opportunity Commission (EEOC).
1. You may file a charge with the EEOC within three hundred (300) days of the most recent event you feel was harassment or discrimination. You do not need a lawyer to file a charge with the EEOC.

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2. An employee alleging discrimination at work can file a “Charge of Discrimination.” A form is available at <https://www.eeoc.gov/filing-charge-discrimination>
 3. The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at <https://www.eeoc.gov> or via email at info@eeoc.gov.
 4. The EEOC will investigate your charge. If it determines there is reasonable cause to believe that unlawful discrimination occurred, the EEOC will attempt to obtain a remedy on your behalf through a conciliation process. If that is not successful, the EEOC (or Department of Justice in some cases), will decide whether to file a lawsuit. If they decide not to sue, you will be given a Notice of Right to Sue permitting an employee to file a lawsuit in federal court.
 5. If an individual filed an administrative complaint with the New York State Division of Human Rights, DHR will automatically file the complaint with the EEOC to preserve the right to proceed in federal court.
- D. You may start a lawsuit in the state Supreme Court within three years of the event you feel was harassment. You can start a lawsuit yourself (pro se), but it is recommended that you retain a lawyer who is familiar with court procedures.
- E. Many localities enforce laws protecting individuals from sexual harassment and discrimination. Contact the county, city, or town of residence to find out if such a law exists.
- F. Local Police Department: If the harassment involves unwanted physical touching or contact, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Those wishing to pursue criminal charges are encouraged to contact their local police department.

New York Mills Union Free School District

Legal Ref: NYS Labor Law §201-g

Cross Ref: 0013, Title IX Grievance Process; Code of Conduct Policy;
0015, Prohibition of Discrimination, Harassment and Bullying Policy;
6404, Rights of Nursing Employees to Express Breast Milk

Adopted: _____

Regulation

Draft 10/12/23

6010.1

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INCIDENT REPORTING FORM

<https://oneida-portal.mycivilservice.com/post/exams> To be completed by the person reporting the incident (or the person receiving the complaint and/or investigating the incident)

School: _____ Dignity Act Coordinator: _____

Position: _____ Today's date: _____

Name of person reporting incident: _____

Role of person reporting incident (Check one)

Student Target Student (witness) Parent/Guardian Staff Member Other _____

Phone: _____ Email: _____

Name of target: (student being bullied, harassed, or discriminated against)

Name(s) of alleged offender(s):

Date(s) and time(s) of incident(s):

What was your involvement in the incident?

I was directly involved in the incident I observed the incident I heard about the incident

Where did the incident happen? (Check all that apply)

On school property Classroom Hallway Bathroom Cafeteria Gym Locker Room At a school function On a school bus Off school property Electronic Communication Other (describe):

Type of incident (Check all that apply)

- Physical contact (kicking, punching, spitting, tripping, pushing, taking belongings)
- Verbal threats (gossip, name-calling, put-downs, teasing, being mean, taunting, making threats)
- Psychological (non-verbal actions, spreading rumors, social exclusion, intimidation)
- Abuse (actions or statements that put an individual in fear of bodily harm)
- Cyberbullying (misusing technology/social media to harass, tease, threaten, post pictures (sexting))
- Other (describe): _____

Who was involved in the incident?

Student Employee Both student and employee

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INCIDENT REPORTING FORM

Describe the specific nature of the incident. What happened? (Be as specific as possible). What did the alleged offender say or do? Include any copies of text messages, emails, etc. if possible.

(Add extra pages if needed)

If there were any adults in the area when this happened, what did they do?

Types of bias involved (if known): (Check all that apply)

- Race
- Color
- Weight/size
- National origin
- Ethnic group
- Religion
- Religious practice
- Disability
- Sexual orientation
- Gender
- Sex
- hair texture and protective hairstyles
- Other (describe) _____

Names of others who may have witnessed the incident:

Was the student absent from school as a result of the incident?

- No
- Yes
- Number of days student was absent: _____

Does the situation continue to occur?

- Yes
- No

What do you think should be done about the situation?

You can contact the school administrator, Dignity Act Coordinator, counselor, or other staff member (whoever you are most comfortable with) for information or assistance at any time.

District

Approved by the Superintendent: _____

**5.9 - Policy 0015 Equal Opportunity
and Prohibition of Discrimination,
Harassment and Bullying
(Second Read - Adopt)**

GENERAL COMMITMENTS

EQUAL OPPORTUNITY AND PROHIBITION OF DISCRIMINATION, AND HARASSMENT AND BULLYING (INCLUDING SEXUAL HARASSMENT)

I. Statement of Policy:

- A. The New York Mills Union Free School District (the District) provides education programs and services, does business with vendors and the public, provides equal access to all groups and/or organizations protected under 20 US Code §7905, Equal Access to Public School Facilities, (aka the “Boy Scouts of America Equal Access Act”), and makes decisions regarding employment without consideration of an individual’s race, (including but not limited to hair texture and protective hairstyles), color, creed, religion, national origin (regardless of English language skills), age, sex (including gender, gender identity, and sexual orientation), marital status, military or veteran status, disability, predisposing genetic characteristics, arrest record, or prior criminal convictions, except when sex or age are a bona fide occupational qualification, when a criminal conviction is related to job duties, and when an individual’s religion or disability warrants reasonable accommodation.
- B. Our commitment to provide education programs and services without discrimination includes participation in nonacademic and extracurricular services such as transportation, counseling services, student clubs, and physical education and athletics.
- C. Our commitment to provide employment without harassment, including sexual harassment, discrimination includes recruiting, employment decisions, promotion opportunities, compensation, fringe benefits, workplace conditions, workplace discipline, and termination decisions.
- D. No student shall be subjected to harassment or bullying (as defined below) by employees or students on school property or at a school function. No student shall be subjected to discrimination based on a person’s actual or perceived race, (including but not limited to hair texture and protective hairstyles), color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression), or sex by another student or a school employee on school property or at a school function. This Policy does not prohibit a denial of admission into, or an exclusion from, a course of instruction that is permissible under the New York State Education Law and Federal Title IX of the Education Amendments of 1972; nor does it prohibit actions that are permissible under Section 504 of the Rehabilitation Act of 1973.
- E. The goal of this Policy is to create a school environment that is free from harassment, bullying, and discrimination. This Policy shall be interpreted and implemented so that the District complies with its obligations under Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1975,

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GENERAL COMMITMENTS

EQUAL OPPORTUNITY AND PROHIBITION OF DISCRIMINATION, AND HARASSMENT AND BULLYING (INCLUDING SEXUAL HARASSMENT)

the Americans with Disabilities Act, the Age Discrimination in Employment Act, Section 201-g of the New York Labor Law, Section 504 of the Rehabilitation Act of 1973, the New York State Human Rights Law, and the New York State Education Law, as interpreted and enforced by applicable regulations.

- F. Complaints of sexual harassment, retaliation, or other unlawful harassment or discrimination in the workplace or educational setting may be investigated and acted upon under this or another applicable District policy. These policies include but are not limited to: Equal Opportunity, Dignity for All Students Act (DASA), Title IX, Sexual Harassment in the Workplace, the Code of Conduct, and any other applicable/relevant District policy.

Any complaints alleging violations of Title IX of the Education Amendments of 1975, as amended, shall also be reviewed under the District/BOCES Title IX Policy #0013.

II. Opportunities for Individuals with Disabilities:

- A. Education Programs, Services, and Activities: A student with a disabling condition who qualifies for services under the Individuals with Disabilities Education Act (IDEA) and Part 200 of the Regulations of the Commissioner of Education shall receive services in accordance with the Special Education Policy. A student with a condition that is considered a disability for purposes of Section 504 of the Rehabilitation Act of 1973, but does not qualify for services under the ~~Programs for Students with Disabilities Under Section 504 Policy~~ IDEA, shall be provided educational programs, services, and activities in accordance with Section 504.
- B. Employment: An employee with a condition that is defined as a disability, or with a history of such a condition, and who is otherwise qualified to perform the essential functions of the position, shall not be denied any employment opportunity or benefit. When a reasonable accommodation will permit an applicant or employee to perform the essential functions of the position, the District will provide a reasonable accommodation that does not impose an undue burden upon the District.
- C. Public Accommodation: District facilities shall be designed, constructed, and maintained so that, when each part of the District's program is viewed in its entirety, that part of the program is readily accessible to handicapped persons. In addition to physical facilities, the District's website and other public-facing communication channels shall be designed and implemented to be accessible to all members of the public; provided that proposed accessibility measures do not fundamentally alter the features of the website or other communication channel, and do not result in an undue financial or administrative burden to the District. The District shall not assume responsibility for the operation, content, or

GENERAL COMMITMENTS

EQUAL OPPORTUNITY AND PROHIBITION OF DISCRIMINATION, AND HARASSMENT AND BULLYING (INCLUDING SEXUAL HARASSMENT)

accessibility of third-party sites that may be accessed from a link on the District's website or other communication channels. Persons encountering difficulty accessing any District program or service, including physical facilities or digital communication channels, are encouraged to use the complaint process in this Policy to seek resolution of the problem.

III. Harassment, Bullying, and Discrimination Prohibited:

A. General Standard of Conduct

No one who is receiving an education from the District, or ~~who is~~ employed by the District, or ~~who is~~ present on school property or at a school event, should experience harassment, bullying, or discrimination. The District's Code of Conduct prohibits harassment, bullying and discrimination. ~~and it~~ The Code of Conduct applies to conduct by District employees, District students, and anyone else on school property or at a school event.

When determining whether particular conduct or statements are to be classified as prohibited harassment, ~~the District will consider the intent of the person engaging in the conduct or making the statement; however,~~ the determining factor will be whether the person at whom the conduct or statement was directed reasonably experienced the conduct or statement as unwelcome harassment, not the intent of the person engaging in the conduct or making the statement.

B. Conduct Directed at a Student

Conduct (including verbal conduct) directed at a student will be classified as harassment or bullying if it either:

1. Creates a hostile environment that has or would have the effect of unreasonably and substantially interfering with
 - a. the student's educational performance, opportunities, or benefits, or
 - b. the student's physical, emotional, or mental well-being, or
 - c. causes, or would reasonably be expected to cause, harm to the student's emotional well-being through the creation of a hostile school environment that is so severe, or so pervasive, that it substantially and unreasonably interferes with the student's education.

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2. Conduct that occurs off school property will be classified as a violation of this Policy if it creates, or foreseeably would create, a risk of substantial disruption within the school environment.
3. Conduct that occurs through electronic communication will be classified as a violation of this Policy if it otherwise fits the definition set forth in this section.

C. Conduct Directed at Someone Other than a Student

Conduct (including verbal conduct) directed at someone other than a student who is present on school property or at a school event will be classified as discrimination or harassment if it is motivated by that person's race, (including but not limited to hair texture and protective hairstyles), color, creed, religion, national origin, age, sex, sexual orientation, marital status, military or veteran status, disability, predisposing genetic characteristics, arrest record, or prior criminal convictions, and

1. It has the purpose or the effect of substantially interfering with the person's work performance; or
2. The person is explicitly or implicitly told that they must submit to that treatment in order to receive or continue to receive employment opportunities; or
3. A decision by the District about that person's employment is influenced by whether that person has submitted to the treatment or objected to it.

D. Also prohibited, ~~as sexual harassment~~, is the making of unwanted sexual advances, the making of any requests for sexual favors, and subjecting another person to any touching, teasing or other verbal communication of a sexual nature. The following describes some of the types of acts that may be unlawful sexual harassment:

1. Physical assaults of a sexual nature, such as:
 - a. Rape, sexual battery, molestation, or attempts to commit these assaults.
 - b. Intentional or unintentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.

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2. Unwanted sexual advances, propositions or other sexual comments, such as:
 - a. Requests for sexual favors accompanied by implied or overt threats concerning the victim's job performance evaluation, a promotion, or other job benefits or detriments;
 - b. Subtle or obvious pressure for unwelcome sexual activities;
 - c. Sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience which ~~are sufficiently severe or pervasive to~~ create a hostile work environment.
 3. Sexual or discriminatory displays or publications anywhere in the workplace, such as displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic.
- E. Anyone who feels that they have experienced prohibited discrimination or harassment should bring this to the District's attention by using the Complaint Procedure described below. Administrators and other supervisors who observe conduct that might constitute harassment, including sexual harassment, are required to report that conduct to the Compliance Coordinator and the Title IX Coordinator(s).
- F. An employee, including supervisors and managers, who subject another employee to harassment, including sexual harassment, will be subject to disciplinary consequences, consistent with applicable laws and collective bargaining agreements.
- G. Conduct that occurs away from school property, such as on social media or at after-hours events, may violate this policy if it has a prohibited workplace impact.
- H. Allegations of sexual harassment and discrimination will be investigated pursuant to [insert sexual harassment Policy #] Policy, this Policy, and any other applicable policy or law that prohibits such conduct in the workplace or educational setting.
- IV. Strategy to Prevent Harassment, Bullying, and Discrimination

With the objective of preventing acts of harassment, bullying, or discrimination from interfering with any student's educational opportunities or sense of safety in school, the District will implement the procedures described in this Policy to:

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- A. Expand student and employee awareness of the problem;
 - B. Train staff and instruct students about appropriate, non-discriminatory behavior;
 - C. Respond to reports of conduct that may violate this Policy; and
 - D. Implement corrective and restorative measures as appropriate, when unacceptable conduct occurs.
- V. Compliance and Dignity Act Coordinator(s):
- A. The District's Compliance Coordinator for purposes of implementing this Policy shall be:

Mrs. Mary Facci
Phone: 315-768-8124
E-mail: mfacci@newyorkmills.org

The Compliance Coordinator is responsible for receiving complaints of conduct that may violate this Policy and ~~Title IX (sex discrimination), Title VI (race and national origin discrimination), or~~ Title VII, Age Discrimination in Employment Act, §201-g of NYS Labor Law, NYS Human Rights Law, Section 504 or the Americans with Disabilities Act (disability discrimination); directing a thorough fact finding regarding those complaints; making a determination whether a violation of the Policy and federal law has occurred; overseeing the implementation of corrective action when necessary, including the making of reasonable accommodations for student or employee disabilities; ~~making sure~~ ensuring that this Policy ~~has been~~ is publicized as required by law; keeping records of all reports of possible discrimination or harassment, including sexual harassment based on sex, race, national origin, or disability; and making recommendations for the updating of this Policy as necessary.

The Compliance Coordinator is responsible for fulfilling these responsibilities ~~in the event of whether the incidents involving~~ involve adult conduct directed at other adults, adult conduct directed at students, and student conduct directed at other students.
 - B. The principal(s) are designated as the District's DASA Coordinator for that school building, and their names and contact information shall be included in the Code of Conduct and prominently displayed in each office. The DASA Coordinators are responsible for receiving complaints of conduct directed at students by adults or other students that may be harassment, bullying, or discrimination as described in

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Part I-D and Part III of this Policy; conducting a thorough fact-finding regarding those complaints; determining whether a violation of this Policy has occurred; overseeing the implementation of corrective action when required; and keeping accurate records of complaints received and action taken, as required by the State Education Department. The DASA Coordinators serve as the Superintendent's designee for purposes of Article 2-A of the Education Law (DASA).

- C. ~~The Compliance, Title IX, and DASA Coordinators shall promptly inform the DASA Coordinators of matters each other of complaints that involve conduct that may violate these other District/BOCES policies, for further review and investigation, if required. directed at students, and the DASA Coordinators shall evaluate those incidents for possible violations of DASA. The DASA Coordinators shall inform the Compliance Coordinator of matters that involve complaints of possible discrimination on the basis of sex, race, national origin, or disability and the Compliance Coordinator shall evaluate those incidents for possible violations of Title IX, Title VI, Section 504, and the Americans with Disabilities Act.~~
- D. ~~When a report complains there is a complaint of possible discrimination by the Compliance Coordinator, or a DASA Coordinator, the Superintendent shall designate another school official to conduct the necessary fact-finding and make recommendations.~~

VI. Complaint and Fact-finding Procedure:

- A. Report of Possible Harassment, Bullying or Discrimination: ~~Attached to this Policy are The Superintendent or designee shall create a~~ Report of Possible Discrimination or Harassment and DASA Incident Reporting Form. The Compliance Coordinator and DASA Coordinators shall make sure that these forms are available in each school building, and their availability is known to those who may need to use ~~it~~ them. The use of these forms is encouraged, but not required; the Compliance Coordinator or DASA Coordinators shall conduct a fact-finding inquiry anytime a written or oral report is received that contains enough information to reasonably investigate is received.
 - 1. An employee or other adult may report possible discrimination or harassment directed at them or another employee or other adult to the employee's supervisor or directly to the Compliance Coordinator. If the report is about conduct by the Compliance Coordinator, the report may be made to the Superintendent. If an employee makes a verbal report, they shall be asked to make a written report and told of the availability of the Report form.

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2. A student may report possible harassment, bullying or discrimination directed at them or another student to any teacher, counselor, or school administrator. If a student makes a verbal report, they shall be asked to make a written report and told of the availability of the Report form. The person to whom the report is made is also responsible for reporting in writing their conversation and other available information to the DASA Coordinator or Compliance Coordinator. School staff shall be trained on how to receive and refer student complaints.
 3. A parent, and persons in parental relation, school volunteer, or other member of the public who wishes to report possible harassment, bullying, or discrimination against a student shall make the report to the Superintendent, the Compliance Coordinator, a DASA Coordinator, or any administrator or teacher. If a verbal report is made, a written report shall be requested. The person to whom the report is made is also responsible for reporting in writing their conversation and other information to the Compliance Coordinator.
 4. District employees who either witness conduct directed at a student that may be harassment, bullying, or discrimination, or receive an oral or written report of such conduct, must report that to a DASA Coordinator. The employee must make an oral report to the DASA Coordinator within one school day, followed by a written report to a DASA Coordinator no more than two school days after their oral report.
- B. Fact-finding Inquiry: Upon receiving a written report of possible harassment, bullying, or discrimination, the Compliance Coordinator or DASA Coordinator shall log the report, acknowledge in writing its receipt, and conduct a fact-finding inquiry designed to determine with a reasonable degree of probability what actually transpired.

While the specific process may vary from case to case, upon receipt of a complaint, the District Compliance Coordinator will:

1. ~~The fact finding inquiry should be begun~~ begin promptly after receiving the complaint, and be pursued with sufficient diligence to reach a conclusion promptly after receipt of a written report. Conduct a prompt review of the allegations, assess the appropriate scope of the investigation, and take interim action (for example, instructing the individual(s) about whom the complaint was made to refrain from communications with the individual(s) who reported the harassment), as appropriate.
2. ~~The inquiry should determine with as much detail as possible the sequence in which events occurred, the identity of each person involved and their~~

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respective roles, and the exact words spoken by each participant. If complaint is verbal, a request to the Complainant will be made to complete the written complaint form. If the Complainant does not wish to do so, the District Compliance Coordinator prepare a complaint form or equivalent documentation based on the verbal reporting;

3. The inquiry shall include an opportunity for any person who has been identified as possibly violating this Policy to respond to each assertion made against them. Take steps to obtain, review, and preserve documents sufficient to assess the allegations, including documents, emails or phone records that may be relevant to the investigation. The Compliance Coordinator or designee will consider and implement appropriate document request, review, and preservation measures, including for electronic communications;
4. Seek to interview all parties involved, including any relevant witnesses; Interviews shall be scheduled and conducted in compliance with applicable provisions of New York law and collective bargaining agreements.
5. Each person interviewed shall be reminded that they are protected by the non-retaliation provision of this Policy, and that they are bound by that provision. Create a written documentation of the investigation which contains the following:
 - a. A list of all documents reviewed and a detailed summary of relevant documents;
 - b. A list of names of those interviewed with a detailed summary of their statements;
 - c. A timeline of events;
 - d. A summary of any prior relevant incidents disclosed in the investigation, reported or unreported; and
 - e. The basis for the decision and final resolution of the complaint, together with any remedial measures and/or corrective action(s).
6. Keep the written documentation and associated documents in a secure and confidential location;
7. Promptly notify the individual(s) who reported the harassment and the individual(s) about whom the complaint was made that the investigation has been completed and implement any corrective actions identified in the written document; and

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8. Inform the complainant of the right to file an external complaint (outside of the District) as outlined later in this Policy.
- C. Resolution: The Compliance Coordinator or DASA Coordinator shall prepare a written fact-finding report describing what investigation was done, what conclusions have been drawn about what happened, a conclusion as to whether the conduct violated the District's Policy, and, if it did, what corrective action should be taken.
1. If the determination is that this Policy has not been violated, the person who made the report, and each person whose conduct was challenged, shall be told of that determination ~~verbally and in hard copy~~ writing or by email. The person who made the report shall be ~~told~~ informed of the option to have the determination reviewed.
 2. If the determination is that this Policy has been violated, the person who made the report of possible discrimination shall be told of that determination ~~verbally and in hard copy~~ in writing or by email and, consistent with the confidentiality accorded to student and personnel records, told that appropriate corrective action has been taken to deter any repetition of the offending conduct. The person whose conduct violated the Policy shall have that explained to them, shall be told of the corrective action being taken by the District, and shall be told of the option to have the determination reviewed.
 3. When the Compliance Coordinator or DASA Coordinator verifies the occurrence of harassment, bullying, or discrimination directed at a student, the school shall take prompt action that is consistent with the District's Code of Conduct and is reasonably calculated to end the harassment, bullying, or discrimination to eliminate any hostile environment; to create a more positive school culture and climate; to prevent a recurrence of the behavior; and to ensure the safety of the student(s) at whom the conduct was directed.
 - a. Responsive actions shall be measured, balanced, and age-appropriate.
 - b. Responsive actions shall follow a progressive model and make appropriate use of intervention, education, and discipline.
 - c. Responsive actions shall vary according to the nature of the offending behavior, the developmental age of the person engaging in the behavior, and the prior history of problem behaviors by the person engaging in the conduct.

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- D. Report to Law Enforcement Agency: When a DASA Coordinator believes that conduct has occurred that constitutes criminal conduct, the Coordinator shall promptly notify the Superintendent, and the Superintendent shall promptly notify the appropriate law enforcement agency.
- E. Confidentiality: It shall be explained to anyone making a report or providing information about a report that the District does not reveal information about reports or the fact-finding process except to the extent necessary to fulfill its legal obligations to make as complete an inquiry as possible and to take appropriate corrective action when discrimination has occurred. Every witness interviewed during the fact-finding inquiry shall be instructed not to discuss the complaint or the investigation with anyone else, except as may be privileged by law.
- F. Special Fact-finder: The Superintendent is authorized to appoint a special fact-finder to carry out the responsibilities of the Compliance Coordinator or DASA Coordinator when the Superintendent concludes that the circumstances of a particular report warrant that action, and the special fact-finder shall fulfill the responsibilities of the Compliance Coordinator described in this policy.
- G. Immediate Corrective Action: The Superintendent has discretion to implement immediate corrective action, pending the completion of a fact-finding inquiry, to protect an individual when the Superintendent concludes that the circumstances of a particular report warrant that action.
- H. Review of Coordinator's Determination: If a person who initiated a report of possible discrimination, or a person whose conduct was challenged by a report of possible discrimination, is not satisfied with the determination of the Compliance Coordinator (or other designated investigator), they may request that the determination be reviewed by the Board of Education (the Board).
 - 1. A request for Board review must be made in writing, filed with the ~~Board~~ District Clerk within ten (10) business days of receiving the written notice of the determination.
 - 2. The person requesting review shall provide a written explanation of their objection(s) to the determination, including the corrective action taken, if any. That statement shall be filed with the ~~Board~~ District Clerk at least five (5) business days before the Board meeting at which the review will be conducted.

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3. Board discussion of the determination and the objection(s) made shall take place in executive session. Board action to adopt or change the determination shall take place in a public session.
 - a. ~~No Retaliation: No employee or student shall take a retaliatory action, or request or cause anyone else to take a retaliatory action, against any person who, in good faith, reports information about a possible violation of this Policy to a District employee or to the Commissioner of Education or to a law enforcement agency, or who initiates a report, or encourages another person to initiate a report, or testifies or assists or participates in the investigation of a report, or complaint by the District or a governmental agency. Unlawful retaliation is any action by an employer or supervisor that seeks to punish a worker or covered individual for engaging in protected activity. The person engaged in the protected activity is protected from retaliation if the person had a good faith belief that the practices were unlawful even if the alleged harassment does not turn out to rise to the level of a violation of law or Policy. Examples of unlawful retaliation include, but are not limited to:~~
 - a. Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts;
 - b. Publicly releasing personnel files;
 - c. Refusing to provide a reference or providing an unwarranted negative reference;
 - d. Labeling an employee as “difficult” and excluding them from projects to avoid “drama”;
 - e. Undermining an individual’s immigration status; or
 - f. Reducing work responsibilities, passing over for a promotion, or moving an individual’s desk to a less desirable office location.
 - g. Threats of physical violence out of work hours or disparaging someone on social media could also be considered retaliation under this Policy.
 - b. Protected activity includes but is not limited to: making or supporting a sexual harassment or discrimination claim, or that punishes those who have come forward. These actions need not be job-related or occur in the workplace to constitute unlawful retaliation. Additional protected activities could include:
 - a. making a complaint of sexual harassment or discrimination, either internally or with any government agency;

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- b. testifying or assisting in a proceeding involving sexual harassment or discrimination, making a verbal or informal complaint of harassment or by informing a supervisor or manager of suspected harassment or discrimination; or
 - c. encouraging a fellow employee to report harassment.
 - c. This anti-retaliation provision is not intended to protect persons making intentionally false charges of harassment or discrimination.
 - J. If allegations of retaliation are received by the District in connection with a complaint of sexual harassment or discrimination under this Policy, an investigation will be conducted pursuant to this Policy. Possible consequences for a finding of retaliation by an employee against another person for engaging in protected activities shall include, but not be limited to, counseling, discipline, suspension, and/or termination.
- VII. Remedial Measures When This Policy is Violated:
- A. An employee found to have engaged in prohibited harassment or discrimination against another person (whether a District employee, District student, or member of the public) in the course of their employment will be subject to discipline, up to and including termination. Such decisions will be made and implemented in accordance with other District policies (e.g. the Code of Conduct) and applicable statutes and collective bargaining agreements.
 - B. A student found to have engaged in prohibited harassment, bullying or discrimination against another person (whether a District employee, District student, or member of the public) while participating in a school activity or on school property will be subject to discipline. Such decisions will be made and implemented in accordance with other District policies (e.g. the Code of Conduct), the New York State Education Law, and any other applicable statutes.
 - C. Any other person found to have engaged in prohibited harassment or discrimination against another person (whether a District employee, District student, or member of the public) while participating in a school activity or on school property may have their future access to school activities limited, as deemed appropriate under the circumstances.
- VIII. Dignity Act Coordinators
- A. The Board appoints at least one staff member at each school to serve as the Dignity Act Coordinator for that school, upon the recommendation of the Superintendent. Each person designated for this role shall be instructed in the provisions of Article

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2-A of the Education Law and thoroughly trained in methods to respond to human relations in the areas of race, (including but not limited to hair texture and protective hairstyles), color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex.

B. The name and contact information for each Dignity Act Coordinator shall be publicized as follows:

1. listing such information in the Code of Conduct posted on the District's website;
2. including such information in the plain language summary of the Code of Conduct provided to all persons in parental relation to students before the beginning of each school year;
3. including such information in at least one mailing per school year to parents and persons in parental relation, and in additional mailings if the information changes;
4. posting such information in a highly visible location in each school building; and
5. making such information available at the District office and each school building office.

The publication of this information shall also inform students and persons in parental relation to students that the Dignity Act Coordinator is available to speak with them if they have witnessed possible discrimination or harassment or bullying, or if they have experienced treatment that may be prohibited discrimination or harassment or bullying.

C. In the event a designated Dignity Act Coordinator vacates that position, the Superintendent shall immediately designate an interim Coordinator pending appointment by the Board. In the event that a Coordinator is unable to perform the duties of the position for an extended period of time, another staff member shall be immediately designated by the Superintendent as an interim Coordinator pending return of the previous Coordinator to the position. Contact information for the new Coordinator shall be distributed as provided above.

IX. Training and Publication of Policy:

A. All District employees will be provided with a copy of this policy. Online access to a printable copy of this Policy will satisfy this requirement.

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- B. All students and their families will be notified at the beginning of the school year, or at the time of enrollment, of this Policy, the conduct expectations established by it, and how they may request accommodation of a disability or initiate a complaint, or report possible discrimination, harassment or bullying.
- C. A summary of this Policy shall be posted as part of the District's website, and shall be distributed periodically with District publications.
- D. The Superintendent shall ensure that all District employees receive training designed to meet the following objectives each year in an interactive format:
 - 1. discourage the development of harassment, bullying, and discrimination;
 - 2. make employees aware of the effects on students of harassment, bullying, cyberbullying, and discrimination;
 - 3. raise the awareness and sensitivity of employees to potential harassment, bullying, and discrimination;
 - 4. enable employees to prevent harassment, bullying, and discrimination;
 - 5. enable employees to respond to harassment, bullying, and discrimination;
 - 6. inform employees about social patterns of harassment, bullying, and discrimination, including that based on a person's actual or perceived race, (including but not limited to hair texture and protective hairstyles), color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression), or sex; and
 - 7. strategies for effectively addressing the problems of exclusion, bias, and aggression in an educational setting.
- E. The Superintendent shall develop and implement guidelines:
 - 1. for the development of nondiscriminatory instructional and counseling methods to be used by District staff;
 - 2. for the development of measured, balanced and age-appropriate responses to instances of harassment, bullying and discrimination by students, with remedies and procedures following a progressive mode that make appropriate use of intervention, discipline and education, vary in method

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according to the nature of the behavior, the developmental age of the student and the student's history or problem behaviors, and are consistent with the Code of Conduct; and

3. include safe and supportive school climate concepts in curriculum and classroom management.

F. The District shall develop and implement a program of instruction in grades kindergarten through Grade 12 to include a component on civility, citizenship and character education in accordance with Education Law.

1. Such component shall instruct students on the principles of honesty, tolerance, personal responsibility, respect for others, observance of laws and rules, courtesy, dignity and other traits which will enhance the quality of their experiences in, and contributions to, the community.
2. Instruction on the principle of respect for others shall discourage acts of harassment, bullying, and discrimination.
3. Instruction on the principle of tolerance, respect for others, and dignity shall seek to instill an awareness and sensitivity to harassment, bullying, discrimination, and civility in the relations of people of different races, (including but not limited to hair texture and protective hairstyles), weights, national origins, ethnic groups, religious, religious practices, mental or physical disabilities, sexual orientation, genders (including gender identity or expression) and sexes.
4. This shall include instruction about safe and responsible use of the internet and electronic communications.

~~X. Other Available Remedies for Unlawful Discrimination and Harassment, including Sexual Harassment:~~

~~A. In addition to this Policy, District employees and other persons visiting or doing business with the District are protected from discrimination and harassment, including sexual harassment, by New York State and federal law. There also may be applicable local laws.~~

~~B. The New York State Human Rights Law prohibits discrimination in employment and public accommodations, including sexual harassment. Your rights can be enforced by a complaint filed with the New York State Division of Human Rights or by filing a complaint in New York State Supreme Court.~~

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- ~~1. You may learn more about your rights under the Human Rights Law by calling the Division's toll-free telephone number (888-392-3644) or visiting the Division's website (www.dhr.ny.gov).~~
 - ~~2. You may file a charge with the EEOC within three hundred (300) days of the event you feel was harassment. You do not need a lawyer to file a charge with the EEOC.~~
 - ~~3. You may file a complaint with the Division within one year of the event you feel was harassment. You do not need a lawyer to file a complaint with the Division. The Division will investigate your complaint and make a determination whether unlawful harassment occurred. If a public hearing is required, the Division will provide an attorney. The Division may seek monetary damages on your behalf.~~
 - ~~4. You may start a lawsuit in Supreme Court within three years of the event you feel was harassment. You can start a lawsuit yourself (pro se), but you should retain a lawyer who is familiar with court procedures.~~
- ~~C. Federal laws, including Title VII of the Civil Rights Act of 1964, also prohibit discrimination in employment and public accommodation, including sexual harassment. Your rights can be enforced by filing a charge of discrimination with the United State Equal Employment Opportunity Commission (EEOC).~~
- ~~1. You may learn more about your rights under federal law by calling the EEOC's toll-free number (800-669-4000) or visiting the EEOC's website (www.eeoc.gov).~~
 - ~~2. You may file a charge with the EEOC within three hundred (300) days of the event you feel was harassment. You do not need a lawyer to file a charge with the EEOC.~~
 - ~~3. The EEOC will investigate your charge. If it determines that unlawful discrimination occurred, the EEOC will attempt to obtain a remedy on your behalf through a conciliation process. If that is not successful, you will be given a right to sue in court.~~
- ~~D. If you are subjected to unwanted physical touching, coerced physical confinement, or unwanted sex acts, the conduct may constitute a crime and you should consider contacting the local police department.~~

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- A. In addition to this and other Policies, District employees and other persons visiting or doing business with the District are protected from discrimination and harassment, including sexual harassment, by New York State and federal law. There also may be applicable local laws.
- B. The New York State Human Rights Law prohibits discrimination in employment and public accommodations, including sexual harassment. Your rights can be enforced by a complaint filed with the New York State Division of Human Rights or by filing a complaint in the New York State Supreme Court.
- You may learn more about your rights under the Human Rights Law by calling the Division's toll-free telephone number (888-392-3644) or visiting the Division's website (www.dhr.ny.gov). DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. Contact the Division via TDD/TTY at 718-741-8300.
 - Go to dhr.ny.gov/complaint for more information about filing a complaint with DHR. The website has a digital complaint process that can be completed on your computer or mobile device from start to finish. The website has a complaint form that can be downloaded, filled out, and mailed to DHR as well as a form that can be submitted online. The website also contains contact information for DHR's regional offices across New York State.
 - Call the DHR sexual harassment hotline at 1(800) HARASS3 for more information about filing a sexual harassment complaint or access a form at <https://dhr.ny.gov/complaint>. This hotline can also provide you with a referral to a volunteer attorney experienced in sexual harassment matters who can provide you with limited free assistance and counsel over the phone.
 - You may file a complaint with the Division within three years of the event you feel was harassment. You do not need a lawyer to file a complaint with the Division and there is no cost to do so. The Division will investigate your complaint and make a determination whether there is probable cause to believe sexual harassment occurred. Probable cause cases receive a public hearing before an administrative law judge. The Division will provide an attorney. If sexual harassment is found at the hearing, DHR has the power to award relief. Relief varies but it may include requiring your employer to take action to stop the harassment, or repair the damage caused by the harassment, including paying of monetary damages, punitive damages, attorney's fees, and civil fines.

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5. An individual may not file with DHR if they have already filed a HRL complaint in state court.
- C. Federal laws, including Title VII of the Civil Rights Act of 1964, also prohibit discrimination in employment and public accommodation, including sexual harassment. Your rights can be enforced by filing a charge of discrimination with the United States Equal Employment Opportunity Commission (EEOC).
1. You may file a charge with the EEOC within three hundred (300) days of the most recent event you feel was harassment or discrimination. You do not need a lawyer to file a charge with the EEOC.
 2. An employee alleging discrimination at work can file a “Charge of Discrimination.” A form is available at <https://www.eeoc.gov/filing-charge-discrimination>
 3. The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at <https://www.eeoc.gov> or via email at info@eeoc.gov.
 4. The EEOC will investigate your charge. If it determines there is reasonable cause to believe that unlawful discrimination occurred, the EEOC will attempt to obtain a remedy on your behalf through a conciliation process. If that is not successful, the EEOC (or Department of Justice in some cases), will decide whether to file a lawsuit. If they decide not to sue, you will be given a Notice of Right to Sue permitting an employee to file a lawsuit in federal court.
 5. If an individual filed an administrative complaint with the New York State Division of Human Rights, DHR will automatically file the complaint with the EEOC to preserve the right to proceed in federal court.
- D. You may start a lawsuit in the state Supreme Court within three years of the event you feel was harassment. You can start a lawsuit yourself (pro se), but it is recommended that you retain a lawyer who is familiar with court procedures.
- E. Many localities enforce laws protecting individuals from sexual harassment and discrimination. Contact the county, city, or town of residence to find out if such a law exists.
- F. Local Police Department: If the harassment involves unwanted physical touching or contact, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Those wishing to pursue criminal charges are encouraged to contact their local police department.

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New York Union Free School District

Legal Ref: ~~Title IX, Education Amendments of 1972 (20 USC 1681, 45 CFR Part 86); Section §504, Rehabilitation Act of 1973 (29 USC 794, 45 CFR Part 84); 28 CFR 35.107(b), 34 CFR 104.7(b), 106.8(b), 106.9; NYS Human Rights Law, (Article 15, NYS Executive Laws); 8 NYCRR 100.4, 135.4, 141.1 and 200; Civil Rights Act of 1964, Title VI and VII (42 USC 2000d and 2000e); New York State NYS Education Law, Article 2-A and §§3201 and 3201-a; Americans with Disabilities Act of 1990 (42 USC 12101-12213, 29 CFR Part 1630); Age Discrimination in Employment Act (29 USC 621-634); EEOC guidelines (29 CFR Part 1609.1 and 1609.2); and NYS Labor Law §201-g.~~

Cross Ref: Title IX Grievance Process (Section 0000); 1030, Code of Conduct; 6010, Prohibition of Sexual Harassment in Employment; and 6404, Rights of Nursing Employees Policy

Adopted: 11/02/93, 01/19/99

Revised: 02/05/02, 11/04/03, 03/02/10, 08/14/12, 07/11/13, 11/03/15, 03/05/19, _____

5.10 - Policy 0013 Title IX Grievance
Process (Second Read - Adopt)
a. - Regulation 0013.1 (Second Read - Adopt)

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Policy is Required

TITLE IX GRIEVANCE PROCESS

I. Statement of Policy

- A. The New York Mills Union Free School District (the District) provides education programs and services and makes decisions regarding employment without consideration of an individual's race (including but not limited to hair texture and protective hairstyles), color, creed, religion, national origin (regardless of English language skills), age, sex (including gender, gender identity, and sexual orientation), marital status, military or veteran status, disability, predisposing genetic characteristics, arrest record, or prior criminal convictions, except:
 - 1. when sex or age are a bona fide occupational qualification,
 - 2. when a criminal conviction is related to job duties, and
 - 3. when an individual's religion or disability warrants reasonable accommodation.
- B. This commitment to provide education programs and services without discrimination includes participation in nonacademic and extracurricular services such as transportation, counseling services, student clubs, and physical education and athletics.
- C. This Policy addresses only sexual harassment as defined by Title IX that occurs within the educational programs and activities of the District. For harassing, discriminatory, or bullying conduct that does not meet the definition of sexual harassment under Title IX, the response by the District will be governed by relevant and applicable laws and policies, including but not limited to the Code of Conduct and other policies prohibiting sexual harassment discrimination, and bullying.
- D. This Policy applies to all students, employees, and any third party who contracts with the District to provide services to students or employees, upon District property, or during any school program or activity.

II. Sexual Harassment as Defined in Title IX

- A. Sexual Harassment under Title IX is defined as conduct on the basis of sex that satisfies one (1) or more of the following:
 - 1. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct (i.e. quid pro quo);

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2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
 3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).
- B. Examples of prohibited conduct under Title IX include, but are not limited to:
1. Treating one (1) person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
 2. Providing different aid, benefits, or services or provide aid, benefits, or services in a different manner;
 3. Denying any person any such aid, benefit, or service;
 4. Subjecting any person to separate or different rules of behavior, sanctions, or other treatment;
 5. Applying any rule concerning the domicile or residence of a student or applicant, including eligibility for in-state fees and tuition;
 6. Aiding or perpetuating discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
 7. Otherwise limiting any person in the enjoyment of any right, privilege, advantage, or opportunity.
- C. Conduct that occurs away from District property or outside of District sponsored events, such as on social media or at after-hours events, may violate this policy, or other Board of Education (the Board) approved policies, if it has a prohibited school or workplace impact.
- D. This Policy does not prohibit a denial of admission into, or an exclusion from, a course of instruction that is permissible under the New York State Education Law and Federal Title IX of the Education Amendments of 1972; nor does it prohibit actions that are permissible under Section 504 of the Rehabilitation Act of 1973.

III. Title IX Coordinator

- A. The Title IX Coordinator ("Coordinator") is responsible for receiving complaints of conduct that may violate this Policy and Title IX. The Coordinator must:
1. direct a thorough fact finding regarding those complaints;
 2. oversee the implementation of corrective action when necessary;
 3. make sure that this Policy has been publicized as required by law;

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4. keep records of all complaints, reports, written determinations, and appeals under this Policy for a period of seven (7) years, or longer if required by law; and
5. make recommendations for updating of this Policy or any Regulations, to the Superintendent.

- B. The Board appoints the following person(s) as the District Title IX Coordinator who is responsible for receiving complaints of conduct that may violate Title IX:

Mary Facci
1 Marauder Boulevard
NY Mills, NY 13417
Phone: 315-768-1851
Email: mfacci@newyorkmills.org

- C. When conducting a Title IX Grievance Process, the Coordinator must follow this Policy and associated Regulations that are consistent with Title IX regulations. The Coordinator is responsible for staying informed and up to date with any new or updated federal regulations and must inform the Superintendent of any new or updated regulations, so that modifications to Policy or Regulations, if any, can be applied.
- D. The Coordinator shall ensure the Title IX Grievance Process is conducted anytime a written or oral report is received that contains enough information to reasonably investigate, consistent with this Policy and Title IX regulations.
- E. The name and contact information of the Coordinator shall be posted on the District website with information on how to file a complaint in person, by mail, by email, or by phone.

IV. Reporting

- A. While the District must respond to all reports it receives of sexual harassment, the Title IX Grievance Process is initiated only with the filing of a formal complaint. A “formal complaint” under Title IX is defined as a document filed by a Complainant, the Complainant’s parent or guardian, or the Coordinator, alleging sexual harassment against a Respondent, and requesting that the District investigate the allegation(s) of sexual harassment.
- B. Anyone who feels that they have experienced discrimination or harassment on the basis of sex, is encouraged to bring this to the District’s attention by using the form and procedures described herein and any associated Regulations approved by the Superintendent.

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- C. When staff becomes aware of an allegation of prohibited conduct on the basis of sex, the matter will be immediately referred to the Coordinator prior to any student or employee discipline being imposed, including any questioning of the Complainant, Respondent, or Witnesses. The Coordinator must evaluate the complaint and either: dismiss the complaint per Title IX regulations, when appropriate, or move forward in the Title IX Grievance Process.
- D. Administrators and other supervisors who observe conduct that might constitute harassment, including sexual harassment, are required to report that conduct to the Coordinator, Compliance Coordinator (if different than the Title IX Coordinator), or a DASA Coordinator. If an Administrator or Supervisor is uncertain who to submit the report to, they shall send it to each of the above Coordinators. The Coordinators will meet promptly to determine the next steps in resolving the complaint.
- E. An employee, including supervisors and managers, who subject another employee, student, or member of the public to harassment, including sexual harassment or discrimination on District property or at a District sponsored event will be subject to disciplinary consequences, consistent with applicable federal and state laws and collective bargaining agreements.

V. Retaliation Prohibited

No employee or student shall take retaliatory action, or request or cause anyone else to take retaliatory action, against any person who, in good faith, reports information about a possible violation of this Policy to a District employee or to the Commissioner of Education or to a law enforcement agency, or who initiates a report, or encourages another person to initiate a report, or testifies or assists or participates in the investigation of a report or complaint by the District or a governmental agency.

VI. Confidentiality

It shall be explained to anyone making a report or providing information about a report that the District does not reveal information about reports or the fact-finding process except to the extent necessary to fulfill its legal obligations to make as complete an inquiry as possible and to take appropriate corrective action when discrimination has occurred. Every person interviewed during the fact-finding inquiry shall be instructed not to discuss the complaint or the investigation with anyone else, except as may be required by law.

VII. Annual Training and Publication of Policy:

- A. The Coordinator, Investigator, Decision-Maker, and the person to whom appeals are submitted must each receive annual training in Title IX.

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B. All District employees will be provided notice of this Policy through posting in **[faculty rooms, employee bulletin boards, etc.]**, and be provided online access via posting on the District website.

C. Training materials must be posted on the District website.

VIII. Report to Law Enforcement Agency

When a Coordinator believes that conduct has occurred that constitutes criminal conduct, the Coordinator shall promptly consult with the School Attorney and, if advised, notify the appropriate law enforcement agency.

IX. Responsibilities of the Superintendent

The Superintendent is authorized to supplement this Policy with any Regulations, forms, and notices they believe are necessary to implement this Policy and Title IX, and to ensure compliance with the Title IX grievance process.

X. Other Available Remedies for Unlawful Discrimination and Harassment, including Sexual Harassment

A. In addition to this Policy, District employees and other persons visiting or doing business with the District are protected from discrimination and harassment, including sexual harassment, by New York State and federal law. There also may be applicable local laws.

B. The New York State Human Rights Law prohibits discrimination and harassment, including sexual harassment in employment and public accommodations. Your rights can be enforced by a complaint filed with the New York State Division of Human Rights or by filing a complaint in New York State Supreme Court.

1. You may learn more about your rights under the Human Rights Law by calling the Division's toll-free telephone number (888-392-3644) or visiting the Division's website (www.dhr.ny.gov).
2. You may confidentially contact an experienced pro-bono attorney for sexual harassment issues by calling the Division's toll-free telephone number 1-800-HARASS-3 (1-800-427-2773).
3. You may file a complaint with the Division within one year of the event you feel was harassment. You do not need a lawyer to file a complaint with the Division. The Division will investigate your complaint and make a determination whether unlawful harassment occurred. If a public hearing is required, the Division will provide an attorney. The Division may seek monetary damages on your behalf.

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4. You may start a lawsuit in Supreme Court within three (3) years of the event you feel was harassment.
- C. Federal laws, including but not limited to Title VI and Title VII, also prohibit discrimination and harassment, including sexual harassment, in employment and public accommodation. Your rights can be enforced by filing a charge of discrimination with the United State Equal Employment Opportunity Commission (EEOC).
1. You may learn more about your rights under federal law by calling the EEOC's toll-free number (800-669-4000) or visiting the EEOC's website (www.eeoc.gov).
 2. You may file a charge with the EEOC within three-hundred (300) days of the event you feel was harassment. You do not need a lawyer to file a charge with the EEOC.
 3. The EEOC will investigate your charge. If it determines that unlawful discrimination occurred, the EEOC will attempt to obtain a remedy on your behalf through a conciliation process. If that is not successful, you will be given the right to sue in court.
- D. If you are subjected to unwanted physical touching, coerced physical confinement, or unwanted sex acts, the conduct may constitute a crime and you should consider, and are strongly encouraged, to contact law enforcement.

New York Mills Union Free School District

Cross Ref: 0015, Prohibition of Discrimination and Harassment Including Sexual Harassment in Employment

Legal Ref: Title IX, Education Amendments of 1972 (20 USC 1681, 45 CFR Part 86), as amended

Adopted: _____

Regulation

Draft 2/1/24
0013.1

GENERAL COMMITMENTS

TITLE IX GRIEVANCE PROCESS

I. Introduction

This Regulation addresses the specific process to be completed upon the filing of a formal complaint by an individual or individuals, under New York Union Free School District (the District) policy “Title IX Grievance Process” and its related requirements.

II. Complaint and Complaint Form

- A. A complaint may be submitted at any time in person, via email, or by mail.
- B. If a student or staff person makes a verbal complaint, the person receiving the complaint is responsible for reporting in writing their conversation and other available information to the Title IX Coordinator (“Coordinator”). If the verbal report is made to the Coordinator, they shall write the report out and ask the person who provided the information to review, sign, and date the written report.
- C. The Coordinator shall make sure that complaint forms are available online and in each school building, and their availability is known to those who may need to use them. The use of these forms is encouraged, but not required.
- D. If the report is about conduct by the Coordinator, the report may be made to the Superintendent.
- E. The Coordinator shall review this policy and the complaint. The options available are:
 - 1. Dismissal, if the allegations, if provable, would not meet the definition of prohibited harassment under Title IX.
 - 2. Engage in an Informal Resolution (IR) process with the parties, if they have made a request in writing to do so. The IR process is not available for matters involving a student(s) and employee(s).
 - 3. Conduct fact-finding pursuant to this Policy and any associated Regulations, and after the investigation is complete, dismiss the matter should the findings not meet the definition of prohibited harassment under Title IX.
 - 4. Conduct fact-finding pursuant to this Policy and any associated Regulations, complete the Report, or review the Report from the Investigator if a third-party was designated, and provide the final Report to the Decision-Maker.

III. Initial Meeting

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TITLE IX GRIEVANCE PROCESS

- A. Upon the referral of a complaint the Coordinator shall:
1. Meet with the Complainant and provide notice of their rights and the ability to pursue this as a Title IX complaint, as well as any other applicable policies that may be available based on the allegations of the complaint. The Complainant will be offered supportive measures.
 2. If the matter was a verbal referral, have the person write down the complaint, sign, and date it. If the person refuses to submit a formal, written complaint and pursue a Title IX process, the matter will be dismissed by the Coordinator, but may be referred for investigation or discipline under a different, applicable Board of Education policy.
 3. The Coordinator will meet with the Respondent and provide the Respondent with a Notice of Rights and a copy of the complaint. The Respondent will be offered supportive measures.
 4. Both parties are entitled to have an advisor of their choice during all phases of the Title IX process, including the initial meeting with the Coordinator.
 5. Supportive measures are available to the Complainant, whether or not they choose to move forward with the Title IX process.

IV. Supportive Measures

- A. Supportive measures are to be non-disciplinary and non-punitive, offered as appropriate, and as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed.
- B. Supportive measures are meant to restore or preserve equal access to the education program or activity without unreasonably burdening the other party.
- C. Any supportive measures provided to the Complainant or Respondent must remain confidential, unless maintaining such confidentiality would impair the District's ability to provide supportive measures.
- D. The Coordinator is responsible for coordinating the effective implementation of supportive measures.

V. Dismissal

- A. The complaint shall be dismissed for purposes of Title IX, only, if:
1. the alleged conduct in the formal complaint would not constitute sexual harassment as defined in § 106.30 of Title IX, even if proved;

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2. the alleged conduct did not occur in the recipient's education program or activity;
 3. or, the alleged conduct did not occur against a person in the United States.
- B. Dismissal under Title IX and this Policy does not preclude the District from taking action under another policy or the Code of Conduct.

VI. Informal Resolution

- A. At any time prior to a written determination being made, the District may facilitate an Informal Resolution (IR) between the parties.
- B. Procedures of the IR process must be provided to the parties in writing and must include notice that:
1. at any time prior to agreeing to a resolution, any party has the right to withdraw from the IR process and resume the grievance process with respect to the formal complaint;
 2. if a resolution is reached, the parties will be precluded from resuming the formal complaint process arising from the same allegations;
 3. the District/BOCES obtains the parties' voluntary, written consent to the IR process; and
 4. the IR process is not available to resolve allegations that an employee sexually harassed a student.
- C. Parties are not required to go through the IR process and engaging in the IR process cannot be made a condition of employment, enrollment, continued employment, or continued enrollment.

VII. Fact Finding

- A. Upon receiving a written complaint, the Coordinator shall log the report, acknowledge in writing or email its receipt, and conduct a fact-finding inquiry designed to determine whether, under a [preponderance of the evidence](#) standard, the allegations in the complaint are true.
- B. The Coordinator may lead the investigation, or designate a third-party as the Investigator. Any designated third-party must have undergone annual Title IX training.
- C. The fact-finding inquiry should begin promptly after receiving the complaint, and be pursued with sufficient diligence to reach a conclusion within thirty (30) days after receipt of a written report, unless good cause exists. If an extension of time is needed, the Complainant and Respondent will be promptly notified of the delay

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in writing or via email. Good cause for delay may include, but are not limited to: the absence of a party; the absence of a party's advisor; the absence of a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities;

- D. Each person interviewed shall be reminded that they are protected by the non-retaliation provision of this Policy, and that they are bound by that provision.
- E. The inquiry should determine with as much detail as possible the sequence in which events occurred, the identity of each person involved and their respective roles, and the exact words spoken by each participant.
- F. The inquiry shall include an opportunity for any person who has been identified as possibly violating this Policy to respond to each assertion made against them.
- G. The Investigator shall evaluate all relevant evidence - including both inculpatory and exculpatory evidence – objectively. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or Witness.
- H. Interviews shall be scheduled and conducted in compliance with applicable provisions of New York law and collective bargaining agreements.

VIII. Report

- A. The Investigator shall prepare a written fact-finding report describing what investigation was done, fairly summarize relevant evidence, report what conclusions have been drawn about what happened, and a recommendation regarding whether the conduct violated the District's Policy under Title IX, and, if it did, what corrective action should be taken.
- B. Before completion of the Report, both parties, and their advisors, if any, shall have an opportunity to review the Report, and any evidence subject to inspection and review.
- C. The parties shall have at least ten (10) days to submit a written response if they so choose, which the Investigator will consider prior to completing the Report, and submitting it to the Coordinator, or if the Coordinator is the Investigator, to the Decision-Maker.

IX. Decision-Maker and Determination

- A. The Decision-Maker cannot be the Coordinator, or the designated Investigator.

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- B. The Decision-Maker must complete annual training.
- C. Both parties shall be provided a written determination with the findings of the Decision-Maker, including any remedial or corrective action being taken by the District.
- D. The written determination must include:
 - 1. Identification of the allegations potentially constituting sexual harassment as defined in §106.30;
 - 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - 3. Findings of fact supporting the determination;
 - 4. Conclusions regarding the application of the recipient's code of conduct to the facts;
 - 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the education program or activity will be provided to the Complainant; and
 - 6. The procedures and permissible bases for the Complainant and Respondent to appeal.
- X. Notice of Possible Remedial Measures When This Policy is Violated
 - A. If an employee is found to have engaged in conduct prohibited under Title IX against another person (whether a District employee, District student, or member of the public) in the course of their employment they will be subject to discipline, up to and including termination. Such decisions will be made and implemented in accordance with other District policies (e.g. the Code of Conduct), applicable state and federal laws, and applicable collective bargaining agreements.
 - B. If a student is found to have engaged in conduct prohibited under Title IX against another person (whether a District employee, District student, or member of the public) while participating in a school activity or on school property, they will be subject to discipline. Such decisions will be made and implemented in accordance with other District policies (e.g. the Code of Conduct), the New York State Education Law, and any other applicable statutes.
 - C. If any other person is found to have engaged in prohibited harassment or discrimination against another person (whether a District employee, District

GENERAL COMMITMENTS

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student, or member of the public) while participating in a school activity or on school property they may have their future access to school activities limited, as deemed appropriate under the circumstances.

- D. Any other lawful measures may be taken if so determined by the Decision-Maker in their written determination.

XI. Right to Appeal

- A. The Coordinator must notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.
- B. The person to whom appeals are submitted cannot be the Coordinator, a designated Investigator, or the Decision-Maker.
- C. The person reviewing written determinations on appeal must complete annual training.
- D. The appeal of the decision must be for one of the following reasons:
 - 1. Procedural irregularity that affected the outcome of the matter;
 - 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
 - 3. The Coordinator, investigator(s), or Decision-Maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.
- E. Both parties must be given a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- F. The decision on appeal must be issued to both parties describing the result and the rationale for the result.

New York Mills Union Free School District

Legal Ref: Title IX, Education Amendments of 1972 (20 USC 1681, 45 CFR Part 86), as amended

Approved by the Superintendent: _____

5.11 - Policy 8400 Field Trip (First Read)
a. Regulation 8400.1 (Rescinded)

INSTRUCTION

FIELD TRIPS

I. Statement of Policy

The Board of Education (the Board) recognizes the potential value of field trips and encourages members of the professional staff to make such trips a part of a student's education when they are consistent with course or grade level objectives.

II. Guidelines

All field trips shall conform to the following guidelines:

- A. They shall be approved by the appropriate building administrator.
- B. Requests for bus transportation shall be made at least one week in advance to building administrator.
- C. Parental approval for student participation will be secured in writing for all field trips.
- D. Any field trip which requires that students be away from the ~~school system~~ New York Mills Union Free School District for more than one day (overnight) will need approval of the Superintendent and ~~the Board of Education~~ well in advance.

New York Mills Union Free School District

Adopted: 12/11/73

Revised: 01/07/03, 07/11/13, _____

Regulation

Draft
8400.1

INSTRUCTION

ANNUAL EDUCATIONAL FIELD TRIP PERMIT

This is to verify that my child _____ while
Student's Name

enrolled at New York Mills Union Free Elementary School District (the District), has my permission to participate in any and all educational field trips sponsored by their teacher and/or the principal of the school during the _____ - _____ school year. I understand that the ~~school~~ District will assume no liability for any injuries, damages or other losses received on such trips other than those resulting from negligence of school officials.

In the event of a medical emergency involving my child, for which I cannot be easily or readily reached, I give my permission for any emergency medical, dental and/or surgical treatment and/or hospitalization deemed necessary by my child's physician or if they are not available, the physician that can be secured. I understand that every reasonable effort will be made to contact me first, and to contact my child's physician.

Parent/Guardian Name – Print

Student's Date of Birth

Parent/Guardian Signature

Student's Doctor

Address

Home Phone

Student's Special Medical Conditions

Cell Phone

Work Phone

Date Signed

New York Mills Union Free School District

Adopted: 04/22/08

Revised: 07/11/13

Review: _____

5.12 - Regulation 8500.1 Administrative Practices and Procedures Relative to Program Access (First Read)

Regulation

Draft 10/30/23
8500.1 DSP

INSTRUCTION

ADMINISTRATIVE PRACTICES AND PROCEDURES RELATIVE TO PROGRAM ACCESS

I. Statement of Policy

It shall be the responsibility of the New York Mills Union Free School District (the District) Chairperson for the Committee for Special Education to ensure that the students shall be grouped by similarity of individual needs including:

- academic achievement
- social development
- physical development
- management needs

II. District Procedures ~~are as follows:~~

- A. Each student with a disability will be informed of the availability of extracurricular programs and activities and their eligibility to participate by a teacher, guidance counselor or administrator of the district.
- B. The parent or guardian of each student with a disability will be advised of the Special Education Programs and Services Policy.
- C. The ~~New York Mills Union Free School~~ District will ensure that extracurricular programs and activities are accessible to students with a disability and will make appropriate individual modifications, to include physical facilities, scheduling and transportation arrangements, so that a ~~pupil~~ student will not be excluded because of the presence of a disability.

New York Mills Union Free School District

Adopted: 11/11/86, 11/10/92

Revised: 11/14/89, 01/07/03, 07/11/13, _____

INSTRUCTION

PREREFERRAL AND DECLASSIFICATION TEAMS

I. Statement of Policy

The New York Mills Union Free School District (the District) recognizes the need for a school-wide approach to prereferral intervention to remediate a student's performance prior to referral to the Committee(s) on Special Education (CSE). In accordance with Section 200.2(b)(7) of the Commissioner's Regulations, the District supports the establishment of building-level, multidisciplinary Child Study Teams (CST).

- A. The composition of each CST may include, but is not limited, to guidance counselor(s), social worker(s), psychologist(s), nurse(s), speech/language therapists, special education teacher(s), remedial teacher(s) and classroom teacher(s). The Building Administrator or designee shall serve as a member of the team.
- B. The team will document the intervention strategies recommended for implementation and will review and consider any existing evaluation information and services currently being provided by the District such as AIS (Academic Intervention Services) and ~~LEP (Limited English Proficiency)~~ ELL (English Language Learners) services. Written parental consent shall be required for any assessments recommended by the teams.
- C. The CST will develop a written plan on a form prescribed by the District. The CST will ensure that the plan is communicated to all necessary instructional and support staff members.

II. Declassification

Upon declassification of a student, a referral to the CST for the review of the provision of educational and support services shall be made. The team shall establish a timeframe for the periodic review of each student referred to the team. It is recommended that this review occur at least once during the year following declassification. Such review shall incorporate consideration of continuance or modification of the educational and support services the child is receiving.

New York Mills Union Free School District
Legal Ref: 8 NYCRR 200.2(b)(7), (8)
Adopted: 01/07/03
Revised: 07/11/13, _____

**5.14 - Policy 8502 Programs for
Students with Disabilities Under
Section 504 of the Federal Rehabilitation
Act of 1973 (First Read)**

INSTRUCTION

PROGRAMS FOR STUDENTS WITH DISABILITIES UNDER SECTION 504 OF THE FEDERAL REHABILITATION ACT OF 1973

I. ~~Introduction~~ Statement of Policy

- A. It is the responsibility of the New York Mills Union Free School District (the District) to identify and evaluate students with disabilities who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services or programs to avail themselves of a ~~in order that such students may receive the~~ required free appropriate education. A free appropriate education consists of regular or special education and related aids and services that are designed to meet the disabled student's needs as adequately as the needs of nondisabled students are met. Each qualified student within the District who is eligible to receive regular or special education or related aids or services, regardless of the nature or severity of the condition necessitating such programs or services, shall receive a free appropriate education in the District.
- B. For purposes of this policy, a student who may need special services or programs within the intent of Section 504 is one who:
1. Has a physical or mental impairment that substantially limits one or more major life activities (e.g., learning); or
 2. Has a record of such impairment; or
 3. Is regarded as having such impairment.
- C. Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities Education Act, 20 U.S.C. Section 1400 et seq. (IDEA) and Article 89 of the New York Education Law and part 200 of the State Commissioner's regulations which implement IDEA. Students who are identified as disabled individuals with exceptional needs, according to IDEA criteria, are not addressed under this policy. The needs of such students are met through the Committee on Special Education (CSE) and its policies and procedures and under the applicable state and federal laws and regulations.

II. Identification and Referral Procedures

- A. Any student who needs or is believed to need special education or related services not available through existing programs in order to receive a free appropriate public education may be referred by the student's parent or guardian, a teacher, or other certified school employee the designated Section 504 Committee (504

INSTRUCTION

PROGRAMS FOR STUDENTS WITH DISABILITIES
UNDER SECTION 504 OF THE FEDERAL REHABILITATION ACT OF 1973

Committee) for identification and evaluation of the student's individual education needs.

B. 504 Committee

1. All decisions involving placements of children protected under Section 504 must be made by a group of individuals, including persons knowledgeable about the child, the meaning of the evaluation data, and the placement options.
2. Subject to the sole discretion of the Board of Education (the Board), the CSE may be designated as the 504 Committee.

C. Members of the 504 Committee will be encouraged to participate in training sessions and to provide in-service workshops so that others can be made more knowledgeable of disabilities, needs, and law and regulations in this area.

D. Upon receipt of the referral, the 504 Committee will ~~consider the referral and, based upon a~~ review of the student's existing records, including academic, medical, social, and behavioral records, and decide ~~make a decision as to~~ whether an evaluation under this program is appropriate. In the case of a denial of an evaluation, the 504 Committee will inform the parents/persons in parental relation of the denial and their procedural rights.

III. Evaluation

A. Evaluation of the student and formulation of a plan of services will be carried out by the 504 Committee according to the following procedures:

1. The 504 Committee will evaluate the nature of the student's disability and the impact of the disability upon the student's education. This evaluation will include consideration of any behaviors that interfere with regular participation of a student who otherwise meets the criteria (such as age) for participation in the educational program or activities. It will also consider aptitude and achievement tests, teachers' reports and recommendations, the student's physical condition, social or cultural background, and adaptive behavior.
2. No final determination of whether the student will or will not be identified as disabled within the meaning of Section 504 will be made by the 504 Committee without first inviting the parent or guardian of the student to participate in a meeting concerning such determination.

INSTRUCTION

PROGRAMS FOR STUDENTS WITH DISABILITIES
UNDER SECTION 504 OF THE FEDERAL REHABILITATION ACT OF 1973

3. A final decision will be made by the 504 Committee in writing, and the parents/persons in parental relation of the student shall be notified of the Section 504 procedural safeguards available to them, including the right to an impartial hearing and review.

IV. Plan for Services

- A. For a student who has been identified as disabled within the meaning of Section 504 and in need of special education or related aids and services, the 504 Committee shall be responsible for determining which special services are needed.
- B. In making such determination, the 504 Committee will consider all available relevant information, drawing upon a variety of sources, including, but not limited to, comprehensive assessments conducted by the District's professional staff or the CSE.
- C. The parents/persons in parental relation will be invited to participate in 504 Committee meetings where services for the student will be determined, and will be given an opportunity to examine all relevant records.
- D. The 504 Committee will develop a written plan describing the disability and the special education or related services needed. The plan will specify how the regular or special education and related aids and services will be provided, and by whom. The plan may also specify accommodations that are to be made for the student within the regular education program.
- E. The 504 Committee may also determine that no special education, related services or accommodations are appropriate. If so, the record of the 504 Committee proceedings will reflect the identification of the student as a disabled person and will state the basis for the decision that no special services are presently needed.
- F. A disabled student will be placed in the regular educational environment of the District, with the use of supplementary aids and services, unless the 504 Committee demonstrates that such placement cannot be achieved satisfactorily. The disabled student will be educated with those who are not disabled to the maximum extent appropriate to the individual needs of the student. However, appropriate consideration must be given to the impact of a student with a disability on the education of other students in the general or special education class when making placement decisions.

INSTRUCTION

PROGRAMS FOR STUDENTS WITH DISABILITIES
UNDER SECTION 504 OF THE FEDERAL REHABILITATION ACT OF 1973

- G. The 504 Committee will notify the parents/persons in parental relation in writing of its final decision concerning the services to be provided.
- H. If a plan for related services is developed, all school personnel who work with the student will be informed of the plan.
- V. Review of the Student's Progress
- A. The 504 Committee will monitor the progress of the disabled student and the effectiveness of the student's education plan annually to determine whether special education, related services or accommodations are appropriate and necessary, and that the disabled student's needs are being met as adequately as the needs of the nondisabled students. Prior to any subsequent significant change in placement, a comprehensive reevaluation of the student's needs will be conducted.
- VI. Procedural Safeguards
- A. The parents/persons in parental relation will be notified in writing of all District decisions concerning the identification, evaluation, or educational placement of students made under this policy.
- B. The parents or guardian persons in parental relation will be notified that they may examine relevant records.
- C. As to such decisions by the District, the parents or guardian persons in parental relation shall have the right to an impartial hearing (a Section 504 due process hearing). In the notification of any District decision concerning identification, evaluation, or placement, the parents or guardian persons in parental relation will be advised that:
1. A request for a Section 504 due process hearing must be made in writing and filed with the Superintendent within thirty (30) days of notice of the determination to be reviewed.
 2. The hearing shall be held by a person to be designated by the Board of Education.
 3. The parent or guardian persons in parental relation shall be permitted to participate in the hearing and shall be allowed to summon witnesses and to present other evidence on behalf of the student.

INSTRUCTION

PROGRAMS FOR STUDENTS WITH DISABILITIES
UNDER SECTION 504 OF THE FEDERAL REHABILITATION ACT OF 1973

4. The parent or guardian persons in parental relation shall be permitted to be represented by counsel at the hearing.
 5. Compliance with technical rules of evidence shall not be required at the hearing.
- D. If a state due process hearing has been or will be held under the IDEA concerning issues relevant to the Section 504 proceeding, a hearing officer qualified in IDEA and Section 504 proceedings may preside in a joint hearing. The issues for either IDEA or Section 504 determination shall be clearly defined at the outset, and determinations by the hearing officer shall be separate and distinct.
- E. If both the parents or guardian persons in parental relation and the District agree that the student is not eligible for special education under the IDEA, neither party is required to exhaust administrative proceedings under the IDEA prior to the holding of a Section 504 due process hearing.
- F. The hearing officer shall render a decision. The parents or guardian persons in parental relation shall be notified in writing of the decision. Either party may seek review of the decision of the Section 504 hearing officer by a court of competent jurisdiction as authorized by law.
- G. The parties will abide by the decision of the Section 504 hearing officer unless the decision is appealed to a court of competent jurisdiction and the decision is stayed by the court.

New York Mills Union Free School District

Legal Ref: 20 USC §§ 1412; 1413(a)(1) (IDEA); 29 USC § 794 et seq.; 8 NYCRR § 200.2(b)(1)

Cross Ref: ~~Policy #~~ 0015 Equal Opportunity and Non-Discrimination Policy

Adopted: 01/07/03

Revised: 07/11/13, _____

INSTRUCTION

INDEPENDENT EDUCATIONAL EVALUATIONS

I. Statement of Policy

The New York Mills Union Free School District (the District) has established the following policy on independent educational evaluations for district children with disabilities and for District children who are referred to the Committee on Special Education (CSE) because they are suspected of having an educational disability and may need special education.

II. Obtain an Independent Evaluation

Parents/Persons in parental relation of children with disabilities or suspected disabilities have the right under federal and state regulations to obtain an independent evaluation at public expense under certain conditions. Regulatory standards are outlined in New York State Regulations of the Commissioner of Education, Part 200.5 (g)(1)(i). Additionally, the Federal Regulations (34 Code of Federal Regulations (CFR) 300.503) specify requirements for an independent evaluation.

III. Rights of Parent/Person in parental relation

The purpose of this policy and the ensuing regulation 8503.1 is to explain to parents/persons in parental relation of children with disabilities, or children who have been referred to the ~~Committee on Special Education~~ CSE because they are suspected of having an educational disability and may be in need of special education services, their rights to an independent educational evaluation, the rights of parents and persons in parental relation, the responsibilities of the District with regard to independent evaluations, and to avoid any misunderstandings.

New York Mills Union Free School District

Legal Ref.: 8 NYCRR 200.1(z) & (ii); 8 NYCRR 200.5 (g)(1)(i); 32 Educ. Dept. Rpts. 253 (2002) (Decision No. 12,822); 34 Code of Federal Regulations (CFR) 300.503.

Cross Ref.: Selection, Appointment, & Compensation of Impartial Hearing Officers Policy

Adopted: 3/22/11

Revised: 07/11/13, _____

5.16 - Policy 1001 Community Use
of School facilities (First Read)
a. - Regulation 1001.1 (First Read)

COMMUNITY RELATIONS

COMMUNITY USE OF SCHOOL FACILITIES

I. Policy Statement

It is the policy of the New York Mills Union Free School District's (the District) Board of Education (the Board) that the use of school facilities by residents for activities that are educational, cultural, social, recreational or civic in nature and conducted primarily for the benefit of district residents will be permitted and encouraged. However, if there is a conflict between a requested community use and a school-sponsored activity, the school-sponsored activity will be granted use of the requested facility.

Requests for the use of school facilities must be made in writing on the Community Use of School Facilities Request Form. Such requests must be made at least thirty (30) days in advance of the date of requested use. At its discretion, the ~~school~~ District may grant so much of the request as to allow the use of a school facility, but reserves the right to designate which school facility may be used. All uses must be non-exclusive and open to the general public.

II. The Authority of the Board of Education

The authority of the Board of ~~Education~~ to permit the use of schoolhouses, grounds and facilities is subject to Article XI, Section 3, of the New York State Constitution and Sections 414 of the Education Law of New York.

The Board's authority to permit the use of school facilities by community groups is delegated to the Superintendent of ~~Schools~~, who will seek counsel as necessary.

A. Section 414: Use of Schoolhouse and Grounds Out-of-School Hours.

Schoolhouses and the ground connected therewith and all property belonging to the District shall be in the custody and under the control and supervision of the Board of ~~Education of the district~~. The Board of ~~Education~~ may adopt reasonable regulations for the use of such schoolhouses, grounds or other property, when not in use for school purposes, or when the school is in use for school purposes if, in the opinion of the Board, use will not be disruptive of normal school operations, for such other public purposes as herein provided. Such regulations shall provide for the safety and security of the ~~pupils~~ students and shall not conflict with the provisions of this chapter and shall conform to the purposes and intent of this section, and shall be subject to review on appeal to the Commissioner of Education, as provided by law. The Board of ~~Education of each district~~ may, subject to regulations adopted as above provided, permit the use of the schoolhouse and rooms therein, and the grounds and other property of the District, when not in use for school purposes, or when the District is in use for school purposes, if in the opinion of the Board of ~~Education~~, use will not be disruptive of normal school operations, for any of the following purposes:

1. For the purpose of instruction in any branch of education, learning or the arts.

COMMUNITY USE OF SCHOOL FACILITIES

2. For public library purposes, subject to the provisions of the Education Law, or as stations of public libraries.
3. For holding social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community. Such meetings, entertainment and uses shall be non-exclusive and shall be open to the general public. Civic meetings shall include, but not be limited to, meetings of parent associations and parent-teacher associations.
4. For meetings, entertainment and occasions where admission fees are charged, where the proceeds thereof are to be expended for an educational or charitable purpose; but such use shall not be permitted if such meetings, entertainment and occasions are under the exclusive control, and the said proceeds are to be applied for the benefit of a society, association or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization other than organizations of veterans of the military, naval and marine service of the United States and organizations of volunteer firemen and auxiliaries.
5. For polling places for holding primaries and elections and for the registration of voters and for holding political meetings. No meetings sponsored by political organizations shall be permitted unless authorized by a vote of a district meeting, held as provided by law, or in cities by the Board of Education thereof. It shall be the duty of the Board of Education to call a special meeting for such purposes upon the petition of at least ten percent of the qualified electors of the District. Authority so granted shall continue until revoked in like manner and by the same body as granted.
6. For civic forums and community centers upon the petition of at least twenty-five (25) citizens residing within the District, the Board of Education in each school district shall organize and conduct community centers for civic purposes, and civic forums in the several school District to promote and advance principles of Americanism among the residents of the state. The Board of Education in each school district, when organizing such community centers or civic forums, shall provide funds for the maintenance and support of such community centers and civic forums, and shall prescribe regulations for their conduct and supervision, providing that nothing herein contained shall prohibit the Board of Education to prescribe and adopt rules and regulations to make such community centers or civic forums self-supporting as far as practicable. Such community centers and civic forums shall be at all times under the control of the Board of Education in each school district, and shall be non-exclusive and open to the general public.

COMMUNITY RELATIONS

COMMUNITY USE OF SCHOOL FACILITIES

7. For classes of instruction for individuals with disabilities operated by a private organization approved by the Commissioner of Education, rent for the use of such facilities may be demanded by said Board of Education.
8. For recreation, physical training and athletics, including competitive athletic contests of children attending a private nonprofit school.
9. For graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious services are performed.
10. To provide child care services during non-school hours, or to provide childcare services during school hours for children of students attending the schools of the District, if there is additional space, for children of employees of the District. Such determination shall be made by the Board provided that the cost of such care shall not be a ~~school~~ District charge but shall be paid by the person responsible for the support of such child; the local social services district as authorized by law; or by any other public or private voluntary source or any combination thereof.
11. For licensed school-based health, dental or mental health clinics that is located in a school facility of the district, is operated by an entity other than the District or Board of Cooperative Educational Services (BOCES) and will provide health, dental or mental health services during school hours and/or non-school hours to school-age and preschool children.

B. Use of Schoolhouse by News Media

The Board of ~~Education~~ may permit, subject to terms and conditions satisfactory to such Board, the admission of persons and equipment of any news medium to school grounds, school houses, school buildings and other locations for the dissemination of information by print, broadcast recording or other means, of athletic events, concerts, lectures and similar activities taking place that are of interest to the general public; provided that nothing herein contained shall prevent the broadcasting or televising of any such events or activities with or without commercial sponsorship.

III. General Guidelines

- A. The Superintendent or designee shall be responsible for maintaining proper use relationships with those organizations that apply to use the school facilities.
- B. A member of the ~~school~~ District's custodial staff must be present at all times that a community group uses the school facilities. A charge will be applied to the community group when said group uses facilities and there is no member of the school staff scheduled to work during the period when the community group uses the facility. If no member of the school's maintenance/custodial staff is willing or

COMMUNITY USE OF SCHOOL FACILITIES

available to work, the use of the school facility by a community organization shall not be permitted.

- C. When use of the District's facilities involves a specialized area, the presence of authorized school personnel is required as appropriate and said individuals will be paid by requesting group.
- D. School equipment may be used by responsible community groups in conjunction with the approval to use school facilities provided that:
 - 1. The equipment is in good condition;
 - 2. The group using the equipment agrees in writing to accept responsibility for repairing or replacing any equipment which is damaged or lost; and
 - 3. The group provides a competent operator for any equipment used.

The Superintendent ~~of Schools~~ or their designee shall be the sole judge as to what equipment is available for use.

- E. The organization (community group) agrees to indemnify and save-harmless the Board ~~of Education~~ and/or the ~~School~~ District, and/or any of its employees, from any and all claims that may arise through negligence or otherwise, or that may cause damage, loss, injury or death to the property of the ~~School~~ District, its employees or their property, or to other persons or property resulting from such use directly or indirectly.
- F. The ~~school~~ District shall not insure, protect or safeguard the organization against any claim that may arise from any accident or injury to any person or persons through the use of school facilities by an organization.
- G. The community organizations utilizing school facilities must provide adequate supervision for the activity. The community organizations utilizing school facilities or ~~his/her~~ their representative in charge of the activity shall be responsible for the fulfillment of the regulations governing the use of facilities.
- H. Persons attending or participating in the activity shall be limited to the use of the areas designated by the Superintendent or designee.
- I. Community organizations utilizing school facilities must, in any written communications seeking attendance at any function, clearly state that the activity is not an activity sponsored by, supported by or endorsed by the Board ~~of Education~~ of the District. Further, a similar disclaimer must be placed at the primary entrance where people participating in such event are likely to enter the school facility.
- J. Follow all relevant District policies such as, but not limited to, Drug-Free Workplace; Code of Conduct; Tobacco, Nicotine and E-Cigarette Use Prohibited, etc.

COMMUNITY RELATIONS

COMMUNITY USE OF SCHOOL FACILITIES

IV. Insurance and Release From Liability are required as follows:

- A. Prior to approval, any community group that charges admission or any community group that does not charge admission but does have insurance must:
 - 1. Submit ten (10) working days prior to the event a Certificate of Liability Insurance in the amount of one million dollars (\$1,000,000) guaranteeing financial coverage for any liability or loss in the event of injury to any involved person or equipment. The certificate of insurance shall name the District as an additional named insured.
 - 2. Have an authorized representative complete a "School Use Release From Liability" form ten (10) working days prior the event.
- B. Any community group that does not charge admission and does not have insurance must follow these steps:
 - 1. If a low risk of liability and loss is determined by the Superintendent, the group must authorize a representative to sign the "School Use Release From Liability" form on behalf of the group. The form must be signed ten (10) working days prior to the event. The school's insurance will prevail.
 - 2. If a moderate or high risk of liability and loss is determined by the Superintendent, all group members must within ten (10) working days of the event:
 - a. Sign the "School Use Release From Liability" form, and
 - b. Submit a form of identification for the school to copy and file with the Release form.

V. Prohibited Uses of School Buildings and Property

State Education Law and the New York State Constitution specifically prohibit the following uses of school buildings and property:

- A. For any purpose that will in any way interfere with the use of school buildings, grounds, or other school property by the school;
- B. By any person or profit-making organization for personal or private gain, financial or otherwise;
- C. For a meeting, entertainment, or occasion where admission fees are charged, unless the proceeds thereof are to be expended for an educational or charitable purpose approved by the Board.

COMMUNITY RELATIONS

COMMUNITY USE OF SCHOOL FACILITIES

- D. Meetings sponsored by political organizations unless authorized by a vote of the Board of Education.
- E. School sponsored activities involving students are prohibited on Sundays due to staffing.
- F. Any use not permitted by this policy is prohibited.

VI. Classification of School Groups

- A. Class I. Use of Facilities by School Groups (including school staff members):

School facilities may be used without a rental charge and without a charge for custodial service by any regularly sponsored school activity.

- B. Class II. Civic, Cultural, Religious and Service Groups

School facilities may be used by civic groups, service clubs, music, religious organizations, dramatic and literary organizations or other nonexclusive groups, organizations or activities as provided by regulations established by the Board of Education providing the school District: is reimbursed as scheduled, when reimbursement is called for under these regulations. The Board of Education, at its sole discretion, reserves the right to waive the charges scheduled in favor of fees for custodial services only when the proceeds of activities sponsored by organizations in this classification are used exclusively for the benefit of the school or charitable purpose.

- C. By resolution, the Board of Education shall classify each community group requesting the use of facilities according to the criteria stated above.

VII. Restriction Under Contingent Budget

In the event that the District is operating under a contingent budget, the use of school facilities will be restricted in accordance with New York State Law and decisions of the Commissioner of Education.

New York Mills Union Free School District

Legal Ref: NYS Education Law §414 and 2801; NYS Arts and Cultural Affairs Law §61.09

Cross Ref: 0020, Drug-Free Workplace Policy

1030, Code of Conduct

5006, Tobacco, Nicotine and E-Cigarette Use Prohibited

Adopted: 10/09/73

Revised: 08/13/74, 07/13/82, 01/10/89, 02/01/94, 11/04/03, 03/23/10, 06/01/10, 02/04/14, 11/03/2020, _____

COMMUNITY RELATIONS

New York Mills Union Free School District
Use of Facilities Request Form

Organization: _____ Event Date _____
Contact Person: _____ Application Date _____
Phone Number: _____ Email Address: _____
Mailing Address: _____

<p>Fill out all applicable items below. Include all dates. Be specific. Use separate sheet if necessary.</p> <p>Building/Area Requested _____</p> <p>Date(s) requested _____ Hours: _____</p> <p>The premises will be used for _____</p> <p>Admission will/will not be charged. Proceeds will be used for _____</p> <p>Anticipated number of participants _____</p> <p>Set-Up requirements and/or special equipment needed (ie. Projector, Microphone, Gym use, etc) _____</p>
--

Insurance Requirements: A *CURRENT* Certificate of Insurance for your organization, listing our school district as an additional insured, must accompany this application. Permits will not be issued until the district received the proper insurance form. The certificate of insurance is not needed if the organization is a recognized school group or team of the NY Mills Union Free School District.

I agree, on behalf of the above indicated organization, that all members and guests will observe all regulations and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to NY Mills Union Free School District property during the above indicated period of use. To the fullest extent permitted by law, the group shall defend, indemnify, and hold harmless the NY Mills Union Free School District, their officers, and employees from and against any and all claims, demands, suits, or causes of action that result from injury to any person, including death, or damage to or loss of tangible property arising from negligent or intentional acts or omissions of the group, its employees, participants or agents.

I have received, carefully read, and fully understand the **Community Use of School Facilities Policy 1001** for use of the NY Mills Union Free School District facilities.

You must keep a copy of the approved Facility Use Form with you while using the facility.

Signature of Organization Representative (Contact Person) _____

For Office Use Only:

Fees Assigned: _____

Approvals: Building Maintenance Staff _____ Date: _____
Athletic Director _____ Date: _____
Superintendent _____ Date: _____
Board of Education Approval (if admission charged) _____ Date: _____

New York Mills Union Free School District
Use of Facilities Request Form

COMMUNITY USE OF SCHOOL FACILITIES
APPLICATION GUIDELINES FOR USE OF SCHOOL FACILITIES AND PROPERTY

School functions will take precedence over all activities by non-school groups. Facilities should be requested at least thirty (30) more than ten (10) days in advance of the date to be used.

CONDITIONS AND RULES:

It is understood and agreed that the requester will:

- 1. Not pay any school employee wages, tips, gratuities, or gifts for work in connection with such use. The school district will compensate for such work.
2. Immediately make a written report of any and all accidents, breakage, or damage and report such to the Superintendent of Schools or designee. It is understood that any damage occurring to school property that results in repair, will be reimbursed to the district.
3. Be admitted by a member of the custodial staff whose basic responsibility will be neither to police or supervise the area.
4. Provide ticket sellers, ticket takers, and ushers, as well as all incidental labor.
5. Not move pianos, furniture, etc. without prior approval and under the supervision of custodial staff.
6. Maintain an orderly behavior in the group and assembled public.
7. Prevent smoking or vaping in/on school property.
8. Prevent the sale or use of intoxicating beverages or drugs in the building or on the premises.
9. Leave school property in an orderly and neat condition. Any furniture or equipment that had been moved will be returned to its original location.
10. Remain only in the area specified by the request and only that portion of the facilities needed to fulfill the request
11. Agree that only authorized members of the group shall be allowed to use facilities. No one else is allowed to use the facilities.

FACILITIES USE CHECKLIST

Requester must check each item and sign at the bottom. The application will not be processed without this completion of form.

- I have submitted and signed a Request for Use of School Facilities by Non-School Group form.
I have provided a certificate of insurance to the school district.
I understand that any changes incurred by the school district as a result of my request shall be paid within 15 days of billing.
I have read School District Policy 1001 and agree to comply with the policy.
I understand that the use of school facilities is specifically designed for residents of the district.
I understand that if a fee is charged to participants, a facilities fee will be charged to the organization.
I understand that if additional work or cleaning is required to be completed by the district to re-establish pre-use conditions, the cost will be borne by my organization.

Date Signature

New York Mills Union Free School District
Approved by the Superintendent: 02/04/14, 04/25/22,

5.17 - Resolution of the
Amended School Building
Capital Improvement Bond - Adoption

EXTRACT OF MINUTES OF MEETING OF THE BOARD OF EDUCATION
ADOPTING AMENDED 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 ___ day of March, 2024:

PRESENT:

ABSENT:

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

AMENDED BOND RESOLUTION DATED MARCH __, 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;

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.

NOTICE PURSUANT TO LOCAL FINANCE LAW SECTION 81.00

The amended bond resolution published herewith was adopted on March __, 2024 and the validity of the obligations authorized by such amended 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

**5.18 - Resolution of the
Amended Estoppel Publication**

Form for Publication

NOTICE PURSUANT TO LOCAL FINANCE LAW SECTION 81.00

The amended bond resolution published herewith was adopted on March __, 2024 and the validity of the obligations authorized by such amended 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

AMENDED BOND RESOLUTION DATED MARCH __, 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

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.

Form for Publication

NOTICE PURSUANT TO LOCAL FINANCE LAW SECTION 81.00

The amended bond resolution published herewith was adopted on March __, 2024 and the validity of the obligations authorized by such amended 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

AMENDED BOND RESOLUTION DATED MARCH __, 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

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.

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