LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

4061 Creek Road
Youngstown, NY 14174

OUR MISSION One Purpose. Your Pathway. Our Promise. OUR VISION Our ***PURPOSE*** is to ensure that when students leave Lewiston-Porter they will be ready to face the world with confidence in themselves and what they can contribute. While students are here they will be challenged to grow along their ***PATHWAY*** and discover their personal best because we ***PROMISE*** to give them our best.	**Regular Board of Education Meeting** **DRAFT Minutes** June 16, 2025, 6:00 pm Boardroom, Community Resource Center
Board of Education: President, Danielle M. Mullen (2023-2025) (arrived at 6:48pm) Vice President, Joseph J. Palermo (2023-2026) Chuck Barber (2022-2025) Tessa Connelly (2024-2027) Sara Ohanessian (2024-2027) April Saks (2022-2025) Jack G. Waugaman III (2023-2026)	**Superintendent of Schools:** Paul J. Casseri **Asst. Supt. for Admin. Services:** Donna L. Hill **District Clerk:** Marisa I. Barile

CALL TO ORDER		
Call to Order	The Board Vice President called the meeting to order at 6:00 pm with the Pledge of Allegiance.	**Mr. Palermo**
Acceptance of Agenda	RESOLVED, that the Lewiston-Porter Board of Education accept the Agenda for June 16, 2025. **Motion made by Palermo seconded by Ohanessian to accept the agenda.**	**Approved, CARRIED, 6-0**
Community Comments	Mr. Michael Gentile, Thank you & Well wishes to retirees.	

COMMITTEE & BOARD REPORTS			
Upcoming Committee Meetings	Committee/Meeting	Meeting Dates	Members/Chairs
	Organizational Annual Meeting	07/01/2025	
Committee Reports	Policy Review Committee		Mr. Palermo (chair)
	Facilities Review Committee		Mr. Palermo (chair)
	Fine Arts Council		Mrs. Saks (chair)
	Athletic Council		Mr. Barber (chair)
	Finance Committee		Mr. Barber (chair)
Administrative Reports (PEC, IEC, MS and HS reports submitted)	Assistant Superintendent for Administrative Services		**Mrs. Hill**
	Superintendent		**Mr. Casseri**

RECOGNITIONS		
Recognition	**Ex Officio Student(s) Board Members:** Kaitlyn Szarejko and Zoe Droegmyer **Winter/Spring Sports** **2025 Lewiston-Porter Retirees** **LPUT Unit:** Lori Boss, Matthew Bradshaw, Laree Defranco, Kelly Dragone, Victoria Filicetti, Suzanne Hedemann, Michelle Hinchliffe, Heidi Kazulak, Eileen Lapp-Hastings, Marie Miller, Cynthia Sanoian, James Wanamaker, Jennifer Wanamaker, Lisa Winslow **LPUEE Unit:** Sherrilynn Zeitz **LPAP Unit:** Susan Gentile, Melanie Hendee, Ellen Karp **CSEA Unit:** Donna Fallesen, Niall Houston, Daniel Parker **Board of Education:** Chuck Barber, Danielle M. Mullen, April Saks	**Mr. Casseri** **Mr. Halgash** **Mr. Casseri**

BOARD OF EDUCATION INFORMATION		
Board Member Comments		**Ms. Ohanessian** **Ms. Saks** **Mr. Waugaman** **Mr. Barber** **Mrs. Connelly** **Mr. Palermo** **Ms. Mullen**
Recess	A short recess will be taken from 7:18 pm to 7:30 pm to recognize the accomplishments of the students and staff.	

DISTRICT OPERATIONS		
Minutes	**RESOLVED**, that the Lewiston-Porter Board of Education approve the Minutes from the May 27, 2025 Regular Board meeting, as submitted by the District Clerk. **Motion made by Mullen, seconded by Barber to approve M-1.**	**M-1** **Approved, CARRIED, 7-0**
Consent Agenda for Financial Operations	**RESOLVED,** that the Lewiston-Porter Board of Education approve the following, Items NF-1 through NF-6, in the financial consent agenda as submitted by the Administration: **Budget Status Reports** **Extraclassroom Treasurer's Report** **Treasurer's Report** **Claims** **Budget Transfers** **Bank Reconciliation** **Motion made by Mullen, seconded by Connelly to approve NF-1 to NF-6.**	 **NF-1** **NF-2** **NF-3** **NF-4** **NF-5** **NF-6** **Approved, CARRIED, 7-0**

OLD BUSINESS
No Old Business

NEW BUSINESS - ADMINISTRATION		
Policy Revision Acceptance of the First Reading	**RESOLVED**, at the first reading, that the Lewiston-Porter Board of Education Accept the following policies; Policy 5685, Maximum Temperature for School Buildings and Indoor Facilities Policy 7316, Use of Internet-Enabled Devices During the School Day **Motion made by Mullen, seconded by Barber to approve NA-1.**	**NA-1 Approved, CARRIED, 7-0**
Policy Revision Acceptance of the Second Reading	**RESOLVED**, at the second reading, that the Lewiston-Porter Board of Education accept the following policies; Policy 7510, School Health Services Policy 7511, Immunization of Students Policy 7512, Student Physicals Policy 7514, Student Health Records Policy 7515, Pediculosis (Head Lice) Policy 7520, Accidents and Medical Emergencies **Motion made by Mullen, seconded by Palermo to approve NA-2.**	**NA-2 Approved, CARRIED, 7-0**
Approval of the Organizational Meeting Date and Time	**RESOLVED**, that the Lewiston-Porter Board of Education approve the Annual Organizational Meeting date of Tuesday, July 1, 2025, and time of 3:00 pm. **Motion made by Mullen, seconded by Ohanessian to approve NA-3.**	**NA-3 Approved, CARRIED, 7-0**
Approval of the Terms and Conditions for the Confidential/Managerial Employee Agreements	**RESOLVED**, that the Lewiston-Porter Board of Education approve the Terms and Conditions for the Confidential/Managerial Employee Agreements for the following: Marisa I. Barile, Secretary to the Superintendent/District Clerk Paul Feathers Jr., Director of Facilities II Jodee Riordan, Personnel Specialist Richard Salverson, Head of Maintenance ToniMarie Waldeck, Payroll Specialist/Records Retention Officer **Motion made by Mullen, seconded by Waugaman to approve NA-4.**	**NA-4 Approved, CARRIED, 7-0**
Approval to Authorize the Board President to Sign the Deed, Transfer Forms and Shared Service Agreement	**WHEREAS**, the Board of Education of the Lewiston Porter Central School District (the "Board") has been authorized by the passage of a voter Proposition to divide and transfer certain property located at 4059 Creek Road, measuring approximately Two Hundred Ten (210) feet wide at Creek Road ("Parcel"), which is currently used by the Town of Lewiston as a Police Station, to the Town of Lewison for the continued use as a Police Station; and **WHEREAS**, the District and the Town of Lewison have negotiated an Intermunicipal Transfer and Shared Services Agreement to memorialize terms of the transfer and the continued amicable relationship between the Town and District relative to various utilities and services impacting the Parcel and surrounding property. **NOW, THEREFORE, BE IT RESOLVED THAT**: 1. The President of the Board is hereby authorized and directed to execute the Deed and associated transfer documents for the Parcel, as well as the Intermunicipal Transfer and Shared Services Agreement, to effectuate this transaction. 2. This resolution shall take effect immediately. **Motion made by Mullen, seconded by Waugaman to approve NA-5.**	**NA-5 Approved, CARRIED, 7-0**

Approval of Disposal of Textbooks	**RESOLVED**, that the Lewiston-Porter Board of Education approve the disposal of textbooks from the Primary Education Center as submitted by the Assistant Superintendent of Administrative Services. **Motion made by Mullen, seconded by Palermo to approve NA-6.**	**NA-6 Approved, CARRIED, 7-0**
Approval of CSEA Union Contract	**RESOLVED,** that the Lewiston-Porter Board of Education approve the Civil Service Employees Association Contract (CSEA), for July 1, 2025 through June 30, 2030, as submitted by the administration. **Motion made by Mullen, seconded by Saks to approve NA-7.**	**NA-7 Approved, CARRIED, 7-0**
Amendment of the Approval of Contracts for the 2024 Capital Improvement Project, Phase II	Amended NA-8 remove item Sitework Contract C231: A-1 Landcare, Inc. $2,203,850. **Motion made by Mullen, seconded by Waugaman to approve the amendment (NA-8).**	**Approved, CARRIED, 7-0**
Approval of Contracts for the 2024 Capital Improvement Project, Phase II	**RESOLVED,** that the Lewiston-Porter Board of Education approve the 2024 Capital Improvement Project, Phase II the contracts below, as submitted by the administration. **Prime Contracts** General Trades Contract C203: Cavlee Development Co., Inc. $108,000 Electrical Contract C226: Industrial Power and Lighting Corp. $544,000 **State Contracts** Synthetic Turf: A-Turf, Inc. $726,270.05 Scoreboard: Toth Sports $320,000 **Motion made by Mullen, seconded by Waugaman to approve NA-8.**	**NA-8 Approved, CARRIED, 7-0**

PUPIL PERSONNEL		
Recommendations for CSE Placement and Amendments	**RESOLVED,** upon the recommendation of the Superintendent of Schools, that the Lewiston-Porter Board of Education accept the recommendations and amendments of the Committee on Special Education and approve the authorization of funds to implement the special education programs and services consistent with such recommendations for the following: **2024-2025 School Year:** 01/15/25, 01/23/25, 01/27/25, 01/28/25, 01/30/25, 02/03/25, 02/05/25, 02/10/25, 02/11/25, 02/12/25, 02/13/25, 02/20/25, 02/24/25, 02/26/25, 03/05/25, 03/06/25, 03/12/25, 03/18/25, 03/21/25, 03/26/25, 03/27/25, 04/02/25, 04/09/25, 04/11/25, 04/28/25, 05/08/25, 05/09/25, 05/13/25, 05/19/25, 05/21/25, 05/27/25, 05/28/25, 05/29/25, 06/06/25 **Motion made by Mullen, seconded by Palermo to approve NP-1.**	**NP-1 Approved, CARRIED, 7-0**
Recommendations for CPSE Placement and Amendments	**RESOLVED,** upon the recommendation of the Superintendent of Schools, that the Lewiston-Porter Board of Education accept the recommendations and amendments of the Committee on Preschool Special Education and approve the authorization of funds to implement the special education programs and services consistent with such recommendations for the following: **2024-2025 School Year:** 03/17/25, 03/25/25 **Motion made by Mullen, seconded by Waugaman to approve NP-2.**	**NP-2 Approved, CARRIED, 7-0**

<table>
<tr><th colspan="3">PERSONNEL - CONSENT AGENDA</th></tr>
<tr><td></td><td>Motion made by seconded by Barber to approve the Personnel Consent Agenda combining PRNI, PLI, PAA, PAI, PAILTS, PANI, PAPC, PABLT, PACC, PASI, PAC, PAVC.</td><td>Approved, CARRIED, 7-0</td></tr>
<tr><td>Resignation/ Rescission -

<u>Instructional</u>

<u>Non-Instructional</u>

<u>TOSA appointment 2025-2026</u></td><td>RESOLVED, upon the recommendation of the Superintendent of Schools, that the Lewiston-Porter Board of Education accept the consent agenda for resignations/rescissions.
<table>
<tr><th>Name</th><th>Date</th><th>Tenure Area</th><th>Reason</th></tr>
<tr><td>Breanna Burke</td><td>6/30/2025</td><td>Special Education</td><td>Resignation</td></tr>
</table>
<table>
<tr><th>Name</th><th>Date</th><th>Position</th><th>Reason</th></tr>
<tr><td>Kimberly Myers</td><td>6/05/2025</td><td>LTS Teacher Aide</td><td>Termination</td></tr>
<tr><td>Niall Houston</td><td>6/30/2025</td><td>Laborer</td><td>Retirement</td></tr>
</table>
<table>
<tr><th>Name</th><th>Date</th><th>Position</th><th>Reason</th></tr>
<tr><td>Breanna Burke</td><td>6/30/2025</td><td>CSE/CPSE Chairperson</td><td>Resignation</td></tr>
</table></td><td>PRNI</td></tr>
<tr><td>Leave(s) -

<u>Instructional</u></td><td>RESOLVED, upon the recommendation of the Superintendent of Schools, that the Lewiston-Porter Board of Education accept the consent agenda for unpaid leaves of Absence.
<table>
<tr><th>Name</th><th>Date</th><th>Tenure Area</th><th>Reason</th></tr>
<tr><td>Elizabth Buck</td><td>7/01/2025-6/30/2026</td><td>Science</td><td>Personal</td></tr>
</table></td><td>PLI</td></tr>
<tr><td>Appointment -

<u>Administrative</u></td><td>RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education accept the consent agenda for Administrative appointments.
<table>
<tr><td>Name:</td><td>Breanna Burke</td></tr>
<tr><td>Placement:</td><td>District Office</td></tr>
<tr><td>Position:</td><td>Director of Special Education and Grant Writing</td></tr>
<tr><td>Effective:</td><td>7/01/2025</td></tr>
<tr><td>Probationary Period:</td><td>7/01/2025-6/30/2029</td></tr>
<tr><td>Tenure Area:</td><td>Director of Special Education and Grant Writing</td></tr>
</table></td><td>PAA</td></tr>
</table>

	Certification: School District Leader School Building Leader Students w/Disabilities, B-2 and 1-6 Students w/Disabilities, 7-12: Generalist Early Childhood Education, B-2 Childhood Education, 1-6 Literacy, B-6; Spanish, 7-12 **Degree:** Master's **Salary:** $110,000.00	
Appointment - **<u>Instructional</u>**	**RESOLVED,** upon the recommendation of the Superintendent of Schools, that the Lewiston-Porter Board of Education accept the consent agenda for Instructional appointments. The probationary expiration date is tentative and conditional only (unless extended in accordance with the law). Except to the extent required by the applicable provisions of Section 3012 of the Education Law. In order to be granted tenure the principal/teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the principal/teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time. **Name:** Catherine Sullivan **Placement:** Primary Education Center **Position:** Elementary Enrichment Teacher **Effective:** 8/26/2025 **Probationary Period:** 8/26/2025-8/25/2029 **Tenure Area:** Elementary **Certification:** Early Childhood Education, B-2 Childhood Education, 1-6 **Degree:** Master's **Step:** 5 **Salary:** $56,824.00	**PAI**

<table>
<tr>
<td>Appointment -

<u>Long-Term Instructional Substitute</u></td>
<td>RESOLVED, upon the recommendation of the Superintendent of Schools, that the Lewiston-Porter Board of Education accept the consent agenda for Instructional Long-Term appointments.
<table>
<tr><td>Name:</td><td>Dominic Jamgochian</td></tr>
<tr><td>Placement:</td><td>Primary Education Center</td></tr>
<tr><td>Position:</td><td>School Counselor</td></tr>
<tr><td>Effective:</td><td>6/02/2025-6/27/2025</td></tr>
<tr><td>Certification:</td><td>School Counselor</td></tr>
<tr><td>Degree:</td><td>Master’s</td></tr>
<tr><td>Per Diem Salary:</td><td>$150.00 per diem</td></tr>
</table></td>
<td>PAILTS</td>
</tr>
<tr>
<td>Appointment -

<u>Non-Instructional</u></td>
<td>RESOLVED, upon the recommendation of the Superintendent of Schools, that the Lewiston-Porter Board of Education accept the consent agenda for Non-Instructional appointments.
<table>
<tr><td>Name:</td><td>Julia Donovan</td></tr>
<tr><td>Placement:</td><td>Intermediate Education Center</td></tr>
<tr><td>Position:</td><td>.5 Occupational Therapist</td></tr>
<tr><td>Effective:</td><td>7/01/2025</td></tr>
<tr><td>Appointment Type:</td><td>Permanent</td></tr>
<tr><td>Degree:</td><td>Master’s</td></tr>
<tr><td>Step:</td><td>5</td></tr>
<tr><td>Salary:</td><td>$28,412.00</td></tr>
</table>
<table>
<tr><td>Name:</td><td>Amy Ferrari</td></tr>
<tr><td>Placement:</td><td>Districtwide</td></tr>
<tr><td>Position:</td><td>.5 Physical Therapist</td></tr>
<tr><td>Effective:</td><td>7/01/2025</td></tr>
<tr><td>Appointment Type:</td><td>Permanent</td></tr>
<tr><td>Degree:</td><td>PhD.</td></tr>
</table></td>
<td>PANI</td>
</tr>
</table>

Non-Instructional

Step:	24
Salary:	$55,376.50

Name:	Lynn Lynch
Placement:	Buildings & Grounds Office
Position:	Sr. Typist; Secretary to Director of Facilities
Effective:	7/01/2025
Appointment Type:	Provisional
Hourly Salary:	$19.00

Name:	Jennifer Zielke
Placement:	Intermediate Education Center
Position:	Typist, 10-month
Effective:	8/262025
Appointment Type:	Probationary
Probationary Period:	8/26/2025-2/26/2026
Hourly Salary:	$18.90

Name:	Kelly Martin
Placement:	High School
Position:	Sr. Typist
Effective:	7/01/2025
Appointment Type:	Promotional
Hourly salary :	$20.46

PANI

Name:	Christopher Wright
Placement:	Buildings & Grounds
Position:	Laborer
Effective:	7/01/2025
Appointment Type:	Permanent*
Hourly Salary:	$17.18

*Credit for probation for service in this position 12/01/2023-6/30/2025

Annual Appointment - Instructional

RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education accept the consent agenda for the following 2024-2025 annual appointment(s).

PAA

Districtwide

TIG Coordinator

Name	Appointment	Salary/Stipend
Brendan McDermott	TIG Coordinator**	$31.00/hr*

**Paid through Title IV Grant
*Not to exceed seventy (70) hours maximum

Technology Liaisons

Name	Appointment	Salary/Stipend
Heather Lindahl	PEC Technology Liaison	$1,050.00
Karen Pax	IEC Technology Liaison	$1,050.00
Heather Gancarz	Middle School Tech. Co-Liaison	$525.00*
Rachel Smith	Middle School Tech. Co-Liaison	$525.00*
Heather Gancarz	High School Tech. Co-Liaison	$525.00*
Aneeta Shepardson	High School Tech. Co-Liaison	$525.00*

*shared position; split stipend

Leader in Me Coordinators

Name	Appointment	Salary/ Stipend
Nina Sweet	PEC Leader in Me Coordinator	$2,500.00
Julie Stevener	IEC Leader in Me Coordinator	$2,500.00

Intermediate Education Center DEAL

Intermediate Education Center

Name	Appointment	Salary/ Stipend
Lindsay Dougherty	IEC DEAL Team member	$31.00/hr*
Dena Peterson	IEC DEAL Team member	$31.00/hr*
Julie Stevener	IEC DEAL Team member	$31.00/hr*

*Not to exceed ten (10) hours maximum per person

Middle School CREW

Middle School

Name	Appointment	Salary/ Stipend
Kim Alexander Carlo	CREW team member	$31.00/hr*
Stefanie Bond	CREW team member	$31.00/hr*
Laura Kimoto	CREW team member	$31.00/hr*
Kevin Kirsch	CREW team member	$31.00/hr*
Claire Marshall	CREW team member	$31.00/hr*

Middle School WEB Summer Planning

*Not to exceed seventy-five (75) hours maximum per person

Name	Appointment	Salary/Stipend
Michael Bollinger	WEB Club Coordinator	$31.00/hr*
Kelly Zimmerman	WEB Club Coordinator	$31.00/hr*
Rachel Smith	WEB Club Support Team	$31.00/hr*
Kaitlin Rudney	WEB Club Support Team	$31.00/hr*

Middle School Innovation Experience

*Not to exceed thirty-seven (37) hours maximum per person

Name	Appointment	Cat./ Step	Stipend
Nina Calarco	Innovation Experience Coordinator	IV-3	$2,538.00

Middle School After School Assistance Program

Name	Appointment	Salary/ Stipend
Christine Hoover	Head Teacher, Middle School After School Assistance Program (ASAP)	$33.50/hr
Kristen Bajor	Middle School ASAP	$31.00/hr

PAA

PAA

Advanced Placement

Michael Kankolenski	Middle School ASAP	$31.00/hr
Catherine Loncar	Middle School ASAP	$31.00/hr
Rachel Smith	Middle School ASAP	$31.00/hr

High School

Name	Appointment	Salary/ Stipend
Daniel Behm	AP Coordinator	$3,000.00
Sandra Girasole	AP Clerical Support*	$750.00
Kelly Martin	AP Clerical Support*	$750.00

*shared position; split stipend

High School After School Assistance Program

Name	Appointment	Salary/ Stipend
Kyle Hurtgam	Head Teacher, High School After School Assistance Program (ASAP)	$33.50/hr
Joseph Gallagher	High School ASAP	$31.00/h
Tadeus Krupa	High School ASAP	$31.00/hr
Janet Kwarciak	High School ASAP	$31.00/hr
John Stodolka	High School ASAP	$31.00/hr
Amy Townsend	High School ASAP	$31.00/hr

International Student Science Fair Coordinators

Name	Appointment	Cat./ Step	Salary/ Stipend
Sarah Evans	Student Research Facilitator	V-3	$1,886.00
Lori Hurtgam	Logistics Coordinator	V-3	$1,886.00

PAA

Appointment -

RESOLVED, upon the recommendation of the Superintendent of Schools that the Lewiston-Porter Board of Education accept the consent agenda for Peer Coordinator appointments.

PAPC

Districtwide

Peer Coordinators

Name	Appointment	Cat.	Step	Stipend
Brett Coppins	Art	1-7	3	$4,628.00
Jon Hoover	Bus./Tech./FACS	8-10	3	$4.952.00
Rebecca Orsi	Interventions	11+	3	$5,601.00
Heather Lindahl	Library	1-7	2	$3,655.00
Kevin Duncan	Co-Music	8-10	3	$2,314.00
Falynn Spinnegan	Co-Music		3	$2,314.00
Justin Hays	Phys. Ed/Health	8-10	3	$4,952.00
Amy Ferrari	Related Services	1-7	3	$4,628.00
Dan Behm	Student Services	8-10	3	$4,952.00
Michelle Ellis	World Languages	1-7	3	$4,628.00

*shared PC; split stipend

Primary Education Center

Name	Appointment	Cat.	Step	Stipend
Amanda Emmons	Special Education	1-7	2	$3,655.00
Candy Allen-Thomas	Kindergarten	1-7	3	$4,628.00
Angela Van Egmond	Second Grade	1-7	3	$4,628.00

Intermediate Education Center

Name	Appointment	Cat.	Step	Stipend
Kelly Block	Co-Special Education	8-10	3	$2,476.00
Amy Williams	Co-Special Education		3	$2,476.00
Heidi Topolski	Third Grade	1-7	3	$4,628.00
Shannon Niccola	Fourth Grade	1-7	3	$4,628.00
Shannon Lester	Fifth Grade	1-7	3	$4,628.00

Peer Coordinators

PAPC

Middle School

Name	Appointment	Cat.	Step	Stipend
Tina Oddy	Special Education	8-10	3	$4,952.00
Amy Golden	Math, Gr. 6-8	1-7	3	$4,628.00
Lisa Scelsa	ELA, Gr. 6-8	1-7	3	$4,628.00
Kim Alexander Carlo	Science, Gr. 6-8	1-7	3	$4,628.00
Michael Bollinger	Soc. Studies, Gr. 6-8	1-7	3	$4,628.00

High School

Name	Appointment	Cat.	Step	Stipend
Lori Hurtgam	Special Education	8-10	3	$4,952.00
Joseph Gallagher	Math, Gr. 9-12	1-7	3	$4,628.00
Kimberly Hereth	ELA, Gr. 9-12	1-7	3	$4,628.00
Colleen Glor	Science, Gr. 9-12	1-7	3	$4,628.00
Scott Townsend	Soc. Studies, Gr. 9-12	1-7	2	$3,655.00

Annual Appointment -

Building Leadership Team(s)

PABLT

RESOLVED, upon the recommendation of the Superintendent of Schools that the Lewiston-Porter Board of Education accept the consent agenda for the following annual appointments for 2024-2025 Building Leadership Team(s).

Primary Education Center

Name	Unit	Appointment	Stipend/Salary
Tamara Larson	LPOEA	BLT member	$350.00
Tina Rodriguez	LPOEA	BLT Alternate	$35.00/meeting
Ellyn Chapman	LPAP	BLT member	$350.00
Carrie Casuccio	LPAP	BLT Alternate	$35.00/meeting
Katie Peters	LPUT	BLT Member: Kindergarten	$350.00

Building Leadership Team(s)

Claudine Carlo	LPUT	BLT Member: Gr. 1	$350.00
Leah Jasek	LPUT	BLT Member: Gr. 2	$350.00
Rachel Stiffen	LPUT	BLT Member: Sp. Ed.	$350.00
Tressa Majerski	LPUT	BLT Alternate	$35.00/meeting

Intermediate Education Center

Name	Unit	Appointment	Stipend/Salary
Tina Rodriguez	LPOEA	BLT Member	$350.00
Tamara Larson	LPOEA	BLT Alternate	$35.00/meeting
Sandra Silvaggi	LPAP	BLT Member	$350.00
Karen Ruero	LPAP	BLT Alternate	$35.00/meeting
Brianna Zeitz	LPUEE	BLT Member	$350.00
Karen Walker	LPUEE	BLT Alternate	$35.00/meeting
Miranda Mona	LPUT	BLT Member: Gr. 3	$350.00
Christine DuMoulin	LPUT	BLT Member: Gr. 4	$350.00
Leah Khatib	LPUT	BLT Member: Gr. 5	$350.00
Nicole Neri	LPUT	BLT Member: Sp. Ed.	$350.00
Emily Brook	LPUT	BLT Member: Non-Classroom	$350.00
Falynn Spinnegan	LPUT	BLT Member: Non-Classroom	$350.00
Dena Peterson	LPUT	BLT Alternate	$35.00/meeting

PABLT

Building Leadership Team(s)

Middle School

Name	Unit	Appointment	Stipend/Salary
Andrew Auer	LPOEA	BLT Member	$350.00
Bradley Halgash	LPOEA	BLT Member	$350.00
Mackenzie Oddo	LPAP	BLT Member	$350.00
Dawn Hogan	LPUEE	BLT Member	$350.00
Yokasta Munoz	LPUEE	BLT Alternate	$35.00/meeting
Karen Brown	CSEA	BLT Member	$350.00
Michael Bollinger	LPUT	BLT Member: Social Studies	$350.00
Christine Hoover	LPUT	BLT Member: Sp. Ed.	$350.00
Falynn Spinnegan	LPUT	BLT Alternate	$35.00/meeting

High School

Name	Unit	Appointment	Stipend/Salary
Christopher D'Anna	LPOEA	BLT Member	$350.00
John Evert	LPOEA	BLT Member	$350.00
Amber Stainbrook	LPAP	BLT Member	$350.00
Anika Fetzner	LPAP	BLT Alternate	$35.00/meeting
Leigh Ford	LPUEE	BLT Member	$350.00
Coleen Chesnut	CSEA	BLT Member	$350.00
Philip Mikolajczak	LPUT	BLT Member: ELA	$350.00
Kyle Hurtgam	LPUT	BLT Member: Math	$350.00
Linda D'Anna	LPUT	BLT Member: Social Studies	$350.00
Jessica Cruz	LPUT	BLT Member: Sp. Ed.	$350.00

PABLT

	Brett Coppins	LPUT	BLT Member: All Other Dept.	$350.00	
	Carolyn Quigley	LPUT	BLT Member: All Other Dept.	$350.00	
	Shannon Lotz	LPUT	BLT Member: All Other Dept.	$350.00	
	Morgan Cavarello	LPUT	BLT Alternate	$35.00/meeting	
	Cynthia Sanchez	LPUT	BLT Alternate	$35.00/meeting	

Appointment -

<u>Co-Curricular & Extra-Curricular</u>

RESOLVED, upon the recommendation of the Superintendent of Schools, that the Lewiston-Porter Board of Education accept the consent agenda for Co-Curricular & Extra-Curricular appointments for 2024-2025.

Elementary

Name	Appointment	Cat/ Step	Stipend
Michelle Zachary	IEC Musical Co-Advisor/ Production Tech	III-3*	$1,855.00
Karen Yager	IEC Musical Co-Advisor/ Production Tech	III-3*	$1,855.00
Falynn Spinnegan	IEC Musical Co-Stage Director	VI-3*	$819.50
Kelsey Jeffs	IEC Musical Co-Stage Director	VI-1*	$741.50
Jill Jaruszewski	IEC Musical Choreographer	VI-3	$1,639.00
Maria Frederick	IEC Musical Set Construction	VII-3	$1,242.00
Maria Frederick	IEC Art Club Advisor	VII-3	$1,242.00
Paul Frederick	IEC Chess Club	VII-3	$1,242.00
Rebecca Orsi	PEC Math Club	VII-3	$1,242.00
Leah Khatib	IEC Running Club	VII-3	$1,242.00
Miranda Mona	IEC Running Club	VII-2	$1,169.00
Leah Khatib	IEC K-Kids	VII-3	$1,242.00
Julie Stevener	IEC K-Kids	VII-2	$1,169.00

PACC

Co-Curricular & Extra-Curricular

Leah Jasek	PEC Lancer Leaders	VII-3	$1,242.00
Heidi Topolski	IEC Math Club	VII-3	$1,242.00
Laura McLaughlin	PEC Multi-Sensory Writing Club	VII-2	$1,169.00
Jill Jaruszewski	IEC Safety Patrol Coordinator	VII-3	$1,242.00
Karen Yager	IEC Safety Patrol Coordinator	VII-3	$1,242.00
Mackenna Daly	IEC Science Club Co-Advisor	VII-3*	$621.00
Heidi Topolski	IEC Science Club Co-Advisor	VII-3*	$621.00
Dena Peterson	IEC Technology Coding Club	VII-3	$1,242.00
Falynn Spinnegan	IEC Yearbook Advisor	VII-3	$1,242.00

*Sharing advisorship: Split stipend

Middle School

Name	Appointment	Cat/ Step	Stipend
Amanda Sharpe	Musical Stage Director	IV-3	$2,538.00
Amanda Sharpe	Musical Stage Manager	VII-3	$1,242.00
Jon Hoover	Musical Set Construction	VI-3	$1,639.00
Natalie Slipko	Musical Choreographer	VII-3	$1,242.00
Rachel Smith	8th Grade Class Advisor	VII-2	$1,169.00
Kelly Zimmerman	Art Club	VII-3	$1,242.00
Kristen Bajor	Activity Club/Student Council	VI-2	$1,566.00
Christine Hoover	Activity Club/Student Council	VI-3	$1,639.00
Jon Hoover	Baking Club	VII-3	$1,242.00
Tina Oddy	Builders Club	VII-3	$1,242.00
Yukosta Munoz	Builders Club co-advisor	VII-2	$1,169.00
Michael Bollinger	Chess Club	VII-3	$1,242.00
Rachel Smith	In Real Life Club	VII-1	$1,094.00
Annette Rayome	International Connections Club	VII-1	$1,094.00

PACC

Co-Curricular & Extra-Curricular

Jill Carere-Fetterman	Jazz Band	VII-3	$1,242.00
Emily LaGamba	National Junior Honor Society	VII-3	$1,242.00
Jennifer Kensinger	Newspaper	VII-3	$1,242.00
Rick Sweeney	Science & Nature Club	VII-3	$1,242.00
Rick Sweeney	Ski Club	VII-3	$1,242.00
Michael Bollinger	WEB Club Coordinator	VI-3	$1,639.00
Kelly Zimmerman	WEB Club Coordinator	VI-3	$1,639.00
Rachel Smith	WEB Club Support Team	VII-3	$1,242.00
Kaitlin Rudney	WEB Club Support Team	VII-1	$1,094.00

High School

Name	Appointment	Cat/Step	Stipend
Kevin Duncan	Musical Orchestral Director	II-3	$4,722.00
Jamie Burritt	Musical Vocal Director	II-3	$4,722.00
Amanda Murray	Musical Stage Director	II-3	$4,722.00
Natalie Slipko	Musical Choreographer	VII-3	$1,242.00
Matthew Myers	Musical Set Construction	VI-3	$1,639.00
Amanda Murray	Drama Director	IV-3	$2,538.00
Amanda Murray	Drama Stage Manager	VII-3	$1,242.00
Amanda Murray	Senior Class Advisor	VI-3	$1,639.00
Phil Mikolajczak	Senior Class Advisor	VI-3	$1,639.00
Linda D'Anna	Junior Class Advisor	VII-3	$1,242.00
Lori Hurtgam	Junior Class Advisor	VII-3	$1,242.00
Carrie Popielski	Sophomore Class Advisor	VII-3	$1,242.00
Cynthia Sanchez	Sophomore Class Advisor	VII-3	$1,242.00
Carrie Popielski	Gay Straight Alliance	VII-3	$1,242.00
Cynthia Sanchez	Art Club	VII-3	$1,242.00

PACC

Co-Curricular & Extra-Curricular

Heather Gancarz	Book Club Co-Advisor	VII-2*	$584.50
Aneeta Shepardson	Book Club Co-Advisor	VII-2*	$584.50
Kevin Duncan	Chamber Orchestra	VII-3	$1,242.00
Andrew Sharpe	Dungeons & Dragons Club	VII-2	$1,169.00
Jamie Moskal	Future Teachers Club	VII-2	$1,169.00
Jamie Burritt	Jazz Chorus	VII-3	$1,242.00
Amanda Burdick	Jazz Ensemble	VII-3	$1,242.00
Kyle Hurgam	Key Club	VII-3	$1,242.00
Lori Hurgam	Key Club	VII-3	$1,242.00
Kyle Hurgam	Lancer Council	VII-3	$1,242.00
Lori Hurgam	Lancer Council	VII-3	$1,242.00
Michelle Conti	Lancer Leader Crew	VII-3	$1,242.00
Trina DiVincenzo	Lancer Leader Crew	VII-3	$1,242.00
Andrew Sharpe	Masterminds/ Scholarship Bowl	VII-3	$1,242.00
Jessica Cruz	National Honor Society	VII-3	$1,242.00
Linda D'Anna	National Honor Society	VII-3	$1,242.00
Colleen Glor	Science National Honor Society	VII-3	$1,242.00
Amy Carasquillo	Spanish Club Co-Advisor**	VII-3**	$828.00
Michelle Ellis	Spanish Club Co-Advisor**	VII-3**	$828.00
John Mango	Spanish Club Co-Advisor**	VII-3**	$828.00
Justin Thompson	Technology Club	VII-2	$1,169.00
Carrie Popielski	Traditions	VI-3	$1,639.00
Cynthia Sanchez	Traditions	VI-3	$1,639.00
Carrie Popielski	Yearbook, Editorial	III-3	$3,710.00

*Sharing advisorship: Split stipend
**three (3) advisors sharing two (2) positions; Two stipends split three ways

PACC

Appointment -

Instructional: Certified

RESOLVED, upon the recommendation of the Superintendent of Schools, that the Lewiston-Porter Board of Education accept the consent agenda for substitute appointments, without benefits, except as required by law, to be utilized on an as needed basis at the discretion of the Superintendent. Services shall be at-will and at the pleasure of the Board of Education.

Name	Date	Position: Certified Teacher Certification	Per Diem Rate
Olivia Maldonado	6/13/2025	English to Speakers of Other Languages Childhood Ed., 1-6	$150.00

PASI

Appointment -

Coaching

RESOLVED, upon the recommendation of the Superintendent of Schools, that the Lewiston-Porter Board of Education accept the consent agenda for Coaching appointments.

Spring 2024-2025

Name	Appointment	Cat/ Step	Stipend
Meghan Baio	Softball V Co-Coach**	I-2	$3,202.00
Jeff Thompson	Softball V Asst. Coach**	IV-2	$2,772.00
Benjamin Carella	Baseball V Asst. Coach	IV-1*	$2,605.00

**correction to appointments as approved on 12/16/2024
*correction to Step as approved on 3/24/2025

Fall 2025-2026

Name	Appointment	Cat/ Step	Stipend
Derek Tracy	Football V Coach	I-3	$7,609.00
William Reiser	Football V Asst. Coach	II-3	$5,241.00
Albert Whitehead	Football V Asst. Coach	II-1	$4,126.00
Patrick Krawczyk	Football JV Coach	II-3	$5,241.00
Joe Powers	Football JV Asst. Coach	III-2	$3,785.00
Kyle Parks	Football JV Asst. Coach	III-2	$3,785.00
Rick Sweeney	Boys Soccer V Coach	I-3	$7,609.00
Andy Leardini	Boys Soccer V Asst. Coach	IV-3	$3,095.00

PAC

Coaching

PAC

	Joe Conti	Boys Soccer JV Coach	II-3	$5,241.00
	Ryan Suitor	Boys Mod. Soccer Coach	V-3	$2,847.00
	Emily Brook	Girls Soccer V Coach	I-3	$7,609.00
	Laura Kimoto	Girls Soccer V Asst. Coach	IV-3	$3,095.00
	Leah Herman	Girls Soccer JV Coach	II-3	$5,241.00
	Emily Oliverio	Girls Soccer Mod. Coach	V-3	$2,847.00
	Scott Townsend	Golf V Coach	II-3	$5,241.00
	Brian Hall	Girls V Tennis Coach	II-3	$5,241.00
	Ann Marie Oliverio	Cross Country V/JV Coach	I-3	$7,609.00
	Shannon Lotz	Cross Country Mod. Coach	V-2	$2,589.00
	Ashley Tutwiler	Girls Swim V Coach	I-3	$7,609.00
	Lucas Kilmer	Girls Swim V Asst. Coach	IV-3	$3,095.00
	Joe Lauzonis	Girls Swim JV Coach	II-3	$5,241.00
	Alexis David	Cheerleading V Coach	I-3	$7,609.00
	Ava Conde	Cheerleading JV Co-Coach*	II-2	$4,816.00
	Kaleigh Sloma	Cheerleading JV Co-Coach*	II-2	$4,816.00
	Nicole Krawczyk	Volleyball V Coach	I-3	$7,609.00
	Janet Kwarciak	Volleyball JV Coach	II-3	$5,241.00
	Jaclyn Stickney	Volleyball Mod. Coach	V-1	$2,279.00

*Sharing coaching position: Split stipend

Appointment -

RESOLVED, upon the recommendation of the Superintendent of Schools, that the Lewiston-Porter Board of Education accept the consent agenda for Volunteer Coaching appointments.

PAVC

<u>Volunteer Coaching</u>

Name	**Season**	**Sport**
Brian Scully	Fall 2025-2026	Boys Soccer
Chris Woods	Fall 2025-2026	Boys Soccer
Juan LaTorre	Fall 2025-2026	Girls Tennis

Meghan Baio	Fall 2025-2026	Volleyball	
Theresa Tuck	Fall 2025-2026	Volleyball	
Jen Duff	Fall 2025-2026	Volleyball	
Kadence Young	Fall 2025-2026	Cheerleading	

EXECUTIVE SESSION - ADJOURNMENT		
Amendment of Executive Session	**Motion made by Mullen, seconded by to amend the executive session to add for matters leading to a discipline of a particular person(s).**	**Approved, CARRIED, 7-0**
Executive Session	**Motion made by Mullen, seconded by to enter into** Executive Session at pm for negotiations conducted pursuant to the Taylor Law involving the Lewiston-Porter Administrative Professionals (LPAP) union, for matters leading to a discipline of a particular person (s) and to discuss the Superintendent's evaluation. **Motion made by Mullen, seconded by Barber to adjourn from Executive Session at 9:25 pm.**	**Approved, CARRIED, 7-0** **Approved, CARRIED, 7-0**
Adjournment	**Motion made by Mullen, seconded by Waugaman to adjourn the public meeting at 9:25pm.**	**Approved, CARRIED, 7-0**

Marisa I. Barile, District Clerk

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

4061 Creek Road
Youngstown, NY 14174

July 1, 2025, Organizational Meeting Draft Minutes

OUR MISSION **One Purpose. Your Pathway. Our Promise.** **OUR VISION** Our ***PURPOSE*** is to ensure that when students leave Lewiston-Porter they will be ready to face the world with confidence in themselves and what they can contribute. While students are here they will be challenged to grow along their ***PATHWAY*** and discover their personal best because we ***PROMISE*** to give them our best.	**Organizational Board of Education Meeting** **DRAFT MINUTES** July 1, 2025, 3:00pm Boardroom, Community Resource Center

Board of Education:
Tessa Connelly (2024-2027)
Annie Huntington (2025-2028)
Sara Ohanessian (2024-2027)
Joseph J. Palermo (2023-2026)
Susan Rhodenizer (2025-2028)
Kaitlyn Szarejko (Student Board member) 2025-2026 (arrived at 3:15pm)
Zoe Droegmyer (Student Board member) 2025-2026

Superintendent: Paul J. Casseri
Asst. Supt. for Admin. Svcs: Donna L. Hill
District Clerk: Marisa I. Barile

Chris Bragdon (2025-2028) Tupper Lake Public Library, 41 Lake Street, Tupper Lake NY 12986
(Participating Virtually by Google Video Conferencing)

ABSENT: Jack G. Waugaman III (2023-2026)

Call to Order and Pledge of Allegiance	The District Clerk called the meeting to order at 3:05pm with the Pledge of Allegiance.	**District Clerk**
Acceptance of Agenda	**RESOLVED**, that the Board of Education accept the Organizational Meeting Agenda for July 1, 2025. **Motion made by the District Clerk, seconded by Connelly to accept the agenda.**	**Approved, CARRIED, 5-0**
Method of Voting	**RESOLVED**, that the method of voting is voice unless a roll call vote is requested by any one board member. If a roll call vote is requested, it shall be conducted alphabetically by each board member's last name. **Motion made by the District Clerk, seconded by Connelley to accept the method of voting.**	**Approved, CARRIED, 5-0**

1. Administration of Oath		
Oath of Office	The Oath of Faithful Performance in Office will be administered by the District Clerk to the following Board of Education members; Chris Bragdon Annie Huntington **The oath of office was administered to Chris Bragdon and Annie Huntington by the District Clerk.**	**1**
Oath of Office	The Oath of Faithful Performance in Office will be administered by the District Clerk to the following Ex Officio Student(s) Board of Education members; Kaitlyn Szarejko Zoe Droegmyer **The oath of office was administered to Kaitlyn Szaewjko and Zoe Droegmyer by the District Clerk.**	**1A**
Oath of Office	The Oath of Faithful Performance in Office will be administered by the District Clerk to Mr. Paul J. Casseri, Superintendent of Schools. **The oath of office was administered to Paul J. Casseri by the District Clerk.**	**1B**

2. Election of Officers		
Election of Board of Education President	The board will entertain nominations from its members for the office of President of the Board of Education for the 2025-2026 school year. Joseph Palermo was nominated by Sara Ohanessian to serve as President of the Board of Education for the 2025-2026 school year. RESOLVED, that Joseph Palermo be elected President of the Lewiston-Porter Board of Education. **Motion made by the District Clerk, seconded by Connelley to approve the President of the Board of Education.**	**2** **Approved, CARRIED, 5-0**
Election of Board of Education Vice President	The board will entertain nominations from its members for the office of Vice-President of the Board of Education for the 2025-2026 school year. Tessa Connelly was nominated by Joseph Palermo to serve as Vice President of the Board of Education for the 2025-2026 school year. RESOLVED, that Tessa Connelly be elected Vice-President of the Lewiston-Porter Board of Education. **Motion made by the District Clerk, seconded by Ohanessian to approve the Vice President of the Board of Education.**	**2A** **Approved, CARRIED, 5-0**
Oath of Office	The Oath of Faithful Performance in Office will be administered by the District Clerk to the newly elected President and Vice President of the Board of Education. **The District Clerk administered the oath of office to Joseph Palermo (President) and Tessa Connelly (Vice President).**	**2B** **Approved, CARRIED, 5-0**
President Pro Tem	**RESOLVED**, that in the absence of the Board of Education President and Vice President, the most senior board member present at the meeting will be appointed President Pro Tem for that meeting. Should two board members be present who were elected at the same time, the member who placed earliest in the ballot order at the most recent election will be appointed. **Motion made by Palermo, seconded by Huntington to approve item 2C.**	**2C** **Approved, CARRIED, 5-0**

3. Appointment of Officers		
Appointment of District Officers	**RESOLVED**, that the following District Officers of the Board of Education be appointed with salaries to be paid: Tax Collector, Kathy Moore, $13,500 Internal Claims Auditor, Kathryn VanDeusen $2,000 **Motion made by Palermo, seconded by Connelly to approve item 3.**	**3** **Approved, CARRIED, 5-0**
Oath of Office	The Oath of Faithful Performance in Office will be administered by the President of the Board of Education to the District Clerk. **The Board President administered the oath of office to the District Clerk.**	**3A**

4. Other Appointments

Other Appointments

RESOLVED, that the following be appointed:

Records Access/Records Management Officer	Mrs. ToniMarie Waldeck
Deputy Treasurer	Mrs. ToniMarie Waldeck
International Program Coordinators	$6,250/yr Mrs. Anika Fetzner $6,250/yr Mrs. Rhonda Shiah
Community Education Director Community Education Coordinator	$13, 250/yr, Mrs. Rhonda Shiah $10, 500/yr, Mrs. Marisa I. Barile
Central Registration	$1,750/yr, Mrs. Rhonda Shiah
School Physicians	Dr. Shawn Ferguson, MD Dr. Evelyn Coggins, MD Dr. R. P. Singh, MD
Child and Family Services	Employee Assistance Program
Financial Advisors	Municipal Solutions, Inc.
Attorney/Consultant Partners Senior Associates Associates Law Clerks Paralegals Educational Consultant Services (Dr. Howard Smith/Mr. Mike Cornell)	Webster Szanyi, LLP $295/hour $260/hour $250/hour $175/hour $145/hour $260/hour
Attorney/Consultant Partners Senior Associates Associates Law Clerks Legal Assistants Environmental Law	Hodgson Russ, LLP $347/hour $329/hour $312/hour $237/hour $168/hour $414/hour
Insurance	Gallagher Insurance

4
Approved, CARRIED, 5-0

External Auditor	Lumsden & McCormick
Chief Emergency Officer	Mr. Paul J. Casseri
Designated Educational Official (DEO)	Mr. Paul J. Casseri
Chief Information Officer	Ms. Andrea Tamarazio
Safety Director	Mrs. Donnal L. Hill
Health, Physical Education Director/ Wellness Coordinator	Mr. Bradly Halgash
Technology Coordinator/Data Protection Officer/Designated Signee for Technology and Software Purchases	Ms. Andrea Tamarazio
Attendance Officers	Mr. John Evert, HS Mr. Andrew Auer, MS Mrs. Tina Rodriguez, IEC Mrs. Tamara Larson, PEC
Internal Risk Auditor	Freed Maxick
Board Audit Committee	Board of Education
Section 504/ADA Compliance Officer	Mrs. Breanna Burke
Title IX/Civil Rights/Discrimination Coordinators	Mrs. Donna L. Hill Ms. Andrea Tamarazio
Liaison for Homeless Children and Youth Liaison for Foster Care	Mrs. Breanna Burke
Medicaid Compliance Officer	Mrs. Breanna Burke
Food Service Officials-Federal Child Nutrition Program: Reviewing Official Hearing Official Verification Official	 Mrs. Kristina Patti Mr. Paul J. Casseri Mrs. Kathy Moore
Chemical Hygiene Officer	Mrs. Donna L. Hill

	<table><tr><td>Integrated Pest Management Coordinator (IPM)</td><td>Mr. Paul Feathers</td></tr><tr><td>Emergency Manager</td><td>Mr. Paul Feathers</td></tr><tr><td>Census Enumerator</td><td>Ms. Andrea Tamarazio</td></tr><tr><td>Dignity Act Compliance Coordinator</td><td>Ms. Andrea Tamarazio</td></tr><tr><td>Primary Ed. Center Dignity Act Coordinator</td><td>Ms. Emily Adamson</td></tr><tr><td>Intermediate Ed. Center Dignity Act Coordinator</td><td>Ms. Emily Brook</td></tr><tr><td>Middle School Dignity Act Coordinator</td><td>Ms. Kathleen Stack</td></tr><tr><td>High School Dignity Act Coordinator</td><td>Ms. Petrina DiVincenzo</td></tr><tr><td>Grants Coordinator</td><td>Mrs. Breanna Burke</td></tr><tr><td>Special Education Consultant/Mentor</td><td>Dr. Barbara Godshall</td></tr></table> **Motion made by Palermo, seconded by Ohanessian to approve item 4.**	
Agreement with School Physician	**RESOLVED**, upon the recommendation of the Superintendent, that the Lewiston-Porter Board of Education approve the agreement with Shawn Ferguson, M.D., to serve as Medical Inspector for the district and to provide independent contractor services in planning, development and implementation of a comprehensive school health program for the 2025-2026 school year. **RESOLVED**, that the Superintendent be granted the authority to sign this agreement on behalf of the District. **Motion made by Palermo, seconded by Connelly to approve item 4A.**	**4A** **Approved, CARRIED, 5-0**
5. Designations		
Designations	**Official Newspaper for Bids, Legal Notices, and Advertising:** Niagara Gazette Buffalo Business First **District's Primary Banking Institutions**: Key Bank, Lewiston, New York; JP Morgan Chase **District's Banking/Government Investments:** New York Cooperative Liquid Assets Securities System (NYCLASS) **Official Bank Depository**: Manufacturers, and Traders Trust Company, Key Bank, JP Morgan Chase	**5** **Approved, CARRIED, 5-0**

<table>
<tr><td></td><td>Lewiston-Porter District Banking Signatories Host Community Standing Committee:
Mrs. Wendy Brown, School District Treasurer, and Mr. Paul J. Casseri, Superintendent
Signatory on all Lewiston-Porter School District Checks:
Mrs. Wendy Brown, School District Treasurer

Motion made by Palermo, seconded by Ohanessian to approve item 5.</td><td></td></tr>
<tr><td>Board of Education Meetings</td><td>RESOLVED, that the meetings of the Board of Education will be held on the second and fourth Monday of each month in the Community Resource Center, commencing at 6:00 p.m., unless otherwise announced. Generally, the second Monday will be a work session and the fourth Monday will be our regular business meeting.
<table>
<tr><td>Board Retreat Dates:</td><td>07/16/2025, 07/17/2025</td></tr>
<tr><td>Regular Board Meeting Dates:</td><td>07/28/2025, 08/25/2025
09/22/2025, 10/27/2025
11/24/2025, 12/15/2025
01/26/2026, 02/23/2026
03/23/2026, 04/27/2026
05/26/2026, 06/22/2026</td></tr>
<tr><td>Work Session Meeting Dates:</td><td>08/11/2025, 09/08/2025
10/06/2025, 11/03/2025
12/01/2025, 01/12/2026
02/09/2026, 03/09/2026
04/13/2026, 05/11/2026</td></tr>
<tr><td>ON/BOCES Budget & Election Meeting Date:</td><td>04/21/2026</td></tr>
<tr><td>Annual Budget Hearing Date:</td><td>05/11/2026</td></tr>
<tr><td>Annual Meeting/Election Date:</td><td>05/19/2026</td></tr>
</table>
RESOLVED, that Robert’s Rules of Order (latest edition – 2000) be adopted as the guidelines for conducting Board of Education meetings.

Motion made by Palermo, seconded by Connelly to approve item 5A.</td><td>5A
Approved,
CARRIED, 5-0</td></tr>
</table>

6. Authorizations

Authorizations

Certify Payrolls/Purchasing Agent	Mrs. Donna L. Hill
Emergency Deputy Purchasing Agent	Mr. Paul J. Casseri
Petty Cash Fund(s)	Mrs. Kathy Moore
Asbestos Compliance Officer	Mr. Paul Feathers
Student Residency Compliance Officer	Mr. Paul J. Casseri
Sexual Harassment Officers	Mrs. Donna L. Hill Ms. Andrea Tamarazio
Chief School Officer (Approve Budget Transfers up to $15,000)	Mr. Paul J. Casseri
Approval of attendance at conferences with expenses	Mr. Paul J. Casseri

Authorization to Require Education Law 913 Determination
RESOLVED, that the Board of Education of Lewiston-Porter School District hereby authorizes the Superintendent of Schools to require employees to submit to a medical examination to determine their fitness to continue employment, and to make such arrangements as are necessary to effectuate this resolution, pursuant to Education Law §913.

Authorization for Real Property Tax Refunds/Corrections
WHEREAS, New York State Real Property Tax Law, section 554 and section 556, provides for an administrative correction of error process that assists property owners in obtaining refunds and/or corrections for real property tax payments or billings, and
WHEREAS, certain clerical errors, unlawful entries and errors in essential fact, as defined in the New York State Real Property Tax Law, are permitted to be corrected by a taxing jurisdiction based upon the recommendation of the Director of Real Property Tax Services, and
WHEREAS, the taxing jurisdiction can delegate, by resolution, on an annual basis, to an official who is empowered to authorize payment of bills, the authority to perform the duties of the tax levying body in regard to Real Property Tax Law, Sections 554 and 556, now therefore be it
RESOLVED, that the Assistant Superintendent for Administrative Services is hereby delegated the authority to perform the duties of tax levying body during 2025-2026 when the Real Property Tax Director's recommended refund and/or correction is twenty-five hundred dollars ($2,500) or less, and be it further
RESOLVED, that on, or before, the fifteenth day of each month the designated official shall submit a report to the Board of Education of the refunds and/or corrections processed during the preceding month, containing the name of each recipient, the location of the property, and the amount of the refund.

6
Approved, CARRIED, 5-0

<table>
<tr><td></td><td>Employee Leave Requests
RESOLVED, that the Superintendent of Schools be delegated the authority to approve employee unpaid leave requests of up to five (5) days.

Motion made by Palermo, seconded by Connelly to approve item 6.</td><td></td></tr>
<tr><td>Extraclassroom Activity Fund</td><td>RESOLVED, that the High School Extraclassroom Activity Fund be approved in the account areas of:
<table>
<tr><td>Art Club</td><td>Book Club</td><td>Business Club</td></tr>
<tr><td>Class of 2026</td><td>Class of 2027</td><td>Class of 2028</td></tr>
<tr><td>Class of 2029</td><td>D & D Club</td><td>Drama</td></tr>
<tr><td>Future Teachers</td><td>HOSA</td><td>HS/MS Gay-Straight Alliance</td></tr>
<tr><td>Key Club</td><td>Lancer Council</td><td>Lancer Leader Crew</td></tr>
<tr><td>Lew-Port Athletic Fund</td><td>Life Skills</td><td>Masterminds</td></tr>
<tr><td>Model UN</td><td>Music Projects</td><td>Musical Theater</td></tr>
<tr><td>National Honor Society</td><td>Newspaper</td><td>Science Honor Society</td></tr>
<tr><td>Science Olympiad</td><td>Spanish Club</td><td>Traditions</td></tr>
<tr><td>Yearbook</td><td></td><td></td></tr>
</table>
Chief Faculty Counselor; Mr. Christopher D’Anna and Central Treasurer; Mrs. Sandra Girasole

RESOLVED, that the Middle School Extraclassroom Activity Fund be approved in the account areas of:
<table>
<tr><td>Art</td><td>Baking Club</td><td>Band</td></tr>
<tr><td>Builder’s Club</td><td>Class of 2029</td><td>Class of 2030</td></tr>
<tr><td>Class of 2031</td><td>Drama</td><td>HS/MS Gay Straight Alliance</td></tr>
<tr><td>International Connections</td><td>Innovations Experience</td><td>National Jr. Honor Society</td></tr>
<tr><td>Orchestra</td><td>Science & Nature</td><td>Ski Club</td></tr>
<tr><td>Student/Lancer Council</td><td>Washington, DC Trip</td><td>WEB</td></tr>
<tr><td>Yearbook</td><td></td><td></td></tr>
</table></td><td>6A
Approved,
CARRIED, 5-0</td></tr>
</table>

	Chief Faculty Counselor; Mr. Andrew Auer and **Central Treasurer**; Ms. Mackenzie Oddo **RESOLVED** that the **Primary/Intermediate Building** Extraclassroom Activity Funds be approved in the account area of: **Elementary Activity Fund with the following Officers**: Chief Faculty Counselor; Mrs. Tamara Larson/Mrs. Tina Rodriguez and Central Treasurer; Mrs. Wendy Brown **Motion made by Palermo, seconded by Connelly to approve item 6A.**	

7. Official Undertakings (Bonds)		
Bonding of District Officers and Administrative Personnel	**RESOLVED**, that for the 2025-2026 school year, the bonding of various positions shall be established as follows: Public dishonesty coverage (including Faithful Performance of Duty coverage) shall be maintained with a limit of $1,000,000 per loss. **Motion made by Palermo, seconded by Ohanessian to approve item 7.**	**7** **Approved, CARRIED, 5-0**
Indemnification of the Board of Education and District Employees	**RESOLVED**, that the Board of Education does and hereby agrees to defend and indemnify any Board member, Superintendent, officer, administrator, principal, or member of the teaching or supervisory staff of the Lewiston-Porter Central School District in any action or proceeding brought against such person, provided that the action or proceeding arises out of the good faith performance of his or her duties and within the scope of his or her authority as a Board member, Superintendent, officer, administrator, principal or member of the teaching or supervisory staff. **Motion made by Palermo, seconded by Ohanessian to approve item 7A.**	**7A** **Approved, CARRIED, 5-0**

1. Administration of Oath		
Oath of Office	The Oath of Faithful Performance in Office will be administered by the District Clerk to the following Board of Education members; Susan Rhodenizer **The oath of office was administered to Susan Rhodenizer by the District Clerk.**	**1**

<table>
<tr><th colspan="3">8. Other Items</th></tr>
<tr><td>Re-adoption of Policies</td><td>RESOLVED, that the existing policies of the Board of Education, including Policy 5220, District Investments, for which annual review and re-adoption is required by regulation, be approved.

Motion made by Palermo, seconded by Connelly to approve item 8.</td><td>8
Approved,
CARRIED, 6-0</td></tr>
<tr><td>Approval of the Retention and Disposition Schedule for New York Local Government Records (LGS-1)</td><td>RESOLVED, that the Lewiston-Porter Board of Education approve the Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A: (a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein; (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Motion made by Palermo, seconded by Rhodenizer to approve item 8B.</td><td>8B
Approved,
CARRIED, 6-0</td></tr>
<tr><td>Annual Special Education Contracts</td><td>RESOLVED, that the Contracted Service Providers for annual Special Education contracts listed below are approved for 2025-2026 school year from 07/01/2025 through 06/30/2026.

<table>
<tr><td>Bright Beginnings</td><td>Megan Brunner</td><td>Creative Therapies of WNY</td></tr>
<tr><td>Cynthia Flowers</td><td>Medicaid Consulting Services LLC</td><td>Stepping Stone Therapeutics</td></tr>
<tr><td>Summit Center</td><td>Sunbelt Staffing</td><td>Time to Grow Therapy</td></tr>
<tr><td>Visually Impaired Advancement</td><td>Caitlin Weber</td><td></td></tr>
</table>

Motion made by Palermo, seconded by Connelly to approve item 8C.</td><td>8C
Approved,
CARRIED, 6-0</td></tr>
</table>

Special Education Committees/Hearing Officers	**RESOLVED**, that the following Committee on Special Education for the 7-1-25 through 06-26-26 school year be appointed as submitted by the administration: **Chairperson (Special Teacher/Certified Administrator)**: Mrs. Breanna Burke **School Psychologist/CSE Chairperson**: Ms. Rachel Stiffen, Mrs. Amy Williams, Mrs. Breanna Burke, Ms. McCarley, Mr. Reidell A school physician, if specifically requested in writing by the parent of the student or by a member of the school at least 72 hours prior to the meeting. The parents or persons in a parental relationship to the student. Child's Special Education Teacher, or, if appropriate, the special education provider of the student. Child's Regular Education Teacher. Whenever appropriate, the student with a disability. Other individuals who have knowledge or special expertise regarding the child, including related services personnel as appropriate. **Parent Member from the following list**: Ms. Denise Plennert **RESOLVED**, that the following Committee on Preschool Special Education for the 2025-2026 school year be appointed as submitted by the administration: **Chairperson (Special Teacher/Certified Administrator)**: Mrs. Breanna Burke **Parent Member from the following list**: Ms. Denise Plennert A representative of the municipality of the preschool child's residence provided that the attendance of the appointee of the municipality shall not be required for a quorum. Parents of the preschool child. At least one Special Education Teacher or, where appropriate, at least one Special Education Provider (i.e. Related Service Provider) of such a child. One regular education teacher of the child whenever the child is or may be participating in the regular education environment. An individual who can interpret the instructional implications of evaluation results, provided that such individual may also be the individual appointed as the regular education teacher, the special education teacher or special education provider, the school psychologist, the representative of the school	**8D Approved, CARRIED, 6-0**

	district or a person having knowledge or special expertise regarding the student when such member is determined by the school district to have the knowledge and expertise to fulfill this role on the committee. Other persons having knowledge or special expertise regarding the child, including related services personnel as appropriate, as the school district or the parent shall designate. The determination of knowledge or special expertise of such a person shall be made by the party (parents or school district) who invited the individual to be a member of the committee on special education. For a child in transition from early intervention programs and services, at the request of the parent, the appropriate professional designated by the agency that has been charged with the responsibility for the preschool child. **RESOLVED**, that the District Subcommittee on Special Education for the 2025-2026 school year be appointed, as submitted by the administration. The membership of the subcommittee shall include, but not be limited to: Parents of the student Regular education teacher of the student whenever the student is or may be participating in the regular education environment. One of the student's special education teachers, or, if appropriate, not less than one special education provider of the student. Representative of the school district who is qualified to provide, administer or supervise special education (Mrs. Breanna Burke, Director of Special Education/Grant Writing), or a representative who is knowledgeable about the general education curriculum and who is knowledgeable about the availability of resources of the school district (School Psychologist Ms. Rachel Stiffen, Mrs. Amy Williams). The representative of the school district shall serve as the chairperson of the subcommittee. A school psychologist, whenever a new psychological evaluation is reviewed or a change to a program option is made with a more intensive staff/student ratio. An individual who can interpret the instructional implications of evaluation results. Such other persons having knowledge or special expertise regarding the student, including related services personnel as appropriate, as the committee or the parent shall designate. The student, if appropriate. **RESOLVED**, that Ms. Jennifer Beggs be appointed as the designated CSE and CPSE Surrogate Parent, as submitted by the administration.	

	RESOLVED, the Board of Education seeks to authorize certain individuals to appoint an Impartial Hearing Officer under section 1415 of the Individuals with Disabilities Education Act ("IDEA") if the Board does not have a regular meeting scheduled on a day when an appointment needs to be made. The Board of Education hereby authorizes the Board President or Vice-President to appoint an Impartial Hearing Officer on behalf of the full Board of Education, to preside over any due process hearing request filed under 1415 of the IDEA. **RESOLVED,** that the Board of Education of Lewiston-Porter School District, upon recommendation of the Superintendent of Schools, shall compensate Impartial Hearing Officers who have been certified by the Commissioner of Education of the State of New York to serve as Impartial Hearing Officers in accordance with Education Law Section 4404(1) and 8 N.Y.C.R.R. Section 200.1(x), at the following rates for services and expenses: (1) Certified Impartial Hearing Officers shall be compensated at the rate of one hundred dollars ($100) per hour for time spent in pre-hearing, hearing, and post-hearing activities of researching and writing a decision. The District does not and will not pay for hearing dates that are adjourned or canceled, regardless of the reason, when the adjournment or cancellation is on two or more business days' notice. (2) Certified Impartial Hearing Officers will be reimbursed for travel time to and from the hearing. Automobile travel shall be reimbursed at the then-current per mile rate which is established from time to time for travel by District employees and representatives in lieu of the above hourly rate. (3) Airline or train travel shall be reimbursed at the actual reasonable costs incurred by the Impartial Hearing Officer and actual travel time. The District will reimburse Impartial Hearing Officers for the cost of their lodging up to eighty dollars ($80) per night with a receipt submitted or fifty-five dollars ($55) per night without a receipt submitted for hearing dates that fall on consecutive days. **Motion made by Palermo, seconded by Ohanessian to approve item 8D.**	
Appointment of the Annual Meeting Officers	**RESOLVED**, that the following individuals be appointed as officers for the Annual Meeting: Mrs. Marisa I. Barile (District Clerk/Chief Vote Coordinator), Mr. Kevin Szanyi (School Attorney/Meeting Chairperson), and Mrs. Barbara Carter (Vote Coordinator). **Motion made by Palermo, seconded by Rhodenizer to approve item 8E.**	**8E Approved, CARRIED, 6-0**

Service Agreement	**RESOLVED**, that the Lewiston-Porter Board of Education approve the Services Agreement Reinstatement for the continuation of 403(b)/457(B) administration services by The Omni Group. **Motion made by Palermo, seconded by Connelly to approve item 8F.**	**8F Approved, CARRIED, 6-0**
Cooperative Bids/Awarding of Contracts	**WHEREAS**, it is the plan of a number of public school districts in Orleans, Niagara, Erie, Chautauqua, and Cattaraugus Counties, New York, to bid jointly as Authorized by General Municipal Law, Article 5-G: Art, Athletic Equipment/Supplies, Chlorine/Pool Supplies, Custodial Supplies, Electricity, Filters, Fire Extinguisher Services, Fuels – gas and diesel, and Natural Gas. **WHEREAS**, Lewiston-Porter Central School District wishes to participate in the cooperative bidding program through the Orleans/Niagara BOCES that will be drafting specifications, advertising for bids, accepting and opening bid, tabulating bids, reporting the results to the Board of Education and making a recommendation thereon; therefore, **BE IT RESOLVED**, that the Lewiston-Porter Central School District Board of Education authorizes the above-mentioned program to represent it in all matters leading up to the entering into a contract for the purchase of the above-mentioned commodities; and, **BE IT FURTHER RESOLVED**, that the Lewiston-Porter Central School District Board of Education agrees to assume its equitable share of the costs of the cooperative bidding; and, **BE IT FURTHER RESOLVED**, that the Lewiston-Porter Central School District Board of Education agrees (1) to abide by majority decision of the participating districts on quality standards; (2) that unless all bids are rejected, it will award contracts according to the recommendations of the group; (3) that after award of contract(s), it will conduct all negotiations directly with the successful bidder(s). ---------- **WHEREAS**, it is the plan of a number of public school districts in Orleans, Niagara, Erie, Chautauqua, and Cattaraugus Counties, New York, to bid jointly as Authorized by General Municipal Law, Article 5-G: Printer/Copier Cartridges. **WHEREAS**, Lewiston-Porter Central School District wishes to participate in the cooperative bidding program through the Erie 1 BOCES that will be drafting specifications, advertising for bids, accepting and opening bid, tabulating bids, reporting the results to the Board of Education, and making a recommendation thereon; therefore, **BE IT RESOLVED**, that the Lewiston-Porter Central School District Board of Education authorizes the above-mentioned program to represent it in all matters leading up to the entering into a contract for the purchase of the above-mentioned commodities; and, **BE IT FURTHER RESOLVED**, that the Lewiston-Porter Central School District Board of Education agrees to assume its equitable share of the costs of the cooperative bidding; and, **BE IT FURTHER RESOLVED**, that the Lewiston-Porter Central School	**8G Approved, CARRIED, 6-0**

	District Board of Education agrees (1) to abide by majority decision of the participating districts on quality standards; (2) that unless all bids are rejected, it will award contracts according to the recommendations of the group; (3) that after award of contract(s), it will conduct all negotiations directly with the successful bidder(s). **WHEREAS**, it is the plan of a number of public school districts in Orleans, Niagara, Erie, Chautauqua and Cattaraugus Counties, New York, to bid jointly as Authorized by General Municipal Law, Article 5-G: Duplicating Paper. **WHEREAS**, Lewiston-Porter Central School District wishes to participate in the cooperative bidding program through the Erie 2 BOCES that will be drafting specifications, advertising for bids, accepting and opening bid, tabulating bids, reporting the results to the Board of Education and making a recommendation thereon; therefore, **BE IT RESOLVED**, that the Lewiston-Porter Central School District Board of Education authorizes the above-mentioned program to represent it in all matters leading up to the entering into a contract for the purchase of the above-mentioned commodities; and, **BE IT FURTHER RESOLVED**, that the Lewiston-Porter Central School District Board of Education agrees to assume its equitable share of the costs of the cooperative bidding; and, **BE IT FURTHER RESOLVED**, that the Lewiston-Porter Central School District Board of Education agrees (1) to abide by majority decision of the participating districts on quality standards; (2) that unless all bids are rejected, it will award contracts according to the recommendations of the group; (3) that after award of contract(s), it will conduct all negotiations directly with the successful bidder(s). --- **WHEREAS**, Chapter 56 of the Laws of 2012 and Chapter 494 of the Laws of 2009 amended Section 103 of New York's General Municipal Law to allow school districts to award purchase contracts of up to $20,000 and public works contracts of up to $35,000 based on best value rather than on the lowest responsible bid, it is hereby, **RESOLVED**, that the Lewiston-Porter Board of Education is authorized to award purchase contracts of up to $20,000 and public works contracts of up to $35,000 based on best value, which is defined as optimizing quality, cost, and efficiency. **Motion made by Palermo, seconded by Connelly to approve 8G.**	

<table>
<tr>
<td>Rate for Substitutes</td>
<td>RESOLVED, that the substitute rates for the 2025-2026 school year are as follows;
<table>
<tr><td>Principal</td><td>$250/day
$300/day (after the first 5 days in the same assignment)</td></tr>
<tr><td>Assistant Principal</td><td>$200/day
$225/day (after the first 5 days in the same assignment)</td></tr>
<tr><td>Instructional Substitutes (Non-Certified)</td><td>$135/day
$140/day (after 10 consecutive days in the same placement)</td></tr>
<tr><td>Instructional Substitutes (Certified)</td><td>$150/day
$160/day (after 10 consecutive days in the same placement)</td></tr>
<tr><td>Clerical</td><td>$17/hr</td></tr>
<tr><td>Aide</td><td>$16/hr</td></tr>
<tr><td>Monitor</td><td>$16/hr</td></tr>
<tr><td>Groundsperson</td><td>$16.50/hr</td></tr>
<tr><td>Cleaner</td><td>$16/hr</td></tr>
<tr><td>Nurse</td><td>$30/hr</td></tr>
</table>
Motion made by Palermo, seconded by Rhodenizer to approve item 8H.</td>
<td>8H
Approved,
CARRIED, 6-0</td>
</tr>
<tr>
<td>Tax Exemption/ Partial Exemption for Disabled</td>
<td>RESOLVED, by the Board of Education of the Lewiston-Porter Central School District as follows:
The purpose of this resolution is to grandfather a partial exemption from taxation to certain owners of real property who meet limited income and other requirements who have previously been receiving this benefit. Such requirements, and the corresponding percentages of assessed valuation which would be exempt from taxation depending on income level, are set forth in Subsection 459 of the Real Property Tax law and in Section B of this Resolution, below.
A. The owner, or all the owners of the property, must have previously filed an application for such exemption, and have been receiving an exemption prior to July 1, 2016, on forms prescribed by the State Board and obtained from the assessing authority. The applications shall furnish all information requested, and be executed in the manner prescribed on such forms. Said applications shall be filed in the Assessor’s Office on or before the appropriate taxable status date.</td>
<td>8I
Approved,
CARRIED, 6-0</td>
</tr>
</table>

<table>
<tr>
<td></td>
<td>B. The income of the owner or the combined income of the owners must not exceed the maximums set out in the following schedule, for the twelve consecutive months prior to the date that the application is filed:

<table>
<tr><th>Disability Exemption Income</th><th>Exemption Percent</th></tr>
<tr><td>Less than: $ 17,500</td><td>50%</td></tr>
<tr><td>From: $ 17,500 to $ 18,499.99</td><td>45%</td></tr>
<tr><td>$ 18,500 to $ 19,499.99</td><td>40%</td></tr>
<tr><td>$ 19,500 to $ 20,499.99</td><td>35%</td></tr>
<tr><td>$ 20,500 to $ 21,399.99</td><td>30%</td></tr>
<tr><td>$ 21,400 to $ 22,299.99</td><td>25%</td></tr>
<tr><td>$ 22,300 to $ 23,199.99</td><td>20%</td></tr>
<tr><td>$ 23,200 to $ 24,099.99</td><td>15%</td></tr>
<tr><td>$ 24,100 to $ 24,999.99</td><td>10%</td></tr>
<tr><td>$ 25,000 to $ 25,900.00</td><td>5%</td></tr>
</table>
C. Title to the property must be vested in the owner, or if more than one, in all the owners, for at least twenty-four (24) consecutive months prior to the date that the application for exemption is filed.
D. The property must be used exclusively for residential purposes, be occupied in whole or in part by the owners, and constitute the legal residence of the owners.
This resolution shall take effect and apply to the 2025-2026 school taxes.

Motion made by Palermo, seconded by Connelly to approve 8I.</td>
<td></td>
</tr>
<tr>
<td>Tax Exemption/ Partial Exemption for Seniors</td>
<td>RESOLVED, by the Board of Education of the Lewiston-Porter Central School District as follows:

The purpose of this resolution is to grant a partial exemption from taxation to certain owners of real property who meet limited income and other requirements. Such requirements, and the corresponding percentages of assessed valuation which would be exempt from taxation depending on income level, are set forth in Subsection 467 of the Real Property Tax law and in Section B of this Resolution, below.
A. The owner, or all the owners of the property, must file an application for such exemption on forms prescribed by the State Board and obtained from the assessing authority. The applications shall furnish all information requested, and be executed in the manner prescribed on such forms. Said applications shall be filed in the Assessor’s Office on or before the appropriate taxable status date.
B. The income of the owner or the combined income of the owners must not exceed the maximums set out in the following schedule, for the twelve consecutive months prior to the date that the application is filed:</td>
<td>8J
Approved,
CARRIED, 6-0</td>
</tr>
</table>

<table>
<tr>
<td></td>
<td>
<table>
<tr><td>Exemption Income
Senior Exemption Income</td><td>Exemption Percent</td></tr>
<tr><td>Less than: $ 21,000</td><td>50%</td></tr>
<tr><td>From: $ 21,000 to $ 21,999.99</td><td>45%</td></tr>
<tr><td>$ 22,000 to $ 22,999.99</td><td>40%</td></tr>
<tr><td>$ 23,000 to $ 23,999.99</td><td>35%</td></tr>
<tr><td>$ 24,000 to $ 24,899.99</td><td>30%</td></tr>
<tr><td>$ 24,900 to $ 25,799.99</td><td>25%</td></tr>
<tr><td>$ 25,800 to $ 26,699.99</td><td>20%</td></tr>
<tr><td>$ 26,700 to $ 27,599.99</td><td>15%</td></tr>
<tr><td>$ 27,600 to $ 28,499.99</td><td>10%</td></tr>
</table>
C. Title to the property must be vested in the owner, or if more than one, in all the owners, for at least twenty-four (24) consecutive months prior to the date that the application for exemption is filed.
D. The property must be used exclusively for residential purposes, be occupied in whole or in part by the owners, and constitute the legal residence of the owners.
This resolution shall take effect and apply to the 2025-2026 school taxes.

Motion made by Palermo, seconded by Huntington to approve 8J.
</td>
<td></td>
</tr>
<tr>
<td>NOSBA Representative</td>
<td>RESOLVED, that the Lewiston-Porter Board of Education appoint Mr. Jack G. Waugaman III as the District's representative to the Niagara Orleans School Boards Association.

Motion made by Palermo, seconded by Rhodenizer to approve 8K.</td>
<td>8K
Approved,
CARRIED, 6-0</td>
</tr>
<tr>
<td>Niagara Power Coalition Representative</td>
<td>RESOLVED, that Mr. Paul J. Casseri be designated as the Lewiston-Porter Central School District's representative to the Niagara Power Coalition and that Mrs. Donna L. Hill and Ms. Andrea Tamarazio be designated as alternate representatives.

Motion made by Palermo, seconded by Ohanessian to approve 8L.</td>
<td>8L
Approved,
CARRIED, 6-0</td>
</tr>
<tr>
<td>Bi-weekly Pay Schedule</td>
<td>RESOLVED, that the Board of Education accepts the report day and payday schedule as submitted by the administration for the 2025-2026 school year, as follows:

<table>
<tr><th>Month</th><th>Date</th></tr>
<tr><td>July</td><td>07/03/2025, 07/17/2025, 07/31/2025</td></tr>
<tr><td>August</td><td>08/14/2025, 08/28/2025</td></tr>
<tr><td>September</td><td>09/11/2025, 09/25/2025</td></tr>
<tr><td>October</td><td>10/9/2025, 10/23/2025</td></tr>
</table>
</td>
<td>8M
Approved,
CARRIED, 6-0</td>
</tr>
</table>

	<table><tr><td>November</td><td>11/06/2025, 11/20/2025</td></tr><tr><td>December</td><td>12/04/2025, 12/18/2025</td></tr><tr><td>January</td><td>01/15/2026, 01/29/2026</td></tr><tr><td>February</td><td>02/12/2026, 02/26/2026</td></tr><tr><td>March</td><td>03/12/2026, 03/26/2026</td></tr><tr><td>April</td><td>04/09/2026, 04/23/2026</td></tr><tr><td>May</td><td>05/07/2026, 05/21/2026</td></tr><tr><td>June</td><td>06/04/2026, 06/18/2026 06/30/2026 (LPUT, LPUEE only)</td></tr></table> **Motion made by Palermo, seconded by Ohanessian to approve 8M.**	
Mileage Reimbursement	**RESOLVED**, that mileage reimbursement for the 2025-2026 school year be set as established by the Federal Internal Revenue Service. **Motion made by Palermo, seconded by Rhodenizer to approve 8N.**	**8N Approved, CARRIED, 6-0**
Approval of 2025-2026 NYS Extension of Food Service Contract	**RESOLVED**, that the Lewiston-Porter Board of Education approve the 2025-2026 NYS Extension of Food Service Contract, and authorize Donna L. Hill to sign as the Superintendent's designee. **Motion made by Palermo, seconded by Huntington to approve item 8O.**	**8O Approved, CARRIED, 6-0**
Meal Reimbursement	**RESOLVED,** that meal reimbursements for the 2025-2026 school year be set as established by the Federal Internal Revenue Service. **Motion made by Palermo, seconded by Rhodenizer to approve item 8P.**	**8P Approved, CARRIED, 6-0**
Adjournment	**Motion made by Palermo, seconded by Connelly to adjourn the public meeting at 3:22 pm.**	**Approved, CARRIED, 6-0**

Marisa I. Barile, District Clerk

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

4061 Creek Road
Youngstown, NY 14174

July 1, 2025, Regular Meeting Draft Minutes

OUR MISSION One Purpose. Your Pathway. Our Promise. OUR VISION Our ***PURPOSE*** is to ensure that when students leave Lewiston-Porter they will be ready to face the world with confidence in themselves and what they can contribute. While students are here they will be challenged to grow along their ***PATHWAY*** and discover their personal best because we ***PROMISE*** to give them our best.	**Regular Board of Education Meeting** **DRAFT MINUTES** July 1, 2025, 3:00pm Boardroom, Community Resource Center

Board of Education:
Joseph J. Palermo, Board President (2023-2026)
Tessa Connelly, Vice Board President (2024-2027)
Chris Bragdon (2025-2028) Tupper Lake Public Library, 41 Lake Street, Tupper Lake NY 12986 (Participating Virtually by Google Video Conferencing)
Annie Huntington (2025-2028)
Sara Ohanessian (2024-2027)
Susan Rhodenizer (2025-2028)
ABSENT: Jack G. Waugaman III (2023-2026)

Superintendent: Paul J. Casseri
Asst. Supt. for Admin. Svcs: Donna L. Hill
District Clerk: Marisa I. Barile

Ex Officio Student(s) Board of Education members:
Kaitlyn Szarejko (Student Board member) 2025-2026
Zoe Droegmyer (Student Board member) 2025-2026

CALL TO ORDER		
Call to Order	The Board President called the meeting to order at 3:24 pm.	**Board President**
Acceptance of Agenda	RESOLVED, that the Lewiston-Porter Board of Education accept the Agenda for July 1, 2025. **Motion made by Palermo, seconded by Ohanessian to approve the agenda.**	**Approved, CARRIED, 6-0**
NEW BUSINESS		
Approval of Contracts for the 2024 Capital Improvement Project, Phase II	**RESOLVED,** that the Lewiston-Porter Board of Education approve the 2024 Capital Improvement Project, Phase II the contracts below, as submitted by the administration. **Contracts:** Sitework Contract C231: A-1 Landcare, Inc. $2,203,850 Athletic Field Lighting: GraybaR $260,000 **Motion made by Palermo, seconded by Rhodenizer to approve NA-1.**	**NA-1 Approved, CARRIED, 6-0**

<table>
<tr><th colspan="3">PERSONNEL</th></tr>
<tr><td><u>Appointments -</u>

<u>Instructional</u></td><td>RESOLVED, upon the recommendation of the Superintendent of Schools, that the Lewiston-Porter Board of Education accept the consent agenda for Instructional and Long-Term appointments. The probationary expiration date is tentative and conditional only (unless extended in accordance with the law). Except to the extent required by the applicable provisions of Section 3012 of the Education Law. In order to be granted tenure the principal/teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the principal/teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

<table>
<tr><td>Name:</td><td>Ryan Suitor</td></tr>
<tr><td>Placement:</td><td>Primary Education Center
Intermediate Education Center</td></tr>
<tr><td>Position:</td><td>School Counselor</td></tr>
<tr><td>Effective:</td><td>TBD</td></tr>
<tr><td>Probationary Period:</td><td>TBD</td></tr>
<tr><td>Tenure Area:</td><td>School Counselor</td></tr>
<tr><td>Certification:</td><td>School Counselor</td></tr>
<tr><td>Degree:</td><td>Masters</td></tr>
<tr><td>Step:</td><td>10</td></tr>
<tr><td>Salary:</td><td>$66, 678</td></tr>
</table>

Motion made by Palermo, seconded by Connelly to approve the Personnel item PAI.</td><td>PAI
Approved,
CARRIED, 6-0</td></tr>
<tr><th colspan="3">ADJOURNMENT</th></tr>
<tr><td>Adjournment</td><td>Motion made by Palermo, seconded by Ohanessian to adourn the public meeting at 3:29 pm.</td><td>Approved,
CARRIED, 6-0</td></tr>
</table>

Marisa I. Barile, District Clerk

SUBJECT: USE OF INTERNET-ENABLED DEVICES DURING THE SCHOOL DAY

The District consulted with local stakeholders including employee organizations representing each bargaining unit, parents, and students to develop this policy to prohibit the use of Internet-enabled devices by students during the school day on school grounds. This policy aims to ensure that students remain focused on their academic responsibilities throughout the school day, which includes all instructional and non-instructional periods such as homeroom, lunch, recess, study halls, and passing time.

For purposes of this policy, the following definitions apply:

a) "Internet-enabled devices" means and includes any smartphone, tablet, smartwatch, or other device capable of connecting to the Internet and enabling the user to access content on the Internet, including social media applications;

"Internet-enabled devices" does not include:

1. Non-Internet-enabled devices such as cellular phones or other communication devices not capable of connecting to the Internet or enabling the user to access content on the Internet; or

2. Internet-enabled devices supplied by the District, charter school, or Board of Cooperative Educational Services (BOCES) that are used for an educational purpose.

b) "School day" means the entirety of every instructional day as required by subdivision 7 of the Education Law Section 3604 during all instructional time and non-instructional time, including but not limited to homeroom periods, lunch, recess, study halls, and passing time.

c) "School grounds" means in or on or within any building, structure, athletic playing field, playground, or land contained within the real property boundary line of a district elementary, intermediate, junior high, vocational, or high school, a charter school, or a BOCES facility.

Students are generally prohibited from using Internet-enabled devices during the school day anywhere on school grounds.

However, students may be authorized to use an Internet-enabled device during the school day on school grounds:

a) If authorized by a teacher, principal, or the District for a specific educational purpose;

b) Where necessary for the management of a student's health care;

Continued

SUBJECT: USE OF INTERNET-ENABLED DEVICES DURING THE SCHOOL DAY

c) In the event of an emergency;

d) For translation services;

e) On a case-by-case basis, upon review and determination by a school psychologist, school social worker, or school counselor for a student caregiver who is routinely responsible for the care and well-being of a family member; or

f) Where required by law.

Students must be permitted to use an Internet-enabled device where the use is included in the student's:

a) Individualized Education Program (IEP); or

b) Section 504 Plan.

On-Site Storage of Internet-Enabled Devices Including Cell Phones

~~*[Districts must provide one or more methods for on-site storage where students may store their Internet-enabled devices during the school day, which may include student lockers. Example language has been provided. However, the District should customize this section to reflect its actual practices.]*~~

Students must store their Internet-enabled devices in designated on-site storage areas during the school day. On-site storage areas may include, but are not limited to, student lockers, designated storage bins in classrooms, or secure storage areas in the school's main office. The designated on-site storage areas must be easily accessible to students and provide adequate security to ensure the safekeeping of the student's devices. The District will communicate the procedures for storing and retrieving devices, ensuring that students understand their responsibilities in using the on-site storage facilities provided.

Methods for Parents to Contact Students During the School Day

~~*[Districts must provide one or more methods for persons in parental relation to contact their student during the school day. A list of examples has been provided. However, the District should customize this list to reflect its actual practices.]*~~

To accommodate necessary communication, parents or persons in parental relation may use the following methods to contact their student during school hours while adhering to this policy:

a) School Office Phone: Parents or persons in parental relation may call the school's main office, and the office staff can relay messages to the student or call the student to the office to speak with their parent or person in parental relation.

Continued

SUBJECT: USE OF INTERNET-ENABLED DEVICES DURING THE SCHOOL DAY

b) Designated Contact Email: Schools may provide a designated email address for parents and persons in parental relation to send messages. These emails may be monitored by school staff who can then pass the messages on to the students.

c) Classroom Intercom System: In case of an emergency, the school's main office can use the classroom intercom system to notify students directly or ask them to come to the office.

d) School Messaging Application: Schools may use a secure messaging application or platform where parents or persons in parental relation can send messages to their student. The messages can be monitored and delivered by school staff.

e) ~~Written Notes: Parents or persons in parental relation can drop off written notes at the school's main office, which can then be delivered to the student by school staff.~~

Parents and persons in parental relation will be notified in writing of the methods that are available for contacting their student during school hours upon enrollment and at the beginning of each school year.

Student Discipline for Accessing Internet-Enabled Devices During the School Day

The District is prohibited from suspending a student solely for accessing internet-enabled devices in violation of this policy.

Posting and Translation of Policy

The District will post this policy in a clearly visible and accessible location on its website. Translations of the policy into the 12 most common non-English languages spoken by limited-English proficient individuals in the state will be provided upon request by a student or other persons in parental relation to a student.

Reporting and Mitigation Action Plan

Beginning September 1, 2026 and annually thereafter, the District will publish an annual report on its website detailing enforcement of this policy within the District in the prior school year. This report will include non-identifiable demographic data of students who have faced disciplinary action for non-compliance and analysis of any demographic disparities in enforcement of this policy. If a statistically significant disparate enforcement impact is identified, the report will include a mitigation action plan.

Education Law Section 2803

Adoption Date: 07/28/2025

NA-2 Transportation Contract Extensions Approvals

Lewiston-Porter Central School District

One Purpose. Your Pathway. Our Promise.

Donna L. Hill
Assistant Superintendent for Administrative Services

Memorandum

Date: July 28, 2025

To: Paul Casseri, Superintendent of Schools

From: Donna L. Hill, Assistant Superintendent for Administrative Services

Subject: Approval of Transportation Contracts

This memo services as a request for the approval of the following transportation contract extensions for the 2025-2026 School Year.

Summer Contracts - July 1, 2025 through August 31, 2025
STA of New York
Contract E515138 (Spec. Ed.)
Anticipated Cost: $78,548

STA of New York
Contract E515137 (Reg. Students.)
Anticipated Cost: $23,933

2025-2026 School Year Contracts - September 2, 2025 through June 30, 2026
STA of New York
Contract E515139 (Main Contract)
Anticipated Cost: $3,522,864

STA of New York
Contract E515140 (Athletics/Field Trip)
Anticipated Cost: $228,901

Donna L. Hill, Assistant Superintendent for Administrative Services
4061 Creek Road, Youngstown, NY 14174
Phone 716-286-7240 | Fax: 716-286-7877 | Email: dhill@lew-port.com

NA-3 Tax Warrant Approval

Lewiston-Porter Central School District

One Purpose. Your Pathway. Our Promise.

Donna L. Hill
Assistant Superintendent for Administrative Services

Memorandum

To: Mr. Paul J. Casseri

From: Donna L. Hill, Assistant Superintendent for Administrative Services

Subject: Tax Warrant 2025-2026

Date: July 9, 2025

Attached is a copy of the tax warrant for the 2025-2026 school year. The Board will need to formally approve the warrant at their July 28, 2025 meeting. Marisa will have the official warrant at the meeting for each board member to sign.

The summary below details the proposed school tax rates for the Towns of Lewiston and Porter.

Township	2024-25 Tax Rate	2025-26 Proposed Tax Rate	Dollar Change	Percent Change
Lewiston	$27.219148	$28.282621	$0.717128	2.60%
Porter	$23.876095	$25.711730	$0.491996	1.95%

This information was finalized in time to keep our traditional tax collection period. The county will be able to print out tax bills before September 2, 2025.

Please let me know if you have any questions.

Donna L. Hill, Assistant Superintendent for Administrative Services
4061 Creek Road, Youngstown, NY 14174
Phone 716-286-7240 | Fax: 716-286-7877 | Email: dhill@lew-port.com

LEW-PORT

Appropriation Status Detail Report By Function From 7/1/2024 To 5/31/2025

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1010.400-00-0000	NIAGARA POWER COALITION		15,000.00	0.00	15,000.00	8,708.93	0.00	6,291.07
A 1010.400-00-1000	BOE CONTRACTUAL		27,500.00	25.82	27,525.82	16,556.99	4,649.23	6,319.60
A 1010.450-00-0000	SUPPLIES & MATERIALS		500.00	36.05	536.05	159.02	0.00	377.03
A 1010.490-00-0000	BOCES SERVICES		48,460.00	0.00	48,460.00	51,095.06	0.00	-2,635.06
1010	**BOARD OF EDUCATION**	*	**91,460.00**	**61.87**	**91,521.87**	**76,520.00**	**4,649.23**	**10,352.64**
A 1040.160-00-0000	DISTRICT CLERK SALARY		14,000.00	0.00	14,000.00	16,184.24	0.00	-2,184.24
A 1040.400-00-0000	CONTRACTUAL		200.00	65.99	265.99	65.99	0.00	200.00
A 1040.400-00-3000	TRAVEL & CONFERENCE		1,500.00	0.00	1,500.00	43.40	0.00	1,456.60
A 1040.450-00-0000	SUPPLIES AND MATERIALS		800.00	0.00	800.00	292.64	250.00	257.36
1040	**DISTRICT CLERK**	*	**16,500.00**	**65.99**	**16,565.99**	**16,586.27**	**250.00**	**-270.28**
A 1060.400-00-0000	CONTRACTUAL		30,500.00	-6,300.00	24,200.00	1,663.15	4,986.85	17,550.00
A 1060.450-00-0000	SUPPLIES & MATERIALS		500.00	0.00	500.00	200.00	0.00	300.00
1060	**DISTRICT MEETING**	*	**31,000.00**	**-6,300.00**	**24,700.00**	**1,863.15**	**4,986.85**	**17,850.00**
10		**	**138,960.00**	**-6,172.14**	**132,787.86**	**94,969.42**	**9,886.08**	**27,932.36**
A 1240.150-00-0000	SUPERINTENDENT SALARY		196,714.00	0.00	196,714.00	197,303.48	0.00	-589.48
A 1240.150-00-1000	SUPPLEMENTAL		8,197.00	0.00	8,197.00	0.00	0.00	8,197.00
A 1240.160-00-1000	SECRETARY TO SUPERINTENDENT SALARY		61,275.00	0.00	61,275.00	55,510.12	0.00	5,764.88
A 1240.400-00-1000	CONTRACTUAL		25,000.00	0.00	25,000.00	13,874.91	3,633.68	7,491.41
A 1240.450-00-2000	SUPPLIES & MATERIALS		490.00	0.00	490.00	100.00	0.00	390.00
1240	**CHIEF SCHOOL ADMINISTRATOR**	*	**291,676.00**	**0.00**	**291,676.00**	**266,788.51**	**3,633.68**	**21,253.81**
12		**	**291,676.00**	**0.00**	**291,676.00**	**266,788.51**	**3,633.68**	**21,253.81**
A 1310.150-00-0000	ASSISTANT SUPERINTENDENT SALARY		138,587.00	0.00	138,587.00	142,140.00	0.00	-3,553.00
A 1310.150-00-1000	SUPPLEMENTAL		6,420.00	0.00	6,420.00	6,624.40	0.00	-204.40
A 1310.160-00-0000	BUSINESS OFFICE SUPPORT STAFF		192,774.70	80,565.01	273,339.71	268,177.86	0.00	5,161.85
A 1310.160-00-1000	SUPPLEMENTAL		15,500.00	-7,500.00	8,000.00	3,692.40	0.00	4,307.60
A 1310.160-00-2000	DISTRICT OFFICE SUBSTITUTES		16,000.00	-3,000.00	13,000.00	11,500.00	0.00	1,500.00
A 1310.160-00-3000	DISTRICT OFFICE OVERTIME		6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
A 1310.400-00-0000	CONTRACTUAL		10,000.00	8,249.99	18,249.99	14,343.00	0.00	3,906.99
A 1310.400-00-3000	TRAVEL & CONFERENCE		6,000.00	2,598.80	8,598.80	4,686.06	0.00	3,912.74
A 1310.450-00-0000	SUPPLIES & MATERIALS		2,500.00	0.00	2,500.00	1,850.79	0.00	649.21
A 1310.490-00-0000	BOCES SERVICES		63,585.00	0.00	63,585.00	113,623.48	0.00	-50,038.48
1310	**BUSINESS ADMINISTRATION**	*	**457,366.70**	**80,913.80**	**538,280.50**	**566,637.99**	**0.00**	**-28,357.49**
A 1320.400-00-0000	AUDITING		48,375.00	500.00	48,875.00	35,400.00	500.00	12,975.00

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1320	**AUDITING**	*	**48,375.00**	**500.00**	**48,875.00**	**35,400.00**	**500.00**	**12,975.00**
A 1325.160-00-0000	DISTRICT TREASURER SALARY		5,500.00	-5,500.00	0.00	0.00	0.00	0.00
A 1325.400-00-3000	TRAVEL & CONFERENCE		350.00	0.00	350.00	0.00	0.00	350.00
A 1325.400-80-0000	CONTRACTUAL & OTHER EXP		0.00	6,100.00	6,100.00	1,112.93	0.00	4,987.07
A 1325.450-00-0000	SUPPLIES & MATERIALS		250.00	0.00	250.00	0.00	0.00	250.00
1325	**TREASURER**	*	**6,100.00**	**600.00**	**6,700.00**	**1,112.93**	**0.00**	**5,587.07**
A 1330.160-00-0000	DISTRICT TAX COLLECTOR		8,000.00	0.00	8,000.00	8,769.12	0.00	-769.12
A 1330.400-00-000	CONTRACTUAL		10,700.00	0.00	10,700.00	9,394.79	0.00	1,305.21
A 1330.450-00-0000	SUPPLIES & MATERIALS		160.00	0.00	160.00	28.54	0.00	131.46
1330	**TAX COLLECTOR**	*	**18,860.00**	**0.00**	**18,860.00**	**18,192.45**	**0.00**	**667.55**
A 1345.490-00-0000	BOCES SERVICES-CO OP BIDDING		3,070.00	0.00	3,070.00	3,070.00	0.00	0.00
1345	**PURCHASING**	*	**3,070.00**	**0.00**	**3,070.00**	**3,070.00**	**0.00**	**0.00**
A 1380.400-00-0000	FISCAL ADVISORS		15,000.00	0.00	15,000.00	8,119.00	685.00	6,196.00
1380	**FISCAL AGENT FEE**	*	**15,000.00**	**0.00**	**15,000.00**	**8,119.00**	**685.00**	**6,196.00**
13		**	**548,771.70**	**82,013.80**	**630,785.50**	**632,532.37**	**1,185.00**	**-2,931.87**
A 1420.400-00-1000	LEGAL-LEGAL ADVERTISE		5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
A 1420.400-00-2000	LEGAL-CONTRACT EXP		200,000.00	0.00	200,000.00	126,645.31	58,465.69	14,889.00
A 1420.490-00-0000	BOCES SERVICES		32,990.00	0.00	32,990.00	20,990.00	0.00	12,000.00
1420	**LEGAL**	*	**237,990.00**	**0.00**	**237,990.00**	**147,635.31**	**58,465.69**	**31,889.00**
A 1430.160-00-0000	PERSONNEL SALARY		71,815.00	-71,815.00	0.00	0.00	0.00	0.00
A 1430.400-00-2000	PERSL - RECRUITING, ADVERTISING		7,500.00	0.00	7,500.00	0.00	0.00	7,500.00
A 1430.490-00-0000	BOCES SERVICES		9,175.00	0.00	9,175.00	23,153.90	0.00	-13,978.90
1430	**PERSONNEL**	*	**88,490.00**	**-71,815.00**	**16,675.00**	**23,153.90**	**0.00**	**-6,478.90**
A 1480.400-80-0000	NEWSLETTER, CALENDER PRINTING		11,690.00	0.00	11,690.00	0.00	0.00	11,690.00
A 1480.490-00-0000	BOCES SERVICES		21,390.00	0.00	21,390.00	21,390.00	0.00	0.00
1480	**PUBLIC INFORMATION & SERVICES**	*	**33,080.00**	**0.00**	**33,080.00**	**21,390.00**	**0.00**	**11,690.00**
14		**	**359,560.00**	**-71,815.00**	**287,745.00**	**192,179.21**	**58,465.69**	**37,100.10**
A 1620.160-00-0000	NON INSTRUCTIONAL SALARIES		43,510.00	0.00	43,510.00	68,776.38	0.00	-25,266.38
A 1620.160-00-2000	SUBSTITUTES		45,000.00	0.00	45,000.00	31,854.32	0.00	13,145.68
A 1620.160-00-3000	OVERTIME		15,450.00	0.00	15,450.00	10,955.90	0.00	4,494.10
A 1620.160-00-5000	OP PLANT - PERFECT ATTENDANCE		11,200.00	0.00	11,200.00	0.00	0.00	11,200.00
A 1620.160-03-0000	NON INSTRUCTIONSAL SALARIES - PEC		178,879.00	0.00	178,879.00	163,246.73	0.00	15,632.27
A 1620.160-05-0000	NON INSTRUCTIONAL SALARIES - IEC		181,308.00	0.00	181,308.00	137,580.48	0.00	43,727.52

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1620.160-07-0000	NON INSTRUCTIONAL SALARIES - MS	178,629.00	0.00	178,629.00	163,636.72	0.00	14,992.28
A 1620.160-09-0000	NON INSTRUCTIONAL SALARIES - HS	295,449.00	0.00	295,449.00	238,836.46	0.00	56,612.54
A 1620.200-00-0000	EQUIPMENT	26,020.00	658.00	26,678.00	3,852.98	0.00	22,825.02
A 1620.400-00-0000	CONTRACTUAL	55,000.00	4,170.01	59,170.01	41,205.20	2,772.20	15,192.61
A 1620.400-00-1000	CONTRACTUAL - BLDG REPAIRS	60,000.00	29,129.62	89,129.62	38,462.82	13,593.40	37,073.40
A 1620.400-00-3000	TRAVEL & CONFERENCE	1,500.00	0.00	1,500.00	386.16	594.65	519.19
A 1620.400-00-4000	CONTRACTUAL - FIRE INSPECTION	33,080.00	0.00	33,080.00	33,080.00	0.00	0.00
A 1620.400-00-5000	CONTRACTUAL - GARBAGE DISPOSAL	30,000.00	2,365.19	32,365.19	14,235.10	8,008.36	10,121.73
A 1620.400-00-6000	CONTRACTUAL - SECURITY	280,630.00	0.00	280,630.00	196,429.29	44,124.21	40,076.50
A 1620.400-00-8000	BUILDING CONDITION/LEAD TESTING	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00
A 1620.421-00-0000	NATURAL GAS	350,000.00	5,262.34	355,262.34	158,979.54	193,306.64	2,976.16
A 1620.422-00-0000	SEWER/WATER	65,000.00	9,635.58	74,635.58	34,285.20	37,446.80	2,903.58
A 1620.423-00-0000	ELECTRIC	250,000.00	15,038.92	265,038.92	103,881.29	150,937.33	10,220.30
A 1620.424-00-0000	PHONE SERVICE	50,000.00	13,062.25	63,062.25	57,888.11	1,017.78	4,156.36
A 1620.450-00-0000	SUPPLIES & MATERIALS - CUSTODIAL	30,000.00	-2,543.09	27,456.91	24,709.12	18.88	2,728.91
A 1620.450-00-0100	CUSTODIAL UNIFORMS	0.00	3,375.00	3,375.00	1,552.20	0.00	1,822.80
A 1620.450-00-0300	OP SUPPLIES - PEC	13,500.00	1,343.59	14,843.59	12,955.67	63.96	1,823.96
A 1620.450-00-0500	OP SUPPLIES - IEC	13,500.00	1,964.76	15,464.76	14,375.34	0.00	1,089.42
A 1620.450-00-0700	OP SUPPLIES MS	13,500.00	1,203.03	14,703.03	13,008.36	0.00	1,694.67
A 1620.450-00-0900	OP SUPPLIES - HS	21,000.00	1,040.45	22,040.45	21,351.68	0.00	688.77
A 1620.490-00-0000	BOCES SERVICES-SAFETY RISK	27,120.00	0.00	27,120.00	26,505.00	0.00	615.00
1620	**OPERATION OF PLANT** *	**2,284,275.00**	**85,705.65**	**2,369,980.65**	**1,612,030.05**	**451,884.21**	**306,066.39**
A 1621.160-00-0000	NON INSTRUCTIONAL SALARIES	193,689.00	0.00	193,689.00	133,213.80	0.00	60,475.20
A 1621.160-00-1000	NON INSTRUCT SALARIES - SUPERVISI	164,800.00	0.00	164,800.00	152,132.11	0.00	12,667.89
A 1621.160-00-3000	OVERTIME	23,000.00	0.00	23,000.00	7,876.73	0.00	15,123.27
A 1621.160-03-0000	MAINT OF PLANT - REG STAFF PEC	57,116.00	0.00	57,116.00	52,733.28	0.00	4,382.72
A 1621.160-05-0000	MAINT OF PLANT - REG STAFF IEC	39,355.00	0.00	39,355.00	36,327.36	0.00	3,027.64
A 1621.160-07-0000	MAINT OF PLANT - REG STAFF MS	40,234.00	0.00	40,234.00	37,138.80	0.00	3,095.20
A 1621.160-09-0000	MAINT OF PLANT - REG STAFF HS	44,832.00	0.00	44,832.00	63,671.24	0.00	-18,839.24
A 1621.200-00-0000	MAINTENANCE OF PLANT - EQUIPMENT	114,042.00	0.00	114,042.00	100,960.35	0.00	13,081.65
A 1621.400-00-0000	CONTRACTUAL	236,000.00	75,442.54	311,442.54	236,403.88	47,189.81	27,848.85
A 1621.450-00-0000	SUPPLIES & MATERIALS	97,900.00	2,540.99	100,440.99	76,240.76	15,482.88	8,717.35
1621	**MAINTENANCE OF PLANT** *	**1,010,968.00**	**77,983.53**	**1,088,951.53**	**896,698.31**	**62,672.69**	**129,580.53**

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1670.160-00-0000	NON INSTRUCT SALARIES - MAILING		26,344.00	0.00	26,344.00	0.00	0.00	26,344.00
A 1670.400-01-0000	CONTRACTUAL - POSTAGE		50,000.00	6,381.48	56,381.48	43,384.87	1,070.54	11,926.07
1670	**CENTRAL PRINTING & MAILING**	*	**76,344.00**	**6,381.48**	**82,725.48**	**43,384.87**	**1,070.54**	**38,270.07**
A 1680.490-00-0000	CENTRAL DATA - BOCES SVCS		753,269.00	0.00	753,269.00	788,614.10	0.00	-35,345.10
A 1680.490-00-1000	WHITE GLOVE - BOCES SVCS		0.00	165.00	165.00	0.00	0.00	165.00
1680	**CENTRAL DATA PROCESSING**	*	**753,269.00**	**165.00**	**753,434.00**	**788,614.10**	**0.00**	**-35,180.10**
16		**	**4,124,856.00**	**170,235.66**	**4,295,091.66**	**3,340,727.33**	**515,627.44**	**438,736.89**
A 1910.400-00-0000	INSURANCE-PROPERTY/LIABILITY		250,000.00	0.00	250,000.00	200,692.04	0.00	49,307.96
1910	**UNALLOCATED INSURANCE**	*	**250,000.00**	**0.00**	**250,000.00**	**200,692.04**	**0.00**	**49,307.96**
A 1950.400-00-0000	WATER/SEWER IMPROV ASSESSMENT		60,000.00	0.00	60,000.00	55,086.00	0.00	4,914.00
1950	**ASSESSMENTS ON SCHOOL PROPERTY**	*	**60,000.00**	**0.00**	**60,000.00**	**55,086.00**	**0.00**	**4,914.00**
A 1964.400-00-0000	REFUNDS PROPERT TAX		17,000.00	0.00	17,000.00	30,000.00	0.00	-13,000.00
1964	**REFUND ON REAL PROPERTY TAXES**	*	**17,000.00**	**0.00**	**17,000.00**	**30,000.00**	**0.00**	**-13,000.00**
A 1981.492-00-0000	BOCES SERVICES-ADMIN RENT CAP PROJ		255,548.00	0.00	255,548.00	255,548.00	0.00	0.00
1981	**BOCES ADMINISTRATIVE COSTS**	*	**255,548.00**	**0.00**	**255,548.00**	**255,548.00**	**0.00**	**0.00**
19		**	**582,548.00**	**0.00**	**582,548.00**	**541,326.04**	**0.00**	**41,221.96**
1		***	**6,046,371.70**	**174,262.32**	**6,220,634.02**	**5,068,522.88**	**588,797.89**	**563,313.25**
A 2010.150-00-0000	CURR DEV- PERS SVCS INSTRUCTIONAL		0.00	0.00	0.00	12,027.08	0.00	-12,027.08
A 2010.160-00-0000	CURR DEV NON INST SALARIES		49,131.00	0.00	49,131.00	45,285.48	0.00	3,845.52
A 2010.400-00-0000	CURR DEV - CONTRACTUAL		1,000.00	-1,000.00	0.00	0.00	0.00	0.00
A 2010.400-50-3000	CURR DEV-TRAVEL/CONF		1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 2010.490-50-0000	CURR DEV-BOCES SERVICES		2,400.00	0.00	2,400.00	2,400.00	0.00	0.00
2010	**CURRICULUM DEVEL & SUPERVISION**	*	**54,031.00**	**-1,000.00**	**53,031.00**	**59,712.56**	**0.00**	**-6,681.56**
A 2020.150-00-0000	INSTRUCTIONAL SALARIES		115,000.00	0.00	115,000.00	116,210.74	0.00	-1,210.74
A 2020.150-00-1000	BLDG ADMN VAC BB-DO		4,792.00	0.00	4,792.00	0.00	0.00	4,792.00
A 2020.150-00-2000	PROFESSIONAL DEVELOPMENT		20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
A 2020.150-03-0000	BLDG ADMIN - PEC		145,962.00	0.00	145,962.00	132,079.44	0.00	13,882.56
A 2020.150-03-1000	BLDG ADM VACA BB - PEC		6,030.00	0.00	6,030.00	5,961.90	0.00	68.10
A 2020.150-05-0000	BLDG ADMIN - IEC		109,645.00	0.00	109,645.00	99,095.04	0.00	10,549.96
A 2020.150-05-1000	BLDG ADM VACA BB- IEC		4,430.00	0.00	4,430.00	4,473.00	0.00	-43.00
A 2020.150-07-0000	BLDG ADMIN - MS		159,973.00	0.00	159,973.00	145,258.08	0.00	14,714.92
A 2020.150-07-1000	BLD ADM VACA BB- MS		6,630.00	0.00	6,630.00	6,556.80	0.00	73.20
A 2020.150-09-0000	BLDG ADMIN - SHS		258,244.00	0.00	258,244.00	235,723.20	0.00	22,520.80

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2020.150-09-1000	BLDG ADM VACA BB- SHS		10,670.00	0.00	10,670.00	10,640.20	0.00	29.80
A 2020.160-00-0000	CLERICAL SUBSTITUTES		0.00	3,500.00	3,500.00	13,099.22	0.00	-9,599.22
A 2020.160-00-1500	SUPPLEMENTAL		7,000.00	-3,500.00	3,500.00	0.00	0.00	3,500.00
A 2020.160-03-0000	SUPERV REG STAFF - PEC		76,011.00	0.00	76,011.00	113,094.28	0.00	-37,083.28
A 2020.160-05-0000	SUPERV REG STAFF - IEC		134,869.00	0.00	134,869.00	87,213.22	0.00	47,655.78
A 2020.160-07-0000	SUPERV REG STAFF - MS		96,698.00	0.00	96,698.00	88,605.01	0.00	8,092.99
A 2020.160-09-0000	SUPERV REG STAFF - SHS		118,100.00	0.00	118,100.00	105,536.99	0.00	12,563.01
A 2020.160-09-0052	INTERNATION STUDIES CLERICAL		12,500.00	0.00	12,500.00	11,549.16	0.00	950.84
A 2020.400-00-0000	CONTRACTUAL		9,000.00	0.00	9,000.00	157.00	0.00	8,843.00
A 2020.400-00-3000	TRAVEL & CONFERENCE		13,000.00	0.00	13,000.00	5,726.78	0.00	7,273.22
A 2020.450-03-0000	MATLS/SUPP - PEC		1,000.00	0.00	1,000.00	191.49	300.00	508.51
A 2020.450-05-0000	MATLS/SUPP - IEC		1,500.00	0.00	1,500.00	223.99	0.00	1,276.01
A 2020.450-07-0000	MATLS/SUPP - MS		1,000.00	0.00	1,000.00	74.00	0.00	926.00
A 2020.450-09-0000	MATLS/SUPP - HS		5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
2020	**SUPERVISION-REGULAR SCHOOL**	*	**1,317,054.00**	**0.00**	**1,317,054.00**	**1,181,469.54**	**300.00**	**135,284.46**
A 2070.150-50-0000	INSERV - INSTRUCTIONAL		7,965.00	-3,015.00	4,950.00	3,897.00	0.00	1,053.00
A 2070.150-50-1000	ACCESS MATH/LEARNING ED ELEMENTS TRAINING		10,000.00	0.00	10,000.00	35.00	0.00	9,965.00
A 2070.400-50-1000	CURRICULUM WORKSHOPS		40,000.00	-6,300.00	33,700.00	23,647.50	2,890.00	7,162.50
A 2070.400-50-2000	INSERV & STAFF DEVELOP		52,400.00	-24,950.00	27,450.00	27,450.00	0.00	0.00
A 2070.400-50-3000	TRAVEL/MEETINGS		5,000.00	0.00	5,000.00	1,715.26	0.00	3,284.74
A 2070.450-00-0000	SUPPLIES & MATERIALS		25,000.00	41,603.24	66,603.24	57,075.22	199.82	9,328.20
A 2070.450-50-0000	SUPPLIES		0.00	0.00	0.00	-59.61	0.00	59.61
A 2070.490-00-0000	BOCES SERVICES		186,561.00	-1,400.00	185,161.00	84,432.34	0.00	100,728.66
2070	**INSERVICE TRAINING-INSTRUCTION**	*	**326,926.00**	**5,938.24**	**332,864.24**	**198,192.71**	**3,089.82**	**131,581.71**
20		**	**1,698,011.00**	**4,938.24**	**1,702,949.24**	**1,439,374.81**	**3,389.82**	**260,184.61**
A 2110.120-00-1000	SUPPLEMENTAL K-3		38,000.00	0.00	38,000.00	-2,500.00	0.00	40,500.00
A 2110.120-00-2000	SUPPLEMENTAL		5,000.00	0.00	5,000.00	463.80	0.00	4,536.20
A 2110.120-03-0000	INSTRUCTIONAL SALARIES - PEC		2,165,315.50	0.00	2,165,315.50	1,718,279.67	0.00	447,035.83
A 2110.120-03-2000	SUPPLEMENTAL PEC		71,321.00	0.00	71,321.00	53,566.48	0.00	17,754.52
A 2110.120-05-0000	INSTRUCTIONAL SALARIES - IEC 3		485,860.00	0.00	485,860.00	459,251.60	0.00	26,608.40
A 2110.120-05-2000	SUPPLEMENTAL		67,438.00	0.00	67,438.00	58,547.74	0.00	8,890.26
A 2110.121-05-0000	INSTRUCT SALARIES - IEC 4-5		1,670,762.00	0.00	1,670,762.00	1,235,131.02	0.00	435,630.98
A 2110.121-05-1000	PERFORMANCE STIPEND IEC		30,000.00	0.00	30,000.00	0.00	0.00	30,000.00

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2110.121-05-2000	CREDIT HOUR INCREASE	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
A 2110.121-07-0000	INSTRUCTIONAL SALARIES - MS 6	709,332.50	0.00	709,332.50	558,187.00	0.00	151,145.50
A 2110.121-07-2000	SUPPLEMENTAL	15,639.00	0.00	15,639.00	13,843.50	0.00	1,795.50
A 2110.130-00-0000	INSTRUCTIONAL SALARIES 7-12	0.00	0.00	0.00	0.00	0.00	0.00
A 2110.130-00-2001	ACCESS MATH TRAINING	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00
A 2110.130-00-3000	PEER COLLABERATION	40,000.00	0.00	40,000.00	88.50	0.00	39,911.50
A 2110.130-00-5000	ASAP INSTRUCTORS	15,000.00	0.00	15,000.00	13,624.82	0.00	1,375.18
A 2110.130-03-2000	PEER COORDINATORS PEC	24,224.00	0.00	24,224.00	23,327.99	0.00	896.01
A 2110.130-05-2000	PEER COORDINATORS IEC	17,434.00	0.00	17,434.00	16,539.20	0.00	894.80
A 2110.130-07-0000	INSTRUCTIONAL SALARIES - MS 7-8	2,058,073.60	0.00	2,058,073.60	1,509,675.83	0.00	548,397.77
A 2110.130-07-0100	SUPPLEMENTAL	0.00	0.00	0.00	0.00	0.00	0.00
A 2110.130-07-0200	SUPPLEMENTAL	60,586.00	0.00	60,586.00	43,836.35	0.00	16,749.65
A 2110.130-07-2000	PEER COORDINATORS MS	30,354.00	0.00	30,354.00	25,147.05	0.00	5,206.95
A 2110.130-09-0000	INSTRUCTIONAL SALARIES - 9-12	3,661,440.40	0.00	3,661,440.40	3,106,979.03	0.00	554,461.37
A 2110.130-09-0100	SUPPLEMENTAL	40,680.00	0.00	40,680.00	49,875.99	0.00	-9,195.99
A 2110.130-09-2000	PEER COORDINATORS SHS	42,079.00	-1,062.00	41,017.00	28,164.46	0.00	12,852.54
A 2110.140-00-0000	INSTRUCTIONAL SALARIES SUBSTITUTES	492,000.00	-116,185.00	375,815.00	366,239.86	0.00	9,575.14
A 2110.140-00-0001	INSTRUCTIONAL SALARIES LONG TERM SUBSTITUTES	0.00	85,000.00	85,000.00	161,209.30	0.00	-76,209.30
A 2110.140-00-0002	INST SALARIES STUDENT TEACHER RESIDENT SUBSTITUTE	0.00	31,185.00	31,185.00	26,368.20	0.00	4,816.80
A 2110.160-00-4000	TEACHER AIDE SUBS	19,792.00	0.00	19,792.00	3,748.03	0.00	16,043.97
A 2110.160-00-7000	MONITOR SUBS	4,500.00	0.00	4,500.00	133.69	0.00	4,366.31
A 2110.160-03-0000	TEACHER AIDES - PEC	159,455.00	0.00	159,455.00	96,948.74	0.00	62,506.26
A 2110.160-05-2000	TEACHER AIDES - IEC	180,414.00	0.00	180,414.00	59,031.05	0.00	121,382.95
A 2110.160-07-2000	TEACHER AIDS - MS	137,020.00	0.00	137,020.00	10,420.75	0.00	126,599.25
A 2110.160-09-2000	TEACHER AIDES - SHS	92,569.00	0.00	92,569.00	18,290.23	0.00	74,278.77
A 2110.161-00-2000	SUBSTITUTES - AIDES	6,130.00	0.00	6,130.00	22,967.89	0.00	-16,837.89
A 2110.162-00-2000	SUBSTITUTES - MONITORS	9,000.00	0.00	9,000.00	0.00	0.00	9,000.00
A 2110.162-03-0000	MONITORS - PEC	32,037.00	0.00	32,037.00	23,617.44	0.00	8,419.56
A 2110.162-05-0000	MONITORS - IEC	15,857.00	0.00	15,857.00	12,796.47	0.00	3,060.53
A 2110.162-07-0000	MONITORS - MS	9,745.00	0.00	9,745.00	26,393.06	0.00	-16,648.06
A 2110.162-09-0000	MONITORS - SHS	65,115.00	0.00	65,115.00	32,175.48	0.00	32,939.52
A 2110.200-00-0015	EQUIPMENT - FINE ARTS	1,149.00	0.00	1,149.00	0.00	0.00	1,149.00

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2110.200-09-0000	FURNITURE	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
A 2110.400-00-0001	SUBSTITUTE FINGERPRINTING	4,000.00	0.00	4,000.00	816.75	0.00	3,183.25
A 2110.400-00-0015	CONTRACTUAL ART	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
A 2110.400-00-3000	TRAVEL & CONFERENCE	7,000.00	0.00	7,000.00	-6,162.86	0.00	13,162.86
A 2110.400-03-0000	PEC CONTRACTUAL	1,540.00	85.00	1,625.00	1,016.10	608.00	0.90
A 2110.400-05-0011	MUSIC INSTRUMENTAL-IEC	6,494.00	-245.00	6,249.00	5,013.00	1,660.00	-424.00
A 2110.400-05-0095	IEC Contractuals	0.00	1,287.00	1,287.00	1,286.40	0.00	0.60
A 2110.400-07-0000	CONTRACTUAL - MS	7,875.00	-1,500.00	6,375.00	-9,749.68	0.00	16,124.68
A 2110.400-07-0011	MUSIC INSTRUMENTAL-MS	3,250.00	0.00	3,250.00	2,230.20	1,085.00	-65.20
A 2110.400-07-0068	CONTRACTUAL - MS - CREW	0.00	1,500.00	1,500.00	500.00	0.00	1,000.00
A 2110.400-09-0000	CONTRACTUAL - HS	23,000.00	9,700.00	32,700.00	3,827.62	21,444.51	7,427.87
A 2110.400-09-0011	MUSIC INSTRUMENTAL-HS	13,382.00	1,730.53	15,112.53	12,976.20	1,680.00	456.33
A 2110.400-09-0052	CONTRACTUAL INTERNATIONAL HS	16,000.00	4,236.32	20,236.32	22,513.78	713.74	-2,991.20
A 2110.450-00-0000	SUPPLIES & MATERIALS	25,000.00	0.00	25,000.00	11,793.89	156.00	13,050.11
A 2110.450-03-0000	SUPPLIES & MATERIALS PEC	20,095.00	290.00	20,385.00	18,027.56	1,211.22	1,146.22
A 2110.450-03-0001	STUDENT RECOGNITION PEC	1,250.00	105.00	1,355.00	395.38	276.88	682.74
A 2110.450-03-0010	SUPPLIES PEC - ONE DISTRICT ONE BOOK	9,000.00	0.00	9,000.00	7,852.87	600.00	547.13
A 2110.450-03-0011	MUSIC INSTRUMENTAL SUPPLIES-PEC	400.00	20.00	420.00	418.95	0.00	1.05
A 2110.450-03-0015	ART	1,200.00	0.00	1,200.00	1,194.70	0.00	5.30
A 2110.450-03-0071	PHYSICAL EDUCATION	1,500.00	0.00	1,500.00	1,500.00	0.00	0.00
A 2110.450-05-0000	SUPPLIES & MATERIALS - IEC	14,567.00	590.72	15,157.72	13,706.26	305.25	1,146.21
A 2110.450-05-0001	STUDENT RECOGNITION IEC	2,000.00	-203.46	1,796.54	138.80	161.20	1,496.54
A 2110.450-05-0011	MUSIC INSTRUMENTAL SUPPLIES-IEC	1,200.00	350.74	1,550.74	1,549.81	0.00	0.93
A 2110.450-05-0015	ART	1,561.00	0.00	1,561.00	1,554.97	0.00	6.03
A 2110.450-05-0071	PHYSICAL EDUCATION	2,000.00	0.00	2,000.00	1,902.79	0.00	97.21
A 2110.450-07-0000	SUPPLIES & MATERIALS - MS	25,800.00	-6,868.91	18,931.09	15,796.85	2,558.94	575.30
A 2110.450-07-0001	STUDENT RECOGNITION MS	1,600.00	2,500.00	4,100.00	0.00	1,960.00	2,140.00
A 2110.450-07-0011	MUSIC INSTRUMENTAL SUPPLIES-MS	3,855.00	2,505.47	6,360.47	6,303.08	35.80	21.59
A 2110.450-07-0015	ART	2,215.00	0.00	2,215.00	2,204.55	0.00	10.45
A 2110.450-07-0068	SUPPLIES & MATERIALS - MS - CREW	0.00	3,000.00	3,000.00	553.84	77.33	2,368.83
A 2110.450-07-0069	SUPPLIES & MATERIALS - MS - INNOVATION	0.00	2,000.00	2,000.00	1,846.83	0.00	153.17
A 2110.450-07-0071	PHYSICAL EDUCATION	2,000.00	0.00	2,000.00	1,907.32	0.00	92.68
A 2110.450-09-0000	SUPPLIES & MATERIALS - HS	40,000.00	-531.44	39,468.56	28,997.18	1,664.96	8,806.42

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2110.450-09-0001	SUDENT RECOGNITION SHS		3,000.00	500.00	3,500.00	900.00	0.00	2,600.00
A 2110.450-09-0011	MUSIC INSTRUMENTAL SUPPLIES-HS		4,163.00	-297.51	3,865.49	3,865.49	0.00	0.00
A 2110.450-09-0015	ART		13,000.00	0.00	13,000.00	12,243.30	747.48	9.22
A 2110.450-09-0052	SUPPLIES & MAT INTERNATIONAL HS		3,500.00	0.00	3,500.00	2,803.51	0.00	696.49
A 2110.450-09-0060	SUPPLIES & MATERIAL INT BUSINESS ACADEMY		5,000.00	0.00	5,000.00	2,469.30	0.00	2,530.70
A 2110.450-09-0071	PHYSICAL EDUCATION		4,000.00	0.00	4,000.00	3,599.38	0.00	400.62
A 2110.450-09-2000	COMMENCEMENT-SUPPLIES		18,000.00	157.12	18,157.12	12,384.21	250.00	5,522.91
A 2110.473-00-0000	CHARTER SCHOOL TUITION - REGULAR ED		13,400.00	0.00	13,400.00	0.00	0.00	13,400.00
A 2110.485-00-0000	TEXTBOOKS		175,000.00	9,760.56	184,760.56	147,962.56	28,842.00	7,956.00
A 2110.490-00-0000	BOCES SERVICES		507,319.00	0.00	507,319.00	472,945.68	0.00	34,373.32
2110	**TEACHING-REGULAR SCHOOL**	*	**13,506,688.00**	**29,610.14**	**13,536,298.14**	**10,583,456.79**	**66,038.31**	**2,886,803.04**
21		**	**13,506,688.00**	**29,610.14**	**13,536,298.14**	**10,583,456.79**	**66,038.31**	**2,886,803.04**
A 2250.150-00-0000	INSTRUCTIONAL SALARIES - PRIVATE SCHOOL		58,390.00	0.00	58,390.00	36,414.00	0.00	21,976.00
A 2250.150-00-0100	INSTRUCTIONAL SALARIES		0.00	79,673.88	79,673.88	77,290.84	0.00	2,383.04
A 2250.150-03-0000	INSTRUCTIONAL SALARIES - PEC		195,441.00	-79,673.88	115,767.12	206,492.52	0.00	-90,725.40
A 2250.150-03-1000	SUPPLEMENTAL		1,746.00	0.00	1,746.00	490.94	0.00	1,255.06
A 2250.150-05-0000	INSTUCTIONAL SALARIES - IEC		412,656.00	0.00	412,656.00	367,709.12	0.00	44,946.88
A 2250.150-05-1000	SUPPLEMENTAL - INSERVICE		40,097.00	0.00	40,097.00	34,573.86	0.00	5,523.14
A 2250.150-07-0000	INSTRUCTIONAL SALARIES -MS		406,758.00	0.00	406,758.00	511,801.43	0.00	-105,043.43
A 2250.150-07-1000	SUPPLEMENTAL		36,953.00	0.00	36,953.00	28,770.69	0.00	8,182.31
A 2250.150-09-0000	INSTRUCTIONAL SALARIES - HS		633,898.00	0.00	633,898.00	217,793.65	0.00	416,104.35
A 2250.150-09-1000	SUPPLEMENTAL		66,959.00	0.00	66,959.00	16,468.81	0.00	50,490.19
A 2250.151-03-0000	INST SALARIES RELATED SVCS - PEC		138,101.75	0.00	138,101.75	137,891.12	0.00	210.63
A 2250.151-05-0000	INST SALARIES RELATED SVCS - IEC		169,638.75	0.00	169,638.75	158,237.20	0.00	11,401.55
A 2250.151-07-0000	INST SALARIES RELATED SVCS - MS		117,604.15	0.00	117,604.15	70,682.70	0.00	46,921.45
A 2250.151-09-0000	INST SALARIES RELATED SVCS - HS		122,763.75	0.00	122,763.75	39,462.54	0.00	83,301.21
A 2250.152-00-0000	DIRECTOR SPL ED SALARY		106,577.00	0.00	106,577.00	98,405.46	0.00	8,171.54
A 2250.152-00-1000	SUPPLEMENTAL - DIRECTOR		4,400.00	0.00	4,400.00	0.00	0.00	4,400.00
A 2250.160-00-0000	SPEC ED SUPPORT STAFF		89,392.00	0.00	89,392.00	73,182.23	0.00	16,209.77
A 2250.160-00-1000	SPEC ED NON PUB AIDES		21,000.00	0.00	21,000.00	14,812.80	0.00	6,187.20
A 2250.160-03-0000	SPEC ED TEACHER AIDES - PEC		116,369.00	0.00	116,369.00	166,127.16	0.00	-49,758.16
A 2250.160-05-0000	SPEC ED TEACHER AIDES - IEC		105,282.00	0.00	105,282.00	168,751.80	0.00	-63,469.80

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2250.160-07-0000	SPEC ED TEACHER AIDES - MS		107,052.00	0.00	107,052.00	228,247.41	0.00	-121,195.41
A 2250.160-09-0000	SPEC ED TEACHER AIDES - SHS		122,912.00	0.00	122,912.00	106,968.37	0.00	15,943.63
A 2250.400-00-0000	CONTRACTUAL		321,020.00	9,551.00	330,571.00	174,124.79	46,132.24	110,313.97
A 2250.450-00-0000	SUPPLIES & MATERIALS		3,000.00	1,600.00	4,600.00	3,308.08	0.00	1,291.92
A 2250.450-03-0000	SUPPLIES PEC		3,000.00	-575.00	2,425.00	2,016.44	0.00	408.56
A 2250.450-05-0000	SUPPLIES IEC		2,000.00	0.00	2,000.00	1,813.13	0.00	186.87
A 2250.450-07-0000	SUPPLIES MS		2,400.00	-631.09	1,768.91	619.04	0.00	1,149.87
A 2250.450-09-0000	SUPPLIES SHS		9,950.00	-1,850.00	8,100.00	3,120.54	153.14	4,826.32
A 2250.472-00-0000	TUITION - ALL OTHER		1,699,145.00	379,776.10	2,078,921.10	1,582,597.80	311,673.83	184,649.47
A 2250.490-00-0000	BOCES SERVICES		2,614,376.00	-283,600.00	2,330,776.00	1,830,930.02	0.00	499,845.98
2250	**PROGRAMS-STUDENTS W/ DISABIL**	*	**7,728,881.40**	**104,271.01**	**7,833,152.41**	**6,359,104.49**	**357,959.21**	**1,116,088.71**
A 2280.490-00-0000	OCED 10-12-BOCES SVCS		893,000.00	0.00	893,000.00	901,930.00	0.00	-8,930.00
2280	**OCCUPATIONAL EDUCATION**	*	**893,000.00**	**0.00**	**893,000.00**	**901,930.00**	**0.00**	**-8,930.00**
22		**	**8,621,881.40**	**104,271.01**	**8,726,152.41**	**7,261,034.49**	**357,959.21**	**1,107,158.71**
A 2330.400-00-0003	COMMUNITY ED CONTRACTUAL		0.00	0.00	0.00	-585.00	0.00	585.00
A 2330.490-00-0000	SP SCH - BOCES SVCS		32,985.00	0.00	32,985.00	44,337.00	0.00	-11,352.00
2330	**TEACHING-SPECIAL SCHOOLS**	*	**32,985.00**	**0.00**	**32,985.00**	**43,752.00**	**0.00**	**-10,767.00**
23		**	**32,985.00**	**0.00**	**32,985.00**	**43,752.00**	**0.00**	**-10,767.00**
A 2610.150-03-0000	INSTRUCTIONAL SALARIES - PEC		64,738.00	0.00	64,738.00	49,798.40	0.00	14,939.60
A 2610.150-03-1000	SUPPLEMENTAL - PEC		329.00	0.00	329.00	103.00	0.00	226.00
A 2610.150-05-0000	INSTRUCTIONAL SALARIES - IEC		109,045.00	0.00	109,045.00	99,131.80	0.00	9,913.20
A 2610.150-07-0000	INSTRUCTIONAL SALARIES - MS		102,850.00	0.00	102,850.00	31,646.20	0.00	71,203.80
A 2610.150-07-1000	SUPPLEMENTAL - MS		32,288.00	0.00	32,288.00	10,280.03	0.00	22,007.97
A 2610.150-09-0000	INSTRUCTIONAL SALARIES - HS		32,369.00	0.00	32,369.00	47,469.20	0.00	-15,100.20
A 2610.150-09-1000	SUPPLEMENTAL - SHS		4,392.00	0.00	4,392.00	16,670.13	0.00	-12,278.13
A 2610.200-09-0000	EQUIPMENT-HS		0.00	1,964.99	1,964.99	1,964.99	0.00	0.00
A 2610.450-03-0000	LIB SUPPLIES - PEC		4,430.00	0.00	4,430.00	4,407.40	0.00	22.60
A 2610.450-05-0000	LIB SUPPLIES - IEC		4,430.00	0.00	4,430.00	4,144.37	0.00	285.63
A 2610.450-07-0000	LIB SUPPLIES MS		4,430.00	0.00	4,430.00	1,928.76	2,127.55	373.69
A 2610.450-09-0000	LIB SUPPLIES HS		4,430.00	0.00	4,430.00	2,404.50	550.20	1,475.30
A 2610.460-00-0000	STATE AIDED LIBRARY		31,000.00	2,003.50	33,003.50	28,191.17	4,701.29	111.04
A 2610.490-00-0000	BOCES SERVICES		87,948.00	0.00	87,948.00	88,527.17	0.00	-579.17
2610	**SCHOOL LIBRARY & AUDIOVISUAL**	*	**482,679.00**	**3,968.49**	**486,647.49**	**386,667.12**	**7,379.04**	**92,601.33**

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2630.200-00-0000	STATE AIDED HARDWARE		27,402.00	8,414.54	35,816.54	29,140.76	6,501.60	174.18
A 2630.450-00-0000	DISTRICT TECHNOLOGY		5,000.00	-165.00	4,835.00	3,379.30	0.00	1,455.70
A 2630.460-00-0000	STATE AIDED SOFTWARE		33,001.00	4,498.04	37,499.04	35,063.31	2,321.90	113.83
A 2630.490-00-0000	BOCES SERVICES-MANAGED SERVICES		404,672.00	0.00	404,672.00	402,981.31	0.00	1,690.69
2630	**COMPUTER ASSISTED INSTRUCTION**	*	**470,075.00**	**12,747.58**	**482,822.58**	**470,564.68**	**8,823.50**	**3,434.40**
26		**	**952,754.00**	**16,716.07**	**969,470.07**	**857,231.80**	**16,202.54**	**96,035.73**
A 2810.150-00-0000	GUID - INSTRUCTIONAL		185,000.00	0.00	185,000.00	0.00	0.00	185,000.00
A 2810.150-07-0000	INSTRUCTIONAL SALARIES - MS		189,323.00	0.00	189,323.00	146,507.80	0.00	42,815.20
A 2810.150-07-1000	SUPPLEMENTAL MS		4,581.00	0.00	4,581.00	3,373.46	0.00	1,207.54
A 2810.150-07-2000	INSTRUCTIONAL SALARIES SUMMER - MS		19,400.00	0.00	19,400.00	10,429.74	0.00	8,970.26
A 2810.150-09-0000	INSTRUCTIONAL SALARIES - HS		259,068.00	0.00	259,068.00	199,283.20	0.00	59,784.80
A 2810.150-09-1000	SUPPLEMENTAL SHS		14,304.00	0.00	14,304.00	10,548.86	0.00	3,755.14
A 2810.150-09-2000	INSTRUCTIONAL SALARIES SUMMER - SHS		27,340.00	0.00	27,340.00	12,027.95	0.00	15,312.05
A 2810.160-07-0000	NON INSTRUCTIONAL SALARIES - MS		44,731.00	0.00	44,731.00	43,482.81	0.00	1,248.19
A 2810.160-09-0000	NON INSTRUCTIONALSALARIES - SHS		88,942.00	0.00	88,942.00	82,235.50	0.00	6,706.50
A 2810.400-07-0000	CONTRACTUAL - MS		450.00	-238.00	212.00	211.72	0.00	0.28
A 2810.400-09-0000	CONTRACTUAL - HS		450.00	0.00	450.00	0.00	0.00	450.00
A 2810.450-07-0000	GUID - SUPP/MATLS - MS		500.00	238.00	738.00	714.52	0.00	23.48
A 2810.450-09-0000	GUID - SUPP/MATLS - HS		500.00	0.00	500.00	449.46	0.00	50.54
2810	**GUIDANCE-REGULAR SCHOOL**	*	**834,589.00**	**0.00**	**834,589.00**	**509,265.02**	**0.00**	**325,323.98**
A 2815.160-00-0000	NON PUB NURSE SALARY		40,659.00	0.00	40,659.00	32,578.96	0.00	8,080.04
A 2815.160-00-4000	NURSE SUBS		5,000.00	0.00	5,000.00	11,553.16	0.00	-6,553.16
A 2815.160-03-0000	NON INSTRUCTIONAL SALARIES - PEC		41,749.00	0.00	41,749.00	33,917.99	0.00	7,831.01
A 2815.160-05-0000	NON INSTRUCTIONAL SALARIES - IEC		52,042.00	0.00	52,042.00	43,081.19	0.00	8,960.81
A 2815.160-07-0000	NON INSTRUCTIONAL SALARIES - MS		54,817.00	0.00	54,817.00	46,690.04	0.00	8,126.96
A 2815.160-09-0000	NON INSTRUCTIONAL SALARIES - SHS		44,756.00	0.00	44,756.00	40,155.78	0.00	4,600.22
A 2815.400-00-0000	HEALTH SERVICES-CONTRACTUAL		75,000.00	-1,960.00	73,040.00	6,782.92	0.00	66,257.08
A 2815.400-00-1000	CONTRACTUAL-TRAVEL NURSE MILEAGE		0.00	300.00	300.00	164.09	70.91	65.00
A 2815.400-00-2000	NON-PUBLIC HEALTH SERVICES		38,000.00	0.00	38,000.00	15,150.02	0.00	22,849.98
A 2815.400-00-3000	TRAVEL & CONFERENCE		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 2815.400-05-0000	CONTRACTUAL - IEC		150.00	0.00	150.00	49.00	0.00	101.00
A 2815.450-00-0000	SUPPLIES - NON PUBLIC		0.00	1,960.00	1,960.00	1,983.98	0.00	-23.98
A 2815.450-03-0000	SUPPLIES - PEC		710.00	0.00	710.00	705.02	0.00	4.98

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2815.450-05-0000	SUPPLIES - IEC	656.00	0.00	656.00	651.76	0.00	4.24
A 2815.450-07-0000	SUPPLIES - MS	710.00	0.00	710.00	603.83	0.00	106.17
A 2815.450-09-0000	SUPPLIES - HS	710.00	0.00	710.00	0.00	0.00	710.00
A 2815.490-00-0000	BOCES STUDENT SUPPORT	49,636.00	0.00	49,636.00	42,618.42	0.00	7,017.58
2815	**HEALTH SERVICES-REGULAR SCHOOL ***	**405,595.00**	**300.00**	**405,895.00**	**276,686.16**	**70.91**	**129,137.93**
A 2820.150-00-1000	SUPPLEMENTAL	2,048.00	0.00	2,048.00	1,500.00	0.00	548.00
A 2820.150-03-0000	INSTRUCTIONAL SALARIES - PEC	52,664.00	0.00	52,664.00	46,443.86	0.00	6,220.14
A 2820.150-03-1000	SUPPLEMENTAL - PEC	2,010.00	0.00	2,010.00	1,980.53	0.00	29.47
A 2820.150-03-2000	INSTRUCTIONAL SALARIES - SUMMER PEC	5,460.00	0.00	5,460.00	1,854.90	0.00	3,605.10
A 2820.150-05-0000	INSTRUCTIONAL SALARIES - IEC	57,666.00	0.00	57,666.00	37,011.07	0.00	20,654.93
A 2820.150-05-2000	INSTRUCTIONAL SALARIES - SUMMER IEC	5,760.00	0.00	5,760.00	2,245.04	0.00	3,514.96
A 2820.150-07-0000	INSTRUCTIONAL SALARIES - MS	40,287.60	0.00	40,287.60	24,840.37	0.00	15,447.23
A 2820.150-07-2000	INSTRUCTIONAL SALARIES - MS SUMMER	4,020.00	0.00	4,020.00	1,640.31	0.00	2,379.69
A 2820.150-09-0000	INSTRUCTIONAL SALARIES - HS	31,598.40	0.00	31,598.40	0.00	0.00	31,598.40
A 2820.150-09-2000	INSTRUCTIONAL SALARIES - SHS SUMMER	3,160.00	0.00	3,160.00	985.48	0.00	2,174.52
A 2820.450-00-0000	SUPPLIES & MATERIALS	3,944.00	0.00	3,944.00	3,449.63	0.00	494.37
2820	**PSYCHOLOGICAL SRVC-REG SCHOOL ***	**208,618.00**	**0.00**	**208,618.00**	**121,951.19**	**0.00**	**86,666.81**
A 2825.150-03-0000	INSTRUCTIONAL SALARIES - PEC	52,664.00	0.00	52,664.00	40,510.80	0.00	12,153.20
A 2825.150-03-1000	SUPPLEMENTAL - PEC	400.00	0.00	400.00	1,597.60	0.00	-1,197.60
A 2825.150-03-2000	SUMMER ASSISTANCE - PEC	5,300.00	0.00	5,300.00	2,052.83	0.00	3,247.17
A 2825.150-05-0000	INSTRUCTIONAL SALARIES - IEC	64,738.00	0.00	64,738.00	49,798.40	0.00	14,939.60
A 2825.150-05-1000	SUPPLEMENTAL - IEC	6,948.00	0.00	6,948.00	7,378.37	0.00	-430.37
A 2825.150-05-2000	SUMMER ASSISTANCE - IEC	7,160.00	0.00	7,160.00	2,733.61	0.00	4,426.39
A 2825.150-07-0000	INSTRUCTIONAL SALARIES - MS	79,579.00	0.00	79,579.00	61,214.60	0.00	18,364.40
A 2825.150-07-1000	SUPPLEMENTAL - MS	400.00	0.00	400.00	1,957.60	0.00	-1,557.60
A 2825.150-07-2000	SUMMER ASSISTANCE - MS	8,000.00	0.00	8,000.00	3,077.18	0.00	4,922.82
A 2825.150-09-0000	INSTRUCTIONAL SALARIES - HS	56,415.00	0.00	56,415.00	43,396.20	0.00	13,018.80
A 2825.150-09-1000	SUPPLEMENTAL - SHS	2,885.00	0.00	2,885.00	2,388.86	0.00	496.14
A 2825.150-09-2000	SUMMER ASSISTANCE - SHS	5,940.00	0.00	5,940.00	2,816.56	0.00	3,123.44
2825	**SOCIAL WORK SRVC-REG SCHOOL ***	**290,429.00**	**0.00**	**290,429.00**	**218,922.61**	**0.00**	**71,506.39**
A 2850.150-00-0000	EXTRA CURRICULAR CLUB	150,000.00	0.00	150,000.00	50,322.00	0.00	99,678.00
A 2850.150-00-2000	FITNESS CENTER CHAPERONES	28,500.00	0.00	28,500.00	20,310.75	0.00	8,189.25
A 2850.150-05-1000	CHAPERONES - IEC	1,350.00	0.00	1,350.00	364.98	0.00	985.02

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2850.150-07-1000	CHAPERONES - MS		9,000.00	0.00	9,000.00	1,789.81	0.00	7,210.19
A 2850.150-07-5000	CHAPERONES - MS		0.00	0.00	0.00	94.20	0.00	-94.20
A 2850.150-09-1000	CHAPERONES - HS		10,000.00	0.00	10,000.00	9,303.29	0.00	696.71
A 2850.160-00-0000	EXTRA CURRICULAR CLUB - NONINSTRUCTIONAL		4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
A 2850.160-05-5000	CHAPERONES - IEC		1,000.00	0.00	1,000.00	270.78	0.00	729.22
A 2850.160-07-5000	CHAPERONES - MS		2,500.00	0.00	2,500.00	1,059.76	0.00	1,440.24
A 2850.160-09-5000	CHAPERONES - HS		3,000.00	0.00	3,000.00	94.20	0.00	2,905.80
2850	**CO-CURRICULAR ACTIV-REG SCHL**	*	**209,350.00**	**0.00**	**209,350.00**	**83,609.77**	**0.00**	**125,740.23**
A 2855.150-00-0000	ATHLETIC DIRECTOR		117,486.00	0.00	117,486.00	108,270.80	0.00	9,215.20
A 2855.150-00-1000	SUPPLEMENTAL		4,850.00	0.00	4,850.00	4,895.20	0.00	-45.20
A 2855.150-60-0000	INT ATH - COACHES		292,000.00	-2,551.00	289,449.00	182,344.40	0.00	107,104.60
A 2855.150-60-0500	INTRAMURALS		10,000.00	1,062.00	11,062.00	6,593.25	0.00	4,468.75
A 2855.150-60-5000	TICKET TKRS, SLRS, SCORERS		31,000.00	0.00	31,000.00	22,526.75	0.00	8,473.25
A 2855.160-60-0000	INT ATH-NONINSTRUCTIONAL		130,816.00	0.00	130,816.00	82,162.51	0.00	48,653.49
A 2855.163-00-0000	NON INSTRUCTIONAL SALARIES - OTHER		19,678.00	0.00	19,678.00	27,319.88	0.00	-7,641.88
A 2855.200-00-0000	ATHLETIC EQUIPMENT		9,250.00	5,570.00	14,820.00	6,362.45	4,139.95	4,317.60
A 2855.400-00-0000	ATHLETICS CONTRACTUAL		116,200.00	17,725.00	133,925.00	128,950.98	2,003.75	2,970.27
A 2855.400-00-1000	CONTRACTUAL - OFFICIALS		65,865.00	-652.00	65,213.00	49,182.56	0.00	16,030.44
A 2855.400-60-3000	TRAVEL/CONFERENCE		4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
A 2855.450-00-0000	SUPPLIES & MATERIALS		90,716.00	-15,887.00	74,829.00	61,830.83	3,973.39	9,024.78
A 2855.490-00-0000	BOCES SERVICES		26,198.00	0.00	26,198.00	22,177.66	0.00	4,020.34
2855	**INTERSCHOL ATHLETICS-REG SCHL**	*	**918,059.00**	**5,267.00**	**923,326.00**	**702,617.27**	**10,117.09**	**210,591.64**
28		**	**2,866,640.00**	**5,567.00**	**2,872,207.00**	**1,913,052.02**	**10,188.00**	**948,966.98**
2		***	**27,678,959.40**	**161,102.46**	**27,840,061.86**	**22,097,901.91**	**453,777.88**	**5,288,382.07**
A 5510.150-00-0000	INSTRUCTIONAL SALARIES		15,399.00	0.00	15,399.00	0.00	0.00	15,399.00
A 5510.160-00-00	NON INSTRUCTIONAL SALARIES		5,801.90	0.00	5,801.90	5,356.08	0.00	445.82
A 5510.160-80-1000	BUS MONITORS		0.00	0.00	0.00	0.00	0.00	0.00
A 5510.162-00-0000	NON INSTRUCTIONAL SALARIES - MONITORS		100,765.00	0.00	100,765.00	82,801.92	0.00	17,963.08
A 5510.400-00-0000	CONTRACTUAL		1,400.00	8,002.34	9,402.34	8,002.34	0.00	1,400.00
A 5510.450-00-0000	SUPPLIES & MATERIALS		75.00	0.00	75.00	0.00	0.00	75.00
5510	**DISTRICT TRANSPORT-MEDICAID**	*	**123,440.90**	**8,002.34**	**131,443.24**	**96,160.34**	**0.00**	**35,282.90**
A 5540.400-00-0000	CONTRACTUAL		7,904.00	-7,903.34	0.66	0.00	0.00	0.66

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 5540.400-00-1000	CONTRACT - REGULAR RUNS		2,020,172.00	-99.00	2,020,073.00	1,367,928.38	399,078.10	253,066.52
A 5540.400-00-3000	CONTRACT - BOCES- SUMMER		125,000.00	0.00	125,000.00	0.00	0.00	125,000.00
A 5540.400-00-4000	CONTRACT - SUMMER SCHOOL GEN ED		25,000.00	0.00	25,000.00	6,221.07	0.00	18,778.93
A 5540.400-00-5000	CONTRACT - SPECIAL EDUCATION SCHOOL YEAR		1,060,405.00	-300.00	1,060,105.00	798,081.86	233,707.20	28,315.94
A 5540.400-00-6000	CONTRACT - SPORTS		162,058.00	-480.00	161,578.00	74,032.26	20,305.13	67,240.61
A 5540.400-00-7000	CONTRACT - MUSIC TRIPS		2,460.00	4,320.00	6,780.00	867.85	2,047.58	3,864.57
A 5540.400-00-8000	CONTRACT - FIELD TRIPS		9,840.00	-8,660.00	1,180.00	-385.56	0.00	1,565.56
A 5540.400-03-8000	CONTRACT - FIELD TRIPS PEC		1,500.00	2,340.00	3,840.00	934.61	2,715.37	190.02
A 5540.400-05-8000	CONTRACT - FIELD TRIPS IEC		8,040.00	-4,200.00	3,840.00	0.00	3,248.00	592.00
A 5540.400-07-8000	CONTRACT - FIELD TRIPS MS		0.00	1,760.00	1,760.00	452.61	0.00	1,307.39
A 5540.400-07-8068	CONTRACT - FIELD TRIPS MS - CREW		0.00	3,240.00	3,240.00	0.00	0.00	3,240.00
A 5540.400-07-8069	CONTRACT - FIELD TRIPS MS - INNOVATION		0.00	3,000.00	3,000.00	1,199.45	360.00	1,440.55
A 5540.400-09-8000	CONTRACT - FIELD TRIPS HS		15,800.00	-7,800.00	8,000.00	5,418.65	1,582.73	998.62
A 5540.400-09-8052	CONTRACT - FIELD TRIPS HS - INT'L		0.00	6,000.00	6,000.00	396.58	0.00	5,603.42
A 5540.450-00-0000	SUPPLIES & MATERIALS - FUEL		315,000.00	7,666.66	322,666.66	84,719.58	26,753.11	211,193.97
5540	**CONTRACT TRANSPORT-MEDICAID**	*	**3,753,179.00**	**-1,115.68**	**3,752,063.32**	**2,339,867.34**	**689,797.22**	**722,398.76**
55		**	**3,876,619.90**	**6,886.66**	**3,883,506.56**	**2,436,027.68**	**689,797.22**	**757,681.66**
5		***	**3,876,619.90**	**6,886.66**	**3,883,506.56**	**2,436,027.68**	**689,797.22**	**757,681.66**
A 8060.160-00-0000	COMMUNITY EDUCATION NON INSTRUCTIONAL SALARIES		5,000.00	0.00	5,000.00	9,325.06	0.00	-4,325.06
A 8060.400-00-0001	COMMUNITY EDUCATION COORDINATOR		27,820.00	0.00	27,820.00	18,545.44	0.00	9,274.56
A 8060.400-00-0002	COMMUNITY EDUCATION INSTRUCTORS		42,840.00	0.00	42,840.00	35,027.70	0.00	7,812.30
8060	**CIVIC ACTIVITIES**	*	**75,660.00**	**0.00**	**75,660.00**	**62,898.20**	**0.00**	**12,761.80**
80		**	**75,660.00**	**0.00**	**75,660.00**	**62,898.20**	**0.00**	**12,761.80**
8		***	**75,660.00**	**0.00**	**75,660.00**	**62,898.20**	**0.00**	**12,761.80**
A 9010.800-00-0000	NYSERS		651,352.00	0.00	651,352.00	614,471.95	0.00	36,880.05
9010	**STATE RETIREMENT**	*	**651,352.00**	**0.00**	**651,352.00**	**614,471.95**	**0.00**	**36,880.05**
A 9020.800-00-0000	NYSTRS		1,896,994.00	0.00	1,896,994.00	1,871,211.26	0.00	25,782.74
9020	**TEACHERS' RETIREMENT**	*	**1,896,994.00**	**0.00**	**1,896,994.00**	**1,871,211.26**	**0.00**	**25,782.74**
A 9030.800-00-0000	SOCIAL SECURITY - ADM		1,876,902.00	0.00	1,876,902.00	1,339,392.65	0.00	537,509.35
9030	**SOCIAL SECURITY**	*	**1,876,902.00**	**0.00**	**1,876,902.00**	**1,339,392.65**	**0.00**	**537,509.35**
A 9040.800-00-0000	WORKER'S COMPENSATION - ADM		300,000.00	0.00	300,000.00	205,339.39	0.00	94,660.61
9040	**WORKERS' COMPENSATION**	*	**300,000.00**	**0.00**	**300,000.00**	**205,339.39**	**0.00**	**94,660.61**

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 9045.800-00-0000	LIFE INSURANCE		11,000.00	0.00	11,000.00	7,165.69	2,834.31	1,000.00
9045	**LIFE INSURANCE**	*	**11,000.00**	**0.00**	**11,000.00**	**7,165.69**	**2,834.31**	**1,000.00**
A 9050.800-00-0000	UNEMPLOYMENT INSURANCE		45,000.00	0.00	45,000.00	8,934.66	0.00	36,065.34
9050	**UNEMPLOYMENT INSURANCE**	*	**45,000.00**	**0.00**	**45,000.00**	**8,934.66**	**0.00**	**36,065.34**
A 9060.800-00-0000	HEALTH INSURANCE		5,845,274.00	-14,000.00	5,831,274.00	5,285,652.99	10,394.38	535,226.63
A 9060.800-00-1000	HEALTH INSURANCE INCENTIVE		146,300.00	0.00	146,300.00	35,240.44	0.00	111,059.56
A 9060.800-00-2000	EMPLOYER FUNDED- 105H (HRA)		225,000.00	1,002.00	226,002.00	175,517.00	0.00	50,485.00
A 9060.800-00-3000	RETIREE MEDICAL REIMBURSEMENTS		23,000.00	0.00	23,000.00	6,660.37	20.90	16,318.73
A 9060.800-00-5000	BENEFITS ADMINISTRATIVE FEES		80,000.00	14,000.00	94,000.00	91,982.16	5,000.00	-2,982.16
9060	**HOSPITAL, MEDICAL & DENTAL INS**	*	**6,319,574.00**	**1,002.00**	**6,320,576.00**	**5,595,052.96**	**15,415.28**	**710,107.76**
A 9089.800-00-0000	OTHER RETIREE 403B, 403B ADM		433,973.00	0.00	433,973.00	0.00	0.00	433,973.00
9089	**OTHER**	*	**433,973.00**	**0.00**	**433,973.00**	**0.00**	**0.00**	**433,973.00**
90		**	**11,534,795.00**	**1,002.00**	**11,535,797.00**	**9,641,568.56**	**18,249.59**	**1,875,978.85**
A 9710.610-80-9900	2010 PRINCIPAL $10.0 PHASE 3		830,000.00	0.00	830,000.00	0.00	0.00	830,000.00
A 9710.610-80-9901	2017 PRINCIPAL $2.3 RENOVATION SERIAL BOND PRINC		200,000.00	0.00	200,000.00	0.00	0.00	200,000.00
A 9710.610-80-9902	2017 PRINCIPAL $26 ADDITION & RENOVATION 2018A 20.7M DASNY		1,410,000.00	0.00	1,410,000.00	1,410,000.00	0.00	0.00
A 9710.610-80-9903	2022 PRINCIPAL 9.25 RENOVATION 7.6M SERIAL BOND PRINC		505,000.00	0.00	505,000.00	505,000.00	0.00	0.00
A 9710.710-80-9900	2010 INTEREST $10.0 PHASE 3		39,500.00	0.00	39,500.00	19,750.00	0.00	19,750.00
A 9710.710-80-9901	2017 INTEREST $2.3 RENOVATION SERIAL BOND INTEREST		25,000.00	0.00	25,000.00	12,500.00	0.00	12,500.00
A 9710.710-80-9902	2017 INTEREST $26 ADDITION & RENOVATION 2018A 20.7M DASNY INT		690,250.00	0.00	690,250.00	690,250.00	0.00	0.00
A 9710.710-80-9903	2022 INTEREST $9.25 RENOVATION 7.6M SERIAL BOND INT		166,000.00	0.00	166,000.00	85,525.00	0.00	80,475.00
9710	**DEBT SERVICE-SERIAL BONDS**	*	**3,865,750.00**	**0.00**	**3,865,750.00**	**2,723,025.00**	**0.00**	**1,142,725.00**
A 9731.600-00-0000	BOND ANTICIPATION NOTES - PRINCIPAL EST 17.25M		710,000.00	0.00	710,000.00	0.00	0.00	710,000.00
A 9731.700-00-0000	BOND ANTICIPATION NOTES - INTEREST EST 17.25M		638,400.00	0.00	638,400.00	0.00	0.00	638,400.00
9731		*	**1,348,400.00**	**0.00**	**1,348,400.00**	**0.00**	**0.00**	**1,348,400.00**
A 9789.600-00-0000	OTHER DEBT PRINCIPAL SOLAR EPC 1.4M		81,943.00	0.00	81,943.00	40,624.54	0.00	41,318.46
A 9789.700-00-0000	OTHER DEBT INTEREST SOLAR EPC 1.4M		48,620.00	0.00	48,620.00	24,657.15	0.00	23,962.85
9789		*	**130,563.00**	**0.00**	**130,563.00**	**65,281.69**	**0.00**	**65,281.31**

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
97		**	**5,344,713.00**	**0.00**	**5,344,713.00**	**2,788,306.69**	**0.00**	**2,556,406.31**
A 9901.950-80-0000	TRANSFER TO SPECIAL AID		94,000.00	0.00	94,000.00	0.00	0.00	94,000.00
9901	**TRANSFER TO SPECIAL AID**	*	**94,000.00**	**0.00**	**94,000.00**	**0.00**	**0.00**	**94,000.00**
99		**	**94,000.00**	**0.00**	**94,000.00**	**0.00**	**0.00**	**94,000.00**
9		***	**16,973,508.00**	**1,002.00**	**16,974,510.00**	**12,429,875.25**	**18,249.59**	**4,526,385.16**
	Fund ATotals:		**54,651,119.00**	**343,253.44**	**54,994,372.44**	**42,095,225.92**	**1,750,622.58**	**11,148,523.94**
C 2860.200-80-0000	SCHOOL LUNCH EQUIPMENT		20,000.00	7,676.00	27,676.00	3,816.71	0.00	23,859.29
C 2860.400-80-0000	SCHOOL LUNCH CONT - MAINT		20,000.00	0.00	20,000.00	13,304.31	0.00	6,695.69
C 2860.400-80-1000	SCHOOL LUNCH CONT - MANAGMT		500,000.00	0.00	500,000.00	396,907.14	93,838.87	9,253.99
C 2860.400-80-2000	SCHOOL LUNCH DONATED FOOD		65,000.00	0.00	65,000.00	55,972.74	0.00	9,027.26
C 2860.450-80-0000	SCHOOL LUNCH SUPPLIES		5,000.00	0.00	5,000.00	724.18	96.35	4,179.47
2860		*	**610,000.00**	**7,676.00**	**617,676.00**	**470,725.08**	**93,935.22**	**53,015.70**
28		**	**610,000.00**	**7,676.00**	**617,676.00**	**470,725.08**	**93,935.22**	**53,015.70**
2		***	**610,000.00**	**7,676.00**	**617,676.00**	**470,725.08**	**93,935.22**	**53,015.70**
	Fund CTotals:		**610,000.00**	**7,676.00**	**617,676.00**	**470,725.08**	**93,935.22**	**53,015.70**
F1123 2250.160	2023-2024 611 Support Salaries		0.00	0.00	0.00	0.00	0.00	0.00
F1123 2250.400	2023-2024 611 Services		20,768.00	0.00	20,768.00	20,740.00	0.00	28.00
F1123 2250.460	2023-2024 611 TRAVEL EXPENSES		236.16	0.00	236.16	0.00	0.00	236.16
2250		*	**21,004.16**	**0.00**	**21,004.16**	**20,740.00**	**0.00**	**264.16**
22		**	**21,004.16**	**0.00**	**21,004.16**	**20,740.00**	**0.00**	**264.16**
2		***	**21,004.16**	**0.00**	**21,004.16**	**20,740.00**	**0.00**	**264.16**
	Fund F1123Totals:		**21,004.16**	**0.00**	**21,004.16**	**20,740.00**	**0.00**	**264.16**
F1124 2250.150	2024-2025 611 Prof Salaries		472,069.00	0.00	472,069.00	377,847.21	0.00	94,221.79
F1124 2250.160	2024-2025 611 Support Salaries		0.00	0.00	0.00	18,125.00	0.00	-18,125.00
F1124 2250.400	2024-2025 611 Services		145,290.00	0.00	145,290.00	79,340.00	0.00	65,950.00
F1124 2250.450	2024-2025 611 SUPPLIES		3,049.00	0.00	3,049.00	2,377.45	6,242.94	-5,571.39
2250		*	**620,408.00**	**0.00**	**620,408.00**	**477,689.66**	**6,242.94**	**136,475.40**
22		**	**620,408.00**	**0.00**	**620,408.00**	**477,689.66**	**6,242.94**	**136,475.40**
2		***	**620,408.00**	**0.00**	**620,408.00**	**477,689.66**	**6,242.94**	**136,475.40**
	Fund F1124Totals:		**620,408.00**	**0.00**	**620,408.00**	**477,689.66**	**6,242.94**	**136,475.40**

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
F1924 2250.160	2024-2025 619 NONINSTRUCTIONAL SALARIES		6,668.00	0.00	6,668.00	3,958.08	0.00	2,709.92
F1924 2250.400	2024-2025 619 PURCHASED SERVICES		12,636.00	0.00	12,636.00	13,689.00	0.00	-1,053.00
2250		*	**19,304.00**	**0.00**	**19,304.00**	**17,647.08**	**0.00**	**1,656.92**
22		**	**19,304.00**	**0.00**	**19,304.00**	**17,647.08**	**0.00**	**1,656.92**
2		***	**19,304.00**	**0.00**	**19,304.00**	**17,647.08**	**0.00**	**1,656.92**
	Fund F1924Totals:		**19,304.00**	**0.00**	**19,304.00**	**17,647.08**	**0.00**	**1,656.92**
FARP 2110.200	ARP EQUIPMENT		0.00	5,463.00	5,463.00	5,463.00	0.00	0.00
FARP 2110.450	ARP SUPPLIES & MATERIALS		0.00	1,316.00	1,316.00	1,316.00	0.00	0.00
2110		*	**0.00**	**6,779.00**	**6,779.00**	**6,779.00**	**0.00**	**0.00**
21		**	**0.00**	**6,779.00**	**6,779.00**	**6,779.00**	**0.00**	**0.00**
2		***	**0.00**	**6,779.00**	**6,779.00**	**6,779.00**	**0.00**	**0.00**
	Fund FARPTotals:		**0.00**	**6,779.00**	**6,779.00**	**6,779.00**	**0.00**	**0.00**
FIN23 2020.150-03	CHINESE GRANT ADMIN SALARIES PEC		2,375.00	0.00	2,375.00	0.00	0.00	2,375.00
FIN23 2020.150-05	CHINESE GRANT ADMIN SALARIES IEC		2,875.00	0.00	2,875.00	0.00	0.00	2,875.00
FIN23 2020.150-09	CHINESE GRANT ADMIN SALARIES HS		350.00	0.00	350.00	0.00	0.00	350.00
2020		*	**5,600.00**	**0.00**	**5,600.00**	**0.00**	**0.00**	**5,600.00**
20		**	**5,600.00**	**0.00**	**5,600.00**	**0.00**	**0.00**	**5,600.00**
FIN23 2110.150-03	CHINESE GRANT INSTRUCTIONAL SALARIES PEC		2,525.00	0.00	2,525.00	511.78	0.00	2,013.22
FIN23 2110.150-05	CHINESE GRANT INSTRUCTIONAL SALARIES IEC		2,525.00	0.00	2,525.00	0.00	0.00	2,525.00
FIN23 2110.160-03	CHINESE GRANT NON-INSTRUCTIONAL SALARIES PEC		1,050.00	0.00	1,050.00	0.00	0.00	1,050.00
FIN23 2110.160-05	CHINESE GRANT NON-INSTRUCTIONAL SALARIES IEC		1,150.00	0.00	1,150.00	0.00	0.00	1,150.00
FIN23 2110.160-07	CHINESE GRANT NON-INSTRUCTIONAL SALARIES MS		1,950.00	0.00	1,950.00	0.00	0.00	1,950.00
FIN23 2110.160-09	CHINESE GRANT NON-INSTRUCTIONAL SALARIES HS		1,550.00	0.00	1,550.00	0.00	0.00	1,550.00
FIN23 2110.400-03	CHINESE GRANT CONTRACTUAL PEC		516.50	0.00	516.50	500.00	0.00	16.50
FIN23 2110.400-05	CHINESE GRANT CONTRACTUAL IEC		516.50	0.00	516.50	500.00	0.00	16.50
FIN23 2110.400-07	CHINESE GRANT CONTRACTUAL MS		4,291.88	0.00	4,291.88	4,050.00	0.00	241.88
FIN23 2110.400-09	CHINESE GRANT CONTRACTUAL HS		2,689.17	0.00	2,689.17	2,878.39	0.00	-189.22

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
FIN23 2110.450-03	CHINESE GRANT SUPPLIES PEC		2,055.40	0.00	2,055.40	883.90	0.00	1,171.50
FIN23 2110.450-05	CHINESE GRANT SUPPLIES IEC		2,250.00	0.00	2,250.00	0.00	0.00	2,250.00
FIN23 2110.450-07	CHINESE GRANT SUPPLIES MS		2,700.00	0.00	2,700.00	0.00	0.00	2,700.00
FIN23 2110.450-09	CHINESE GRANT SUPPLIES HS		3,250.00	0.00	3,250.00	1,500.00	0.00	1,750.00
2110		*	**29,019.45**	**0.00**	**29,019.45**	**10,824.07**	**0.00**	**18,195.38**
21		**	**29,019.45**	**0.00**	**29,019.45**	**10,824.07**	**0.00**	**18,195.38**
2		***	**34,619.45**	**0.00**	**34,619.45**	**10,824.07**	**0.00**	**23,795.38**
	Fund FIN23Totals:		**34,619.45**	**0.00**	**34,619.45**	**10,824.07**	**0.00**	**23,795.38**
FIN24 2110.400-03	CHINESE GRANT (CBC) CONTRACTUAL PEC		4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
FIN24 2110.400-05	CHINESE GRANT (CBC) CONTRACTUAL IEC		4,500.00	0.00	4,500.00	800.00	0.00	3,700.00
FIN24 2110.400-07	CHINESE GRANT (CBC) CONTRACTUAL MS		9,000.00	0.00	9,000.00	3,779.16	0.00	5,220.84
FIN24 2110.400-09	CHINESE GRANT (CBC) CONTRACTUAL HS		14,000.00	0.00	14,000.00	3,779.16	0.00	10,220.84
FIN24 2110.450-03	CHINESE GRANT (CBC) SUPPLIES PEC		2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
FIN24 2110.450-05	CHINESE GRANT (CBC) SUPPLIES IEC		2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
FIN24 2110.450-07	CHINESE GRANT (CBC) SUPPLIES MS		2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
FIN24 2110.450-09	CHINESE GRANT (CBC) SUPPLIES HS		2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
2110		*	**40,000.00**	**0.00**	**40,000.00**	**8,358.32**	**0.00**	**31,641.68**
21		**	**40,000.00**	**0.00**	**40,000.00**	**8,358.32**	**0.00**	**31,641.68**
2		***	**40,000.00**	**0.00**	**40,000.00**	**8,358.32**	**0.00**	**31,641.68**
	Fund FIN24Totals:		**40,000.00**	**0.00**	**40,000.00**	**8,358.32**	**0.00**	**31,641.68**
FPK24 2110.400	PRE K CONTRACTUAL		423,520.00	0.00	423,520.00	381,168.00	42,352.00	0.00
2110		*	**423,520.00**	**0.00**	**423,520.00**	**381,168.00**	**42,352.00**	**0.00**
21		**	**423,520.00**	**0.00**	**423,520.00**	**381,168.00**	**42,352.00**	**0.00**
2		***	**423,520.00**	**0.00**	**423,520.00**	**381,168.00**	**42,352.00**	**0.00**
	Fund FPK24Totals:		**423,520.00**	**0.00**	**423,520.00**	**381,168.00**	**42,352.00**	**0.00**
FS25 2250.472	2024-2025 SUMMER SCHOOL TUITION		0.00	0.00	0.00	88,213.40	0.00	-88,213.40
2250		*	**0.00**	**0.00**	**0.00**	**88,213.40**	**0.00**	**-88,213.40**
22		**	**0.00**	**0.00**	**0.00**	**88,213.40**	**0.00**	**-88,213.40**
2		***	**0.00**	**0.00**	**0.00**	**88,213.40**	**0.00**	**-88,213.40**
FS25 5541.400	2024-2025 SUMMER SCHOOL TRANSPORTATION		0.00	0.00	0.00	37,185.26	0.00	-37,185.26

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
	TRANSPORTATION							
5541		*	**0.00**	**0.00**	**0.00**	**37,185.26**	**0.00**	**-37,185.26**
55		**	**0.00**	**0.00**	**0.00**	**37,185.26**	**0.00**	**-37,185.26**
5		***	**0.00**	**0.00**	**0.00**	**37,185.26**	**0.00**	**-37,185.26**
	Fund FS25Totals:		**0.00**	**0.00**	**0.00**	**125,398.66**	**0.00**	**-125,398.66**
FT123 2110.400	2023-2024 TITLE 1 CONTRACTUAL		950.80	0.00	950.80	814.00	0.00	136.80
FT123 2110.450	2023-2024 TITLE 1 SUPPLIES		1,270.51	14,578.78	15,849.29	14,578.78	0.00	1,270.51
FT123 2110.460	2023-2024 TITLE 1 TRAVEL EXPENSES		176.00	0.00	176.00	0.00	0.00	176.00
2110		*	**2,397.31**	**14,578.78**	**16,976.09**	**15,392.78**	**0.00**	**1,583.31**
21		**	**2,397.31**	**14,578.78**	**16,976.09**	**15,392.78**	**0.00**	**1,583.31**
2		***	**2,397.31**	**14,578.78**	**16,976.09**	**15,392.78**	**0.00**	**1,583.31**
	Fund FT123Totals:		**2,397.31**	**14,578.78**	**16,976.09**	**15,392.78**	**0.00**	**1,583.31**
FT124 2110.150	2024-2025 TITLE 1 PROFESSIONAL SALARIES		243,288.00	0.00	243,288.00	167,296.60	0.00	75,991.40
FT124 2110.400	2024-2025 TITLE 1 CONTRACTUAL		6,971.00	-3,456.22	3,514.78	1,728.00	0.00	1,786.78
FT124 2110.450	2024-2025 TITLE 1 SUPPLIES		998.00	3,456.22	4,454.22	3,946.17	0.00	508.05
2110		*	**251,257.00**	**0.00**	**251,257.00**	**172,970.77**	**0.00**	**78,286.23**
21		**	**251,257.00**	**0.00**	**251,257.00**	**172,970.77**	**0.00**	**78,286.23**
2		***	**251,257.00**	**0.00**	**251,257.00**	**172,970.77**	**0.00**	**78,286.23**
	Fund FT124Totals:		**251,257.00**	**0.00**	**251,257.00**	**172,970.77**	**0.00**	**78,286.23**
FT223 2110.400	2023-2024 TITLE 2 CONTRACTUAL		0.00	12,900.00	12,900.00	12,900.00	0.00	0.00
FT223 2110.450	2023-2024 TITLE 2 SUPPLIES		0.00	68.19	68.19	68.19	0.00	0.00
2110		*	**0.00**	**12,968.19**	**12,968.19**	**12,968.19**	**0.00**	**0.00**
21		**	**0.00**	**12,968.19**	**12,968.19**	**12,968.19**	**0.00**	**0.00**
2		***	**0.00**	**12,968.19**	**12,968.19**	**12,968.19**	**0.00**	**0.00**
	Fund FT223Totals:		**0.00**	**12,968.19**	**12,968.19**	**12,968.19**	**0.00**	**0.00**
FT224 2110.400	2024-2025 TITLE 2 CONTRACTUAL		42,676.00	0.00	42,676.00	3,192.00	0.00	39,484.00
FT224 2110.460	2024-2025 TITLE 2 TRAVEL EXPENSES		1,800.00	0.00	1,800.00	250.00	0.00	1,550.00
2110		*	**44,476.00**	**0.00**	**44,476.00**	**3,442.00**	**0.00**	**41,034.00**
21		**	**44,476.00**	**0.00**	**44,476.00**	**3,442.00**	**0.00**	**41,034.00**

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2		***	**44,476.00**	**0.00**	**44,476.00**	**3,442.00**	**0.00**	**41,034.00**
	Fund FT224Totals:		**44,476.00**	**0.00**	**44,476.00**	**3,442.00**	**0.00**	**41,034.00**
FT423 2110.400	2023-2024 TITLE 4 CONTRACTUAL		958.50	0.00	958.50	4,068.00	0.00	-3,109.50
FT423 2110.450	2023-2024 TITLE 4 SUPPLIES		0.91	2,311.35	2,312.26	2,353.31	0.00	-41.05
2110		*	**959.41**	**2,311.35**	**3,270.76**	**6,421.31**	**0.00**	**-3,150.55**
21		**	**959.41**	**2,311.35**	**3,270.76**	**6,421.31**	**0.00**	**-3,150.55**
2		***	**959.41**	**2,311.35**	**3,270.76**	**6,421.31**	**0.00**	**-3,150.55**
	Fund FT423Totals:		**959.41**	**2,311.35**	**3,270.76**	**6,421.31**	**0.00**	**-3,150.55**
FT424 2110.400	2024-2025 TITLE 4 CONTRACTUAL		19,054.00	-2,028.00	17,026.00	0.00	0.00	17,026.00
FT424 2110.450	2024-2025 TITLE 4 SUPPLIES		1,259.00	2,028.00	3,287.00	1,825.26	0.00	1,461.74
2110		*	**20,313.00**	**0.00**	**20,313.00**	**1,825.26**	**0.00**	**18,487.74**
21		**	**20,313.00**	**0.00**	**20,313.00**	**1,825.26**	**0.00**	**18,487.74**
2		***	**20,313.00**	**0.00**	**20,313.00**	**1,825.26**	**0.00**	**18,487.74**
	Fund FT424Totals:		**20,313.00**	**0.00**	**20,313.00**	**1,825.26**	**0.00**	**18,487.74**
H2425 1620.293-05-0021	11.1 CAPITAL PROJECT GENERAL CONSTUCTION		12,600.00	0.00	12,600.00	0.00	0.00	12,600.00
1620		*	**12,600.00**	**0.00**	**12,600.00**	**0.00**	**0.00**	**12,600.00**
16		**	**12,600.00**	**0.00**	**12,600.00**	**0.00**	**0.00**	**12,600.00**
1		***	**12,600.00**	**0.00**	**12,600.00**	**0.00**	**0.00**	**12,600.00**
H2425 2110.201-15-0021	11.1 CAPITAL PROJECT CLERK OF THE WORKS		93,500.00	0.00	93,500.00	12,000.28	0.00	81,499.72
H2425 2110.240-15-0021	11.1 CAPITAL PROJECT GENERAL ADMINISTRATIVE		69,662.00	0.00	69,662.00	7,818.54	0.00	61,843.46
H2425 2110.243-15-0021	11.1 CAPITAL PROJECT INSURANCE		10,000.00	0.00	10,000.00	4,664.00	0.00	5,336.00
H2425 2110.244-15-0021	11.1 CAPITAL PROJECT LEGAL		35,000.00	0.00	35,000.00	26,242.00	0.00	8,758.00
H2425 2110.245-15-0021	11.1 CAPITAL PROJECT ARCHITECT		118,238.00	0.00	118,238.00	324,723.08	0.00	-206,485.08
H2425 2110.297-15-0021	11.1 CAPITAL PROJECT SITE DEVELOPMENT		1,701,000.00	0.00	1,701,000.00	0.00	0.00	1,701,000.00
2110		*	**2,027,400.00**	**0.00**	**2,027,400.00**	**375,447.90**	**0.00**	**1,651,952.10**
21		**	**2,027,400.00**	**0.00**	**2,027,400.00**	**375,447.90**	**0.00**	**1,651,952.10**
2		***	**2,027,400.00**	**0.00**	**2,027,400.00**	**375,447.90**	**0.00**	**1,651,952.10**

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
	Fund H2425Totals:		**2,040,000.00**	**0.00**	**2,040,000.00**	**375,447.90**	**0.00**	**1,664,552.10**
HCO23 2110.245-05-0023	2023-2024 CAPITAL OUTLAY ARCHITECT		0.00	0.00	0.00	573.75	0.00	-573.75
2110		*	**0.00**	**0.00**	**0.00**	**573.75**	**0.00**	**-573.75**
21		**	**0.00**	**0.00**	**0.00**	**573.75**	**0.00**	**-573.75**
2		***	**0.00**	**0.00**	**0.00**	**573.75**	**0.00**	**-573.75**
	Fund HCO23Totals:		**0.00**	**0.00**	**0.00**	**573.75**	**0.00**	**-573.75**
HHS1 1620.293-15-0021	PHASE 1 HIGH SCHOOL GENERAL CONSTRUCTION		5,631.71	0.00	5,631.71	0.00	0.00	5,631.71
HHS1 1620.294-15-0021	PHASE 1 SENIOR HIGH HVAC		77,363.97	0.00	77,363.97	0.00	0.00	77,363.97
1620		*	**82,995.68**	**0.00**	**82,995.68**	**0.00**	**0.00**	**82,995.68**
16		**	**82,995.68**	**0.00**	**82,995.68**	**0.00**	**0.00**	**82,995.68**
1		***	**82,995.68**	**0.00**	**82,995.68**	**0.00**	**0.00**	**82,995.68**
HHS1 2110.240-15-0021	PHASE 1 SENIOR HIGH GENERAL ADMINISTRATIVE		368.70	0.00	368.70	0.00	0.00	368.70
HHS1 2110.243-15-0021	PHASE 1 SENIOR HIGH INSURANCE		0.19	0.00	0.19	0.00	0.00	0.19
HHS1 2110.244-15-0021	PHASE 1 SENIOR HIGH LEGAL		3,607.10	0.00	3,607.10	0.00	0.00	3,607.10
HHS1 2110.297-15-0021	PHASE 1 SENIOR HIGH SITE DEVELOPMENT		418,972.10	0.00	418,972.10	0.00	0.00	418,972.10
2110		*	**422,948.09**	**0.00**	**422,948.09**	**0.00**	**0.00**	**422,948.09**
21		**	**422,948.09**	**0.00**	**422,948.09**	**0.00**	**0.00**	**422,948.09**
2		***	**422,948.09**	**0.00**	**422,948.09**	**0.00**	**0.00**	**422,948.09**
	Fund HHS1Totals:		**505,943.77**	**0.00**	**505,943.77**	**0.00**	**0.00**	**505,943.77**
HIEC 1620.293-05-0019	HIEC PHASE 2 GENERAL CONSTRUCTION		-457,905.54	0.00	-457,905.54	0.00	0.00	-457,905.54
HIEC 1620.294-05-0019	HIEC PHASE 2 HVAC		333,562.40	0.00	333,562.40	-45,000.00	0.00	378,562.40
HIEC 1620.295-05-0019	HIEC PHASE 2 PLUMBING		-18,987.92	0.00	-18,987.92	0.00	0.00	-18,987.92
HIEC 1620.296-05-0019	HIEC PHASE 2 ELECTRICAL		-152,300.74	0.00	-152,300.74	0.00	0.00	-152,300.74
1620		*	**-295,631.80**	**0.00**	**-295,631.80**	**-45,000.00**	**0.00**	**-250,631.80**
16		**	**-295,631.80**	**0.00**	**-295,631.80**	**-45,000.00**	**0.00**	**-250,631.80**
1		***	**-295,631.80**	**0.00**	**-295,631.80**	**-45,000.00**	**0.00**	**-250,631.80**
HIEC 2110.200-05-0019	HIEC PHASE 2 FURNITURE & EQUIPMENT		85,000.00	0.00	85,000.00	0.00	0.00	85,000.00
HIEC 2110.201-05-0019	HIEC PHASE 2 CLERK OF THE WORKS		-96,360.81	0.00	-96,360.81	10,000.00	0.00	-106,360.81

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
HIEC 2110.240-05-0019	HIEC PHASE 2 GENERAL ADMINISTRATIVE		118,756.61	0.00	118,756.61	0.00	0.00	118,756.61
HIEC 2110.243-05-0019	HIEC PHASE 2 INSURANCE		8,800.00	0.00	8,800.00	0.00	0.00	8,800.00
HIEC 2110.244-05-0019	HIEC PHASE 2 LEGAL		3,950.10	0.00	3,950.10	0.00	0.00	3,950.10
HIEC 2110.245-05-0019	HIEC PHASE 2 ARCHITECT		-81,193.87	0.00	-81,193.87	0.00	0.00	-81,193.87
HIEC 2110.297-05-0019	HIEC PHASE 2 SITE WORK		184,459.00	0.00	184,459.00	0.00	0.00	184,459.00
2110		*	**223,411.03**	**0.00**	**223,411.03**	**10,000.00**	**0.00**	**213,411.03**
21		**	**223,411.03**	**0.00**	**223,411.03**	**10,000.00**	**0.00**	**213,411.03**
2		***	**223,411.03**	**0.00**	**223,411.03**	**10,000.00**	**0.00**	**213,411.03**
	Fund HIECTotals:		**-72,220.77**	**0.00**	**-72,220.77**	**-35,000.00**	**0.00**	**-37,220.77**
HMD1 1620.293-04-0022	PHASE 1 MIDDLE SCHOOL GENERAL CONSTRUCTION		225,491.76	0.00	225,491.76	0.00	0.00	225,491.76
HMD1 1620.294-04-0022	PHASE 1 MIDDLE SCHOOL HVAC		240,335.79	0.00	240,335.79	-225,000.00	0.00	465,335.79
HMD1 1620.295-04-0022	PHASE 1 MIDDLE SCHOOL PLUMBING		337,432.00	0.00	337,432.00	0.00	0.00	337,432.00
HMD1 1620.296-04-0022	PHASE 1 MIDDLE SCHOOL ELECTRICAL		71,826.41	0.00	71,826.41	0.00	0.00	71,826.41
1620		*	**875,085.96**	**0.00**	**875,085.96**	**-225,000.00**	**0.00**	**1,100,085.96**
16		**	**875,085.96**	**0.00**	**875,085.96**	**-225,000.00**	**0.00**	**1,100,085.96**
1		***	**875,085.96**	**0.00**	**875,085.96**	**-225,000.00**	**0.00**	**1,100,085.96**
HMD1 2110.240-04-0022	PHASE 1 MIDDLE SCHOOL GENERAL ADMINISTRATIVE		70,240.51	0.00	70,240.51	-279,784.98	0.00	350,025.49
HMD1 2110.243-04-0022	PHASE 1 MIDDLE SCHOOL INSURANCE		0.81	0.00	0.81	0.00	0.00	0.81
HMD1 2110.244-04-0022	PHASE 1 MIDDLE SCHOOL LEGAL		30,501.80	0.00	30,501.80	0.00	0.00	30,501.80
2110		*	**100,743.12**	**0.00**	**100,743.12**	**-279,784.98**	**0.00**	**380,528.10**
21		**	**100,743.12**	**0.00**	**100,743.12**	**-279,784.98**	**0.00**	**380,528.10**
2		***	**100,743.12**	**0.00**	**100,743.12**	**-279,784.98**	**0.00**	**380,528.10**
	Fund HMD1Totals:		**975,829.08**	**0.00**	**975,829.08**	**-504,784.98**	**0.00**	**1,480,614.06**
	Grand Totals:		**60,188,929.41**	**387,566.76**	**60,576,496.17**	**43,663,812.77**	**1,893,152.74**	**15,019,530.66**

LEWISTON-PORTER HIGH SCHOOL

Student Activity Fund
Central Treasurer's Report
For the period of: May 31, 2025

Balance from preceding period	**$113,315.31**
Total receipts banked during month	
No. 16939 to No. 16973	$ 31,224.85
Re-deposit ISF – (Catlin) – Class of 2027 – Donuts – 5/1/25	$ 754.00
Total balance of deposits and undeposited	**$145,294.16**
Disbursements during month	
No. 12964 to No. 12998	$ 35,756.57
Cash balance	
Reconciliation with bank statement	**$109,537.59**
Bank balance as shown on statement	$114,160.12
Minus outstanding checks	$ 4,622.53
Balance	**$109,537.59**

Outstanding Checks:

12784 – 11/20/2024 – Music Project – Greg Valentine	$ 200.00
12896 – 2/20/25 – Music Theater – Andrew O'Dell – Pit Orchestra – Fiddler	$ 250.00
12979 – 5/15/2025 – Int'l Studies – Bedore Tours	$ 476.75
12985 – 5/16/2025 – Class 2027 – Megan Wentland – NYC Refund	$ 450.00
12986 – 5/16/2025 – Key Club – Kyle Hurtgam – Pizza	$ 106.00
12987 – 5/16/2025 – Lancer Council – Kyle Hurtgam – ISSF Poster	$ 46.85
12994 – 5/27/2025 – L-p Athletics – Football – Curv Group	$1,478.57
12998 – 5/29/2025 – HOSA – Student Transportation (Syracuse)	$1,614.36

John Evert/JE

John Evert
High School Vice Principal

Sandra Girasole/SG

Sandra Girasole
Central Treasurer of HS Student Activity Funds

Lewiston-Porter High School Student Activity Accounts Ledger - May 2025

Account	Beg. Balance	Receipts	Withdrawals	Transfer	End Balance	BOE approved?	Advisor
Art	$ 3,348.56		$ 571.36		$ 2,777.20	Yes	Cindy Sanchez
Business Club	$ 11,124.92		$ 402.75		$ 10,722.17	No	Nicole Krawczyk
Class of 2024	$ 0.00				$ 0.00	Yes	L.D'Anna/P.Moskaluk
Class of 2025	$ 2,890.55	$ 1,565.18	$ 3,414.38		$ 1,041.35	Yes	J.Mango/A.Shephardson
Class of 2026	$ 3,686.39	$ 2,332.00	$ 1,893.77	$ 515.00	$ 4,639.62	Yes	A.Sharpe/P. Mikołajczak
Class of 2027	$ 13,639.05	$ 2,799.00	$ 10,086.49	$ (1,030.00)	$ 5,321.56	Yes	L.D'Anna/L.Hurtgam
Class of 2028	$ 224.00			$ 515.00	$ 739.00	Yes	C. Sanchez/C. Popielski
Drama	$ 2,055.24				$ 2,055.24	Yes	Amanda Sharpe
French Club	$ 358.70				$ 358.70	No	Aneeta Shepardson
Future Teachers	$ 4,629.32				$ 4,629.32	Yes	Jess Cruz
GSA	$ 1,403.45		$ 311.54		$ 1,091.91	Yes	Carrie Popielski
Historical Society	$ 420.40				$ 420.40	No	L.D'Anna/J. Lauzonis
H.O.S.A.	$ 1,848.58		$ 1,614.36		$ 234.22	Yes	Jennifer Wanamaker
International Studies	$ (1,034.54)	$ 7,742.46	$ 6,613.43		$ 94.49	Yes	Rhonda Shiah
Key Club	$ 2,733.50	$ 1,000.00	$ 106.00		$ 3,627.50	Yes	K.Hurtgam/L.Hurtgam
Lancer Council	$ 8,069.59	$ 1,000.00	$ 46.85		$ 9,022.74	Yes	K.Hurtgam/L.Hurtgam
Lancer Leader Crew	$ 423.20	$ 100.00			$ 523.20	Yes	DiVincenzo/Conti/Behm
L-P Athletic Fund	$ 23,399.61	$ 12,247.10	$ 4,657.50		$ 30,989.21	Yes	Brad Halgash
Life Skills	$ 2,818.90	$ 1,856.11	$ 2,475.38		$ 2,199.63	Yes	A. Dreher
Model UN	$ 1.40				$ 1.40		Scott Townsend
Musical Theater	$ 7,832.88		$ 675.00		$ 7,157.88	Yes	Kevin Duncan
Music Project	$ 8,622.24	$ 1,322.00	$ 1,577.09		$ 8,367.15	Yes	Kevin Duncan
National Honor Society	$ 1,015.46	$ 15.00			$ 1,030.46	Yes	Jessica Cruz
Science Honor Society	$ 2,696.59				$ 2,696.59	Yes	Colleen Glor
Spanish Club	$ 718.26		$ 765.41	$ 200.00	$ 152.85	Yes	Mango/Carrasquillo/Ellis
Spanish National Honor Society	$ 600.27		$ 91.78	$ (200.00)	$ 308.49	Yes	Amy Carrasquillo
Traditions	$ 8,561.59		$ 453.48		$ 8,108.11	Yes	C.Popielski/C.Sanchez
Yearbook	$ 1,227.20				$ 1,227.20	Yes	Carrie Popielski
Total	**$ 113,315.31**	**$ 31,978.85**	**$ 35,756.57**	$ -	**$ 109,537.59**		

YEAR:	2024-2025						
MONTH:	May 2025						
ACTIVITY:	Checks						
DATE	EXPLANATION	RECEIPT #	CHECK #	AMOUNT REC'D	AMOUNT PAID	SALES TAX - ?	
5/1/2025	L-p Athletics - Boys Basketball - Pat Krawczyk - Hoodies		12964		$ 124.80		
5/1/2025	Music Theater - Filmwell Studios - Fiddler On The Roof		12965		$ 675.00		
5/1/2025	Business - Nicole Krawczyk - Hut Supplies		12966		$ 402.75		
5/6/2025	Art - Brett Coppins - Honor Society Tassels		12967		$ 202.40		
5/6/2025	Spanish Club - Amor and Heritage - Diversity Workshop		12968		$ 765.41		
5/6/2025	Spanish National Honor Society - Amy Carrasquillo - Graduation Cords		12969		$ 91.78		
5/7/2025	Music Project - James Burritt - Buffalo Trip Reimbursement		12970		$ 847.98		
5/7/2025	Class of 2027 - Mid State Bakery - Krispy Kreme Fundraiser		12971		$ 3,402.75		
5/8/2025	Class of 2025 - Montana International - Class Prom		12972		$ 2,100.00		
5/8/2025	Music Project -NYSSMA - Solo Audition Fee		12973		$ 30.00		
5/8/2025	Lifeskills - Ashli Dreher - Plane Ticket Reimbursement		12974		$ 86.96		
5/13/2025	Int'l Studies - Lewiston-Porter CSD - iNext Insurance (China)		12975		$ 493.35		
5/13/2025	Class of 2025 - Frank Villa - Class Day Shirts		12976		$ 1,232.28	tax paid	
5/15/2025	Class of 2026 - Weidner BBQ - Class Fundraiser		12977		$ 1,893.77		
5/15/2025	Lifeskills - Chris Clements - Park Passes Reimbursement		12978		$ 1,233.30		
5/15/2025	Int'l Studies - Bedore Tours - Bus Transportation (China Summer)		12979		$ 476.75		
5/15/2025	Int'l Studies - Lewiston-Porter CSD - ISSF Thailand Student Portion		12980		$ 5,643.33		
5/15/2025	Lifeskills - Ashli Dreher - Park Passes (Disney)		12981		$ 805.12		
5/15/2025	L-p Athletics - Boys LAX - Jaime Ingham - Pizza & Banners		12982		$ 341.46		
5/15/2025	GSA - Student Transportation - Youth Leadership Conference		12983		$ 311.54		
5/15/2025	L-p Athletics - Softball - Justalene Lichtenthal - Herkimer/Senior Night		12984		$ 2,712.67		
5/16/2025	Class 2027 - Megan Wentland - NYC Trip Refund		12985		$ 450.00		
5/16/2025	Key Club - Kyle Hurtgam - End of Year Pizza		12986		$ 106.00		
5/16/2025	Lancer Council - Kyle Hurtgam - ISSF Poster		12987		$ 46.85		
5/16/2025	Class 2027 - Lewiston-Porter CSD - NYC Final Hotel Payment		12988		$ 6,233.74		
5/16/2025	Music Project - Amanda Burdick - Reimbursement NYSSMA Fees		12989		$ 162.00		
5/20/2025	Music Project - Kevin Duncan - Reimbursement		12990		$ 537.11		
5/21/2025	Lifeskills - Adventure Calls Outfitters - Rafting Trip - Letchworth		12991		$ 350.00		
5/22/2025	Traditions - Cynthia Sanchez - Breakfast		12992		$ 308.04		
5/22/2025	Traditions - Carrie Popielski - Breakfast		12993		$ 145.44		
5/27/2025	L-p Athletics - Football - Curv Group - Inflatable Helmet Tunnel		12994		$ 1,478.57		
5/27/2025	Art - Carrie Popielski - Supplies/Photos		12995		$ 30.89		
5/27/2025	Art - Cynthia Sanchez - Chalk Walk		12996		$ 338.07		
5/28/2025	Class 2025 - Kelly Martin - Senior Scholarship Night		12997		$ 82.10		
5/29/2025	HOSA - Student Transportation (Syracuse)		12998		$ 1,614.36		
				TOTAL	**$ 35,756.57**		

LEWISTON-PORTER MIDDLE SCHOOL

Student Activity Fund
Central Treasurer's Report
From May 1, 2025, to May 31, 2025

BANK STATEMENT BALANCE END OF MONTH	**$**	**49,303.85**
Total receipts deposited during the month		
No. 3072 to No. 3077	**$**	**14,151.88**
Net Fees and Charges (back into the account)	$	
Total balance deposits	$	**63,455.73**
Disbursements during the month		
No 5239 to No 5252	$	5,372.95
Direct Withdrawal/Intuit Check printing	$	
Chargeback Item Fees	$	
O/S checks #5247,#5248,#5251 & #5252	$	3,196.14
minus cleared checks #5222,#5236,#5237 & #5238	$	1,097.73
Cash balance	$	60,181.19

The bank balance as shown on the statement is **$ 60,181.19 (checking)**

Balance **$ 60,181.19**

Outstanding Checks:
#5247 $530.00
#5248 $126.85
#5251 $715.29
#5252 $1,824.00

Andrew M. Auer
Andrew M. Auer
Middle School Principal

Ellen J. Karp
Ellen J. Karp
Central Treasurer of MS Student Activity Funds

Lewiston-Porter Middle School Student Activity Accounts Ledger MAY 2025

Account	Beg. Balance	Deposits	Withdrawals	Transfers	End Balance	Advisor
ART	$103.00				$103.00	ZIMMERMAN
BAKING CLUB	$93.00				$93.00	J.HOOVER
BAND	$945.57	$2,427.30	$1,050.59		$2,322.28	BURDICK/CARERE
BUILDERS CLUB	$803.52		$90.00		$713.52	ODDY
DRAMA	$14,638.35	$4,765.00	$2,098.12		$17,305.23	MARINACCIO
HS/MS GAY STRAIGHT ALLIANCE	$50.00				$50.00	
INTERNATIONAL CONNECTIONS	$717.42				$717.42	LAPP
INNOVATIONS EXPERIENCE	$91.00		$91.00		$0.00	CALARCO
LANCERS	$5,229.68				$5,229.68	AUER
NJHS	$1,350.58				$1,350.58	LAGAMBA
ORCHESTRA	$14.75				$14.75	DUNCAN/SPINNEGAN
ROCKETRY CLUB	$0.00	$100.00			$100.00	GOLDEN
RUN CLUB	$981.16		$43.23		$937.93	GOLDEN
SCIENCE & NATURE	$91.72				$91.72	SWEENEY
SKI	$5,546.59				$5,546.59	SWEENEY
STUDENT COUNCIL	$10,598.88				$10,598.88	C.HOOVER
WASHINGTON D.C.	$0.00				$0.00	BOLLINGER
WEB	$2,373.46				$2,373.46	PAX/ZIMMERMAN/BOLLINGER/SMITH
YEARBOOK	$2,039.92	$822.88			$2,862.80	HOGAN/TAYLOR
O/S check #5222	$100.00					
8TH GRADE CLASS	$2,542.32	$3,540.70	$176.01		$5,907.01	SMITH
7TH GRADE CLASS	-$4.80	$2,496.00	$1,824.00		$667.20	
6TH GRADE CLASS						
O/S checks #5236,#5237,#5238	$997.73					
Cleared chks#5222,#5236,#5237 & #5238			$1,097.73			
O/S chks #5247,#5248,#5251 & #5252			$3,196.14		$3,196.14	
	$49,303.85	$14,151.88	$3,274.54		$60,181.19	

NF-3 Treasurer's Report May 2025

LEWISTON-PORTER CSD TREASURER'S REPORT

May 1-May 30, 2025

	General Fund	School Lunch	Federal Aid	Capital	Payroll	Total
BOOK BALANCE	$ 5,201,625.18	$ 34,250.40	$ 114,868.77	$ 50,604.71	$ -	$ 5,401,349.06
RECEIPTS: COLLECTED DURING THE MONTH						$ -
M&T	$ 30,494.35		$ -			$ 30,494.35
OTHER DEBIT	$ (251,083.42)				*see below	$ (251,083.42)
BOCES/STATE/FEDERAL FUNDS						$ -
SALES		$ 23,281.78				$ 23,281.78
INTEREST	$ 1,059.22		$ 34.80			$ 1,094.02
DEPOSITS/TRANSFERS	$ 5,572,739.12	$ 87,135.00	$ 20,000.00	$ 26,993.00		$ 5,706,867.12
TOTAL RECEIPTS + PRIOR BALANCE	$ 10,554,834.45	$ 144,667.18	$ 134,903.57	$ 77,597.71		$ 10,912,002.91
DISBURSEMENTS	$ 5,711,015.09	$ 35,765.10	$ 52,245.26	$ 73,972.61		$ 5,872,998.06
BALANCE PER BOOK	$ 4,843,819.36	$ 108,902.08	$ 82,658.31	$ 3,625.10	$ -	$ 5,039,004.85
						$ -
BANK BALANCE	$ 4,871,962.94	$ 108,902.08	$ 82,658.31	$ 3,625.10		$ 195,185.49
LESS: OUTSTANDING CHECKS	$ 28,143.58	$ -		$ -		$ 28,143.58
ADD: OUSTANDING DEPOSIT						
BANK BALANCE	$ 4,843,819.36	$ 108,902.08	$ 82,658.31	$ 3,625.10	$ 69,811.47	$ 5,108,816.32

INVESTMENTS

	NYCLASS	General	Health Ins	HRH	FSA	Continuing Ed	Dental
BEGINNING BALANCE	17,550,399.40	4,288,366.29	280,668.55	338,950.24	36,571.51	251,805.31	5,263.28
DEPOSITS	238,697.90	5,492,047.28	64,328.12	-	2,684.78	1,732.62	11,946.32
INTEREST EARNED	59,266.30	1,059.22					
WITHDRAWLS	3,103,822.90	5,663,212.99	-	8,691.05	650.47		10,317.00
ENDING BALANCE	14,744,540.70	4,118,259.80	344,996.67	330,259.19	38,605.82	253,537.93	6,892.60

	M&T Power Coa.	M&T Investment	* Payroll	Payroll Deducts	
BEGINNING BALANCE	489,519.39	30,429.68	$11,088.68	$94,784.52	
DEPOSITS			$1,123,438.73	$1,890,625.19	
INTEREST EARNED	1006.87	64.67	-		
WITHDRAWLS			$1,121,481.89	$1,928,643.76	
ENDING BALANCE	490,526.26	30,494.35	$13,045.52	$56,765.95	$69,811.47

LEW-PORT

Check Warrant Report For A - 22: May General Fund Cash Disbursement For Dates 5/1/2025 - 5/31/2025

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
81634	05/12/2025	6026	**VOID** HILL, NICHOLAS	694635	-800.00
82057	05/13/2025	6852	**VOID** HURTGAM, LORI		-82.20
82284	05/12/2025	7720	**VOID** HP INC.	695043	-3,352.14
82620	05/01/2025	4506	ADVANCE AUTO PARTS	694606	209.56
82621	05/01/2025	5256	BAILEY, CAROL		3,200.00
82622	05/01/2025	242	BUSINESS FIRST	694707	728.90
82623	05/01/2025	7836	CHAPMAN. ELLYN J.		44.80
82624	05/01/2025	5487	CHC	694868	6,857.56
82625	05/01/2025	5138	CLOVERLAWN BUTTERFLIES		445.00
82626	05/01/2025	7837	CULVERWELL, STANLEY M.		700.00
82627	05/01/2025	4315	DELTA DENTAL OF NY, INC	694640	7,533.81
82628	05/01/2025	462	DOBMEIER JANITOR SUP	695539	1,057.10
82629	05/01/2025	6462	EHRLICH PEST CONTROL	*See Detail Report	1,263.79
82630	05/01/2025	4992	FLOWERS, CYNTHIA	694902	4,620.00
82631	05/01/2025	7608	FOLLETT CONTENT SOLLUTIONS, LLC	695411	4,053.33
82632	05/01/2025	3481	FUN AND FUNCTION	695486	206.77
82633	05/01/2025	7424	GATEWAY-LONGVIEW	695534	6,136.10
82634	05/01/2025	676	GRAINGER INDUSTRIAL EQUIPMENT	694602	366.23
82635	05/01/2025	2472	GREATER NIAGARA MECHANICAL INC	694649	2,855.26
82636	05/01/2025	758	HILLYARD FLOOR CARE SUPPLY	695569	124.25
82637	05/01/2025	4360	HOUSE, CHARLOTTE	694616	20.90
82638	05/01/2025	822	IRR SUPPLY	695555	1,581.29
82639	05/01/2025	7761	J.P. MORGAN	*See Detail Report	1,460.96
82640	05/01/2025	7771	J.P.MORGAN	*See Detail Report	426.41
82641	05/01/2025	2543	Kelkenberg Farms of Clarence, LLC		1,675.00
82642	05/01/2025	909	KURK FUEL COMPANY	694977	3,541.98
82643	05/01/2025	2698	LINDE GAS & EQUIPMENT INC	694609	85.94
82644	05/01/2025	4174	LUCHESE, JOSEPH		75.50
82645	05/01/2025	6310	MEDICAID CONSULTING SERVICES, LLC	694688	1,769.73
82646	05/01/2025	7218	MERIDIAN IT INC.		1,300.00
82647	05/01/2025	1760	MTE	694652	459.78
82648	05/01/2025	1176	NATIONAL GRID	694655	6,725.12
82649	05/01/2025	1209	NIAGARA FALLS CITY SCHOOL DIST		1,635.90
82650	05/01/2025	1217	NIAGARA GAZETTE	*See Detail Report	85.22
82651	05/01/2025	3077	NIAGARA IMPLEMENT INC.	695459	4,839.00
82652	05/01/2025	7834	NYS ASSOCIATION OF WORLD LANGUAGE ADMINSTRATORS, INC	695583	175.00
82653	05/01/2025	7594	NYSARC, INC. ERIE COUNTY CHAPTER	695288	5,404.80
82654	05/01/2025	5440	PENNESI, ANNA	694978	815.36
82655	05/01/2025	6038	PRO BENEFITS ADMINISTRATORS	694639	540.00
82656	05/01/2025	4825	SHC SERVICES, INC.	694925	324.00
82657	05/01/2025	1489	STA, INC	*See Detail Report	5,635.74

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
82658	05/01/2025	1722	STEVENSON HARDWARE	694604	29.45
82659	05/01/2025	1744	SUMMIT EDUCATIONAL RESOURCES	695055	595.00
82660	05/01/2025	7433	SUNBELT STAFFING, LLC	694870	2,591.00
82661	05/01/2025	7831	SUNY FREDONIA-SCHOOL OF MUSIC		250.00
82662	05/01/2025	7835	THALER, JAMIE		116.00
82663	05/01/2025	6108	THE TRAVEL TEAM	*See Detail Report	29,272.90
82664	05/01/2025	6281	TOWN OF LEWISTON	695090	17,541.05
82665	05/01/2025	7759	TURNING POINT LICENSED BEHAVIOR ANALYST SERVICES PLLC	695318	2,450.00
82666	05/01/2025	7320	UNITY SCHOOL BUS PARTS INC	695571	93.57
82667	05/01/2025	7814	ZECHMEISTER, BRENDA		210.00
82668	05/08/2025	7136	DIAMOND HAWK PARTNERS, LLC	695588	90.00
82669	05/13/2025	1406	POSTMASTER LEWISTON	694661	1,185.54
82670	05/15/2025	4028	AUER, ANDREW	694631	874.00
82671	05/15/2025	2810	BASTA, MAUREEN		1,600.00
82672	05/15/2025	183	BOOK CORNER	695578	670.60
82673	05/15/2025	202	BRIAN PARISI COPIER SYSTEMS IN	694820	29.59
82674	05/15/2025	2608	BSN SPORTS, LLC	695541	655.30
82675	05/15/2025	4046	BUFFALO HEARING & SPEECH	695315	4,768.72
82676	05/15/2025	242	BUSINESS FIRST	694707	345.95
82677	05/15/2025	2201	CALARCO, NINA		250.55
82678	05/15/2025	7225	CNH Industrial Accounts	694619	25,312.71
82679	05/15/2025	7359	COLLING, EILEEN		920.00
82680	05/15/2025	7811	CONTRINO, KATHLEEN M		225.00
82681	05/15/2025	2577	D'ANNA, CHRIS	694633	800.00
82682	05/15/2025	6397	DIEZ, SUZANNE		2,205.00
82683	05/15/2025	5906	DMJ CRYSTAL WATERS	695587	2,770.99
82684	05/15/2025	6462	EHRLICH PEST CONTROL	*See Detail Report	658.80
82685	05/15/2025	7535	FOUNDATIONS BEHAVIORAL HEALTH	695275	11,945.34
82686	05/15/2025	676	GRAINGER INDUSTRIAL EQUIPMENT	694602	1,761.43
82687	05/15/2025	2831	GRAND ISLAND TRANSIT CORP.	695428	40,547.18
82688	05/15/2025	7676	HEATHER WHITNEY		500.00
82689	05/15/2025	6325	HERC RENTALS, INC.	695566	530.00
82690	05/15/2025	6026	HILL, NICHOLAS	694635	800.00
82691	05/15/2025	765	HODGSON RUSS LLP	694842	1,848.00
82692	05/15/2025	772	HOME DEPOT	*See Detail Report	507.51
82693	05/15/2025	7720	HP INC.	695043	3,352.14
82694	05/15/2025	6852	HURTGAM, LORI		82.20
82695	05/15/2025	6839	INTERSTATE CHEMICAL COMPANY INC.	695586	808.34
82696	05/15/2025	909	KURK FUEL COMPANY	694977	5,075.14
82697	05/15/2025	7665	LAWLEY, LLC	694615	5,000.00
82698	05/15/2025	4174	LUCHESE, JOSEPH		81.50
82699	05/15/2025	1044	MARTIN MEDICAL EQUIPMENT SERVI	695128	8.50
82700	05/15/2025	7843	MASON FOREVER FOUNDATION		550.00

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
82701	05/15/2025	1052	MASTER TEACHER	694709	1,495.15
82702	05/15/2025	1118	MODERN DISPOSAL SVS	694610	2,155.25
82703	05/15/2025	1123	MONACO'S VIOLIN SHOP	695495	470.00
82704	05/15/2025	1135	MT ST MARY'S HOSPITAL	695589	40.00
82705	05/15/2025	2163	NATIONAL FUEL GAS CORPORATION	694654	18,843.09
82706	05/15/2025	1176	NATIONAL GRID	694655	12,479.80
82707	05/15/2025	1187	NEW DIRECTIONS YOUTH & FAMILY	695273	11,786.00
82708	05/15/2025	7813	NGUYEN, HOA		288.00
82709	05/15/2025	1214	NIAGARA FRONTIER LEAGUE	695605	100.00
82710	05/15/2025	1217	NIAGARA GAZETTE	*See Detail Report	60.37
82711	05/15/2025	5647	NICKERSON CORPORATION	695535	350.00
82712	05/15/2025	7594	NYSARC, INC. ERIE COUNTY CHAPTER	695288	5,404.80
82713	05/15/2025	7581	OLV HUMAN SERVICES	694962	11,880.20
82714	05/15/2025	2866	ORLEANS-NIAGARA TEACHER CENTER	695609	150.00
82715	05/15/2025	1314	**CONTINUED** ORLEANS/NIAGARA BOCES		0.00
82716	05/15/2025	1314	ORLEANS/NIAGARA BOCES	694617	524,710.60
82717	05/15/2025	3918	P & A ADMINISTRATIVE SERVICES		909.00
82718	05/15/2025	6834	PACILLO'S FITNESS GEAR	695557	1,249.99
82719	05/15/2025	1338	PAR INC	695564	38.00
82720	05/15/2025	3502	PEARSON INC	695584	524.44
82721	05/15/2025	4578	PERSONAL TOUCH	695595	28.35
82722	05/15/2025	5494	PETTY CASH, PAUL FEATHERS		14.39
82723	05/15/2025	1425	PRO-ED	695585	183.70
82724	05/15/2025	2972	RIDDELL	695290	9,168.89
82725	05/15/2025	4624	RODRIGUEZ, TINA	694630	800.00
82726	05/15/2025	4825	SHC SERVICES, INC.	694925	162.00
82727	05/15/2025	2744	SPOK, INC.	694664	65.59
82728	05/15/2025	1489	STA, INC	*See Detail Report	186,571.38
82729	05/15/2025	2045	STERICYCLE INC	695444	155.28
82730	05/15/2025	1736	STUART SPORTS	695558	432.00
82731	05/15/2025	1744	SUMMIT EDUCATIONAL RESOURCES		239,093.95
82732	05/15/2025	7433	SUNBELT STAFFING, LLC	694870	1,895.00
82733	05/15/2025	7753	TAMARAZIO, ANDREA J		46.33
82734	05/15/2025	4758	TIME TO GROW	695054	455.00
82735	05/15/2025	7722	TOPS MARKETS LLC	*See Detail Report	648.94
82736	05/15/2025	1840	TOWN OF LEWISTON WATER DEPT	694665	9,005.15
82737	05/15/2025	7714	True Green	695567	3,135.00
82738	05/15/2025	233	U & S SERVICES, INC.	694645	1,378.25
82739	05/15/2025	6161	VAN DEUSEN, KATHRYN	694641	500.00
82740	05/15/2025	3378	VERIZON	694680	1,346.09
82741	05/15/2025	2663	WEST SENECA CSD	695517	400.00
82742	05/15/2025	5402	WILLIAM L WATSON		32.32
82743	05/15/2025	4125	WNY OCCUPATIONAL HEALTH CARE		210.00

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
82744	05/15/2025	7001	ZOOM VIDEO COMMUNICATIONS INC	694685	3,760.33
82745	05/27/2025	6277	NYS PARKS DEPARTMENT		435.00
82746	05/27/2025	1813	THEATRE OF YOUTH CO INC		1,260.00

Number of Transactions: 130

Warrant Total: 1,298,772.38

Vendor Portion: 1,298,772.38

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

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 130 in number, in the total amount of $_1,298,772.38_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date _____ Signature _____ Title _____

LEW-PORT

Check Warrant Report For C - 11: May School Lunch Cash Disbursement For Dates 5/1/2025 - 5/31/2025

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
2950	05/01/2025	2472	GREATER NIAGARA MECHANICAL INC		284.00
2951	05/15/2025	4578	PERSONAL TOUCH	695203	35,481.10

Number of Transactions: 2

Warrant Total: 35,765.10

Vendor Portion: 35,765.10

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

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of $_35,765.10_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date	Signature	Title

LEW-PORT

Check Warrant Report For F - 10: May Federal Cash Disbursement For Dates 5/1/2025 - 5/31/2025

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
2554	05/12/2025	1074	**VOID** THE MCGRAW-HILL COMPANIES	695502	-669.80
2556	05/01/2025	7729	n2y LLC, dba EVERWAY	695533	865.14
2557	05/01/2025	6108	THE TRAVEL TEAM	695594	7,558.32
2558	05/15/2025	1074	THE MCGRAW-HILL COMPANIES	695502	669.80
2559	05/15/2025	3111	YMCA BUFFALO NIAGARA	695249	42,352.00

Number of Transactions: 5

Warrant Total: 50,775.46

Vendor Portion: 50,775.46

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

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 5 in number, in the total amount of $_50,775.46_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date _____ Signature _____ Title _____

LEW-PORT

Check Warrant Report For HHS1 - 9: May Capital Cash Disbursement For Dates 5/1/2025 - 5/31/2025

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
4229	05/01/2025	765	HODGSON RUSS LLP		14,242.00
4230	05/16/2025	6846	BUFFALO CONSTRUCTION CONSULTANTS		4,455.10
4231	05/16/2025	5639	TRAUTMAN ASSOCIATES		2,477.38
4232	05/16/2025	5639	TRAUTMAN ASSOCIATES		35,805.13

Number of Transactions: 4

Warrant Total: 56,979.61

Vendor Portion: 56,979.61

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

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 4 in number, in the total amount of $_56,979.61_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date _____ Signature _____ Title _____

LEW-PORT

Budget Transfer Schedule Report For A - 11: May General Fund Budget Transfer

Ref Number	Account	Date	Budget Transfer Description / Account Description	Detail Description	Approval Status	Transfer Out	Transfer In
4210		05/15/2025	Feathers/Hill Zoom phone cost higher than budgeted		Not Required		
	A 1620.424-00-0000		PHONE SERVICE	Zoom phone cost higher than budgeted			9,000.00
	A 1621.400-00-0000		CONTRACTUAL	Zoom phone cost higher than budgeted		9,000.00	
4212		05/19/2025	Tamarazio/Hill Move funds to cover the cost of 18 Dell docking stations		Not Required		
	A 2630.200-00-0000		STATE AIDED HARDWARE	Move funds to cover the cost of 18 Dell docking st			1,980.00
	A 2630.460-00-0000		STATE AIDED SOFTWARE	Move funds to cover the cost of 18 Dell docking st		1,980.00	
					Grand Totals:	**10,980.00**	**10,980.00**
			Number of Budget Transfers: 2		**Net Amount:**	**0.00**	

Account Distribution Totals

Account	Description	Debits	Credits
A 1620.424-00-0000	PHONE SERVICE	0.00	9,000.00
A 1621.400-00-0000	CONTRACTUAL	9,000.00	0.00
A 2630.200-00-0000	STATE AIDED HARDWARE	0.00	1,980.00
A 2630.460-00-0000	STATE AIDED SOFTWARE	1,980.00	0.00
	Fund A Totals:	**10,980.00**	**10,980.00**
	Grand Totals:	**10,980.00**	**10,980.00**

LEW-PORT

Budget Transfer Schedule Report For F - 5: May Federal Budget Transfer

Ref Number / Account	Date	Budget Transfer Description / Account Description	Detail Description	Approval Status	Transfer Out	Transfer In
4211	05/12/2025	Godshell/Hill move funds for order supplies non pub school		Not Required		
FT424 2110.400		2024-2025 TITLE 4 CONTRACTUAL	Godshell/Hill move funds for order supplies non pu		570.00	
FT424 2110.450		2024-2025 TITLE 4 SUPPLIES	Godshell/Hill move funds for order supplies non pu			570.00
				Grand Totals:	**570.00**	**570.00**
		Number of Budget Transfers: 1		**Net Amount:**	**0.00**	

Account Distribution Totals

Account	Description	Debits	Credits
FT424 2110.400	2024-2025 TITLE 4 CONTRACTUAL	570.00	0.00
FT424 2110.450	2024-2025 TITLE 4 SUPPLIES	0.00	570.00
	Fund FT424 Totals:	**570.00**	**570.00**
	Grand Totals:	**570.00**	**570.00**

LEW-PORT

Bank Reconciliation for period ending on 5/31/2025

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

Ending Bank Balance:		5,092,552.01
Outstanding Checks (See listing below):	-	28,143.58
Deposits in Transit:	+	0.00
Other Credits:	+	30,494.35
Other Debits:	-	251,083.42
Adjusted Ending Bank Balance:		4,843,819.36
Cash Account Balance:		4,843,819.36

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
02/03/2025	82247	NYS SCHOOL MUSIC ASSOCIATION	315.00
04/15/2025	82562	DOMBROWSKI, VICTORIA	120.00
04/15/2025	82574	LEARNWELL	576.57
05/01/2025	82652	NYS ASSOCIATION OF WORLD LANGUAGE ADMINSTRATORS, INC	175.00
05/13/2025	82669	POSTMASTER LEWISTON	1,185.54
05/15/2025	82685	FOUNDATIONS BEHAVIORAL HEALTH	11,945.34
05/15/2025	82704	MT ST MARY'S HOSPITAL	40.00
05/15/2025	82706	NATIONAL GRID	12,479.80
05/15/2025	82733	TAMARAZIO, ANDREA J	46.33
05/27/2025	82746	THEATRE OF YOUTH CO INC	1,260.00
		Outstanding Check Total:	28,143.58

Prepared By

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LEW-PORT

Bank Reconciliation for period ending on 5/31/2025

Account: **School Lunch**
Cash Account(s): **C 200**

Ending Bank Balance:		108,902.08
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00
Adjusted Ending Bank Balance:		108,902.08
Cash Account Balance:		108,902.08

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
		Outstanding Check Total:	0.00

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Bank Reconciliation for period ending on 5/31/2025

Account:	**Federal Aid**
Cash Account(s):	**F019 200, F02A 200, F110 200, F112 200, F1123 200, F1124 200, F119 200, F11B 200, F120 200, F121 200, F122 200, F190 200, F192 200, F1923 200, F1924 200, F193 200, F19A 200, F 200, F22A 200, F612 200, F613 200, F61A 200, F82A 200, F8AD 200, F919 200, F92A 200, F9AD 200, FARP 200, FCFC 200, FES2 200, FESS 200, FGEE 200, FGEE2 200, FIIA 200, FIN23 200, FIN24 200, FP23 200, FPK0 200, FPK23 200, FPK24 200, FPK4 200, FPR1 200, FPR2 200, FPR9 200, FS20 200, FS21 200, FS22 200, FS23 200, FS24 200, FS25 200, FSS2 200, FSS5 200, FSS7 200, FSS8 200, FSS9 200, FSTS 200, FT123 200, FT124 200, FT22 200, FT223 200, FT224 200, FT2A 200, FT40 200, FT41 200, FT42 200, FT423 200, FT424 200, FT43 200, FT94 200**

Ending Bank Balance:		82,658.31
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00
Adjusted Ending Bank Balance:		82,658.31
Cash Account Balance:		82,658.31

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
		Outstanding Check Total:	0.00

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LEW-PORT

Bank Reconciliation for period ending on 5/31/2025

Account: **Capital Fund**

Cash Account(s): **H2425 200, H260 200, H925 200, HCO23 200, HCS1 200, HHS1 200, HHSO 200, HIEC 200, HMD1 200, HMDS 200, HMSO 200, HMSP 200, HPII 200, HSHA 200, HSHS 200, HSSB 200, HSSP 200**

Ending Bank Balance:		3,625.10
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00
Adjusted Ending Bank Balance:		3,625.10
Cash Account Balance:		3,625.10

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
		Outstanding Check Total:	0.00

Prepared By

Approved By

Aiming Higher

Lewiston-Porter Central School District

Our Purpose. Your Pathway. Our Promise.

DRAFT
CODE OF CONDUCT

OUR MISSION

One Purpose. Your Pathway. Our Promise.

OUR VISION

Our ***PURPOSE*** is to ensure that when students leave Lewiston-Porter they will be ready to face the world with confidence in themselves and what they can contribute.

While students are here they will be challenged to grow along their ***PATHWAY*** and discover their personal best because we ***PROMISE*** to give them our best.

DRAFT 6-2025

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I. INTRODUCTION

The Board of Education (hereinafter referred to as “Board”) of the Lewiston-Porter Central School District (hereinafter referred to as “District”) is committed to providing a safe and orderly school environment where students may receive and District personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other District personnel, parents, and other visitors is essential to achieving this goal.

The District is committed to providing a safe and orderly school environment where students may receive and District personnel may deliver quality educational services without disruption or interference. The District is committed to:

- ensuring each student is healthy, safe, engaged, supported, and challenged;
- helping students develop self-awareness and social and emotional growth; and
- guiding students in the improvement and corrections of inappropriate, unacceptable, and unsafe behaviors.

Responsible behavior by students, teachers, other District personnel, parents, and other visitors is expected, as it is essential to achieving this goal.

For this to happen, everyone in the school community must demonstrate and offer respect to others.

With the recognition that all children make mistakes and that this is part of growing up, schools must help all students learn to grow from their mistakes. Student accountability policies should support students and teachers and ensure that everyone is treated with dignity and respect.

Student engagement is also integral to creating a positive school climate and culture that effectively fosters students’ academic achievement and social/emotional growth. Providing students with multiple opportunities to participate in a wide range of pro-social activities and at the same time develop a bond with caring, supportive adults to reduce negative behavior. Examples can include: providing students with meaningful opportunities to share ideas and concerns and participate in school-wide initiatives; student leadership development; periodic recognition of student’s achievements in a range of academic and co-curricular areas; using corrective feedback; and developing school-wide positive behavior systems.

The District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

The District recognizes the need to clearly define these expectations for acceptable conduct on school property, identify the possible developmentally appropriate, graduated interventions for unacceptable conduct, and to ensure that interventions are administered promptly and fairly, keeping in mind the goal is not to penalize, but to teach students there are consequences to actions and choices. To this end, the District adopts this Code of Conduct ("Code"), which is based upon education laws, regulations, and District policies.

Unless otherwise indicated, this Code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

II. WHY DO WE HAVE A CODE OF CONDUCT?

Students need to be supported and engaged in school in order to promote strong character and appropriate conduct. It is also essential that students are able to take age-appropriate responsibility for their own behavior.

Student engagement is developed when students are provided with multiple opportunities to participate in a wide range of positive social activities while interacting with caring, supportive adults. This helps to ensure that students are better able to:

- recognize and manage emotions;
- develop caring and concern for others;
- establish positive relationships;
- make responsible decisions; and
- handle challenging situations constructively and ethically.

Effective and engaging instruction and positive behavioral supports are the foundations of a positive school climate. School teachers, administrators, and other staff are encouraged to set high expectations for student success, build positive relationships with students, as well as teach and model appropriate behaviors for success. Modeling respectful, positive behavior is especially critical as interventions and restorative practices develop.

All adults, teachers, principals, administrators, school staff, parents, and the larger community have an obligation to help students become good citizens and lead productive lives by modeling desired behaviors and cultivating those behaviors in students.

Appropriate conduct and strong character are reflected in a civil, respectful, healthy, and caring environment.

Student accountability and support policies and practices will be implemented in a manner which is caring and equitable, respectful, and based on trust among administration, staff, students, and families and holds all individuals accountable, but is restorative and solutions-oriented, rather than punitive. This will help students:

- learn from their mistakes;
- understand why their behavior was unacceptable;
- acknowledge the harm they caused or the negative impact of their actions;
- understand what they could have done differently;
- take responsibility for their actions;
- learn pro-social strategies and skills to use in the future; and
- understand that further consequences and/or interventions will be implemented if their unacceptable behavior persists.

The District will continuously monitor results in an effort to determine strategies for improvement.

III. DEFINITIONS

For purposes of this code, the following definitions apply.

Behavior is the way in which one acts or conducts oneself, especially towards others. It is expected that students, staff, and visitors will conduct themselves in such a way that is in line with this Code of Conduct.

Disruptive student means an elementary or secondary student under the age of 21 whose behavior is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

Employee means any person receiving compensation from the District or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to Title 9B of Article 5 of the Social Services Law, and consistent with the provisions of such title for the provision of services to such District, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact.

Harassment and **bullying** shall mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (please see section IX. ANTI-BULLYING AND HARASSMENT POLICY):

1. Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or
2. Reasonably causes or would reasonably be expected to cause a student to fear for their physical safety; or
3. Reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or
4. Occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property.

Acts of harassment and bullying shall include, but not be limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex. For the purposes of this definition the term “threats, intimidation or abuse” shall include verbal and non-verbal actions.

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

Parent means parent, guardian or person in parental relation to a student.

Plagiarism is the use or close imitation of the language and ideas of another author and representation of them as one’s own original work. This includes copying from electronic sources (from the World Wide Web), even with minor alterations.

Protected Classes:

1. **Color** refers to the apparent pigmentation of the skin, especially as an indication or possible indication of race.
2. **Disability** means:

    a. a physical, mental or medical impairment resulting from anatomical, physiological, genetic, or neurological conditions which prevent the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques; or
    b. a record of such an impairment; or
    c. a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held.

3. **Ethnic Group** means a group of people who identify with each other through a common heritage including language, culture, and often a shared or common religion and or ideology that stresses ancestry.
4. **Gender** means actual or perceived sex and shall include a person's gender identity or expression.
5. **Gender expression** is the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyle, activities, voice, or mannerisms.
6. **Gender identity** is one's self-conception as being male or female, as distinguished from actual biological sex or sex assigned at birth.
7. **National Origin** means a person's country of birth or ancestor's country of birth.
8. **Race** means a group of persons related by a common descent or heredity. For purposes of enumeration, the U.S. Census Bureau uses terms such as: "White/Caucasian", "Black/African American/African-descent, "Asian", "Bi-racial", "Hispanics/Latinos" etc. to describe and classify the inhabitants of the United States.
9. **Religion** means specific fundamental beliefs and practices generally agreed to by large numbers of the group or a body of persons adhering to a particular set of beliefs and practices.
10. **Religious Practice** means a term including practices and observances such as attending worship services, wearing religious garb or symbols, praying at prescribed times, displaying religious objects, adhering to certain dietary rules, refraining from certain activities, proselytizing, etc.
11. **Sex** means the biological and physiological characteristics that define men and women. (Male and Female denote "sex".)
12. **Sexual orientation** means the sex to which a person is sexually attracted. Someone attracted primarily or exclusively to members of the opposite sex is characterized as straight or heterosexual. Someone attracted primarily or exclusively to members of the same sex is characterized as homosexual. A person with a strong or viable attraction to both genders is characterized as bisexual or pansexual.
13. **Weight** means aside from the obvious meaning in the physical sciences, the word is used in reference to a person's "size".
14. **Relationships** are the way in which two or more people regard and behave toward each other.

15. **Respect** is an act of treating everyone in the school community with dignity. This is demonstrated by: treating others with kindness and care, being polite and using manners, expressing thoughts in opinions in ways that are polite and courteous, using a polite tone of voice and body language, listening to others who are speaking to you, keeping one's hands to one's self and not violating others' personal space.
16. **Responsibility** is an obligation to behave in accordance with social norms and being held accountable for one's actions.
17. **Restorative Practices** are a response to student actions that violate the dignity, safety, or well-being of others by connecting the person responsible for the harm with those who have been harmed, in order to reach a resolution that guides, and assists the person responsible for the harm in accepting responsibility, apologizing for the harm, making meaningful reparation and improving the relationship between parties.
18. **School function** means any school-sponsored extra-curricular event or activity.
19. **School property** means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §142.
20. **Violent student** means a student who behaves violently under the age of twenty-one (21) who:

    a. Commits an act of violence upon a school employee.
    b. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function.
    c. Possess, while on school property or at a school function, a weapon such as a gun, knife, explosive or incendiary bomb, or other dangerous instruments capable of causing physical injury or death.
    d. Displays, while on school property or at a school function, what appears to be a weapon.
    e. Threatens, while on school property or at a school function, to use a weapon.
    f. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
    g. Knowingly and intentionally damages or destroys District property.

21. **Weapon** means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

IV. STUDENT RIGHTS AND RESPONSIBILITIES

The District is committed to safeguarding the rights given to all students under federal and state law and District policy. In addition, to promote a safe, healthy, orderly, and supportive school environment, both in-person and in a virtual or remote learning setting, all District students have the right to:

It is the student's right to:	**It is the student's responsibility to:**
Attend school in the District in which one's parent or legal guardian resides.	Attend school every day unless you are legally excused and to be in class on time and prepared to learn.
Expect that school will be a safe, orderly, purposeful place for all students to gain an education and be treated fairly.	Contribute to maintaining a safe, supportive and orderly school environment that is conducive to learning and to showing respect to other persons and to property.
Take part in all District activities on an equal basis regardless of actual or perceived race, weight, color, creed, national origin, ethnic group, religion, religious practice, gender (including gender identity and expression), or sexual orientation or disability.	Conduct themselves as representatives of the District when participating in or attending school extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
Be respected as an individual and treated fairly and with dignity by other students and school staff.	Respect one another and treat others in the manner that one would want to be treated. Work to develop skills to manage their emotions and reactions to resolve conflict with others.
Express one's opinions, either verbally or in writing, as long as it is done so in a respectful manner.	Use a polite tone of voice and appropriate body language, listening when others are speaking to you. Respect personal space.
Dress in such a way as to express one's personality.	Dress appropriately for school and school functions, so as not to endanger physical health, and safety or limit participation in school activities.
Be afforded equal and appropriate educational opportunities.	Be aware of available educational programs in order to use and develop one's capabilities to their maximum.
Present their version of the relevant events to school personnel authorized to impose consequences.	Be truthful when speaking with school officials regarding the Code of Conduct violations. Accept responsibility for their actions.

It is the student's right to: (cont.)	**It is the student's responsibility to:** (cont.)
Access school policies, regulations and rules and, when necessary, receive an explanation of those rules from school personnel.	Be familiar with and abide by District policies, rules and regulations dealing with student conduct. Ask questions when you do not understand.
Have access to relevant and objective information concerning drug and alcohol abuse, as well as access to individuals or agencies capable of providing direct assistance to students with serious personal problems.	Be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate.
Be provided with clear expectations regarding: a. Course objectives, requirements, and state standards; b. Grading criteria and procedures; c. Assignment requirements and deadlines; and d. School and classroom rules and expectations regarding behavior.	React to the direction given by teachers, administrators, and other school personnel in a respectful and positive manner.
Be protected from intimidation, harassment, and discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion or religious practice, sex, gender, gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function or activity.	Respect one another and treat others fairly in accordance with the Code of Conduct and the provisions of the Dignity Act for All Students (DASA). Seek help in solving problems. Help make school a community free of violence, intimidation, bullying, harassment, and discrimination. Report and encourage others to report any incidents of intimidation, harassment or discrimination.

V. ESSENTIAL PARTNERS

All members of our learning community – including students, staff, parents, and engaged service providers – must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate in the learning community.

Those responsibilities include but are not limited to the following:

A. Parents

The Code of Conduct is a guide for understanding the personal, social, and academic behaviors which are expected from your child while at school and at school functions. This Code also guides how school staff will work with you and your child to help demonstrate positive behaviors and enjoy academic success.

To achieve this goal, parents will be encouraged to promote participation in restorative practices to resolve incidents and conflict and to support their child in receiving the maximum benefit from restorative justice practices.

To achieve this goal, all parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community and collaborate with the District to optimize their child's educational opportunities.
2. Send their children to school ready to participate and learn, both in-person and in a virtual or remote learning setting.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Ensure their children are dressed and groomed in a manner consistent with the student appearance code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them so that their children can help create a safe, respectful, supportive school environment.
8. Convey to their children a supportive attitude toward education and the District, including open and respectful communication.
9. Build positive, constructive relationships with teachers, other parents, and their children's friends.
10. Tell school officials about any concerns or complaints in a respectful and timely manner.
11. Help their children deal effectively with peer pressure.
12. Inform school officials of changes in the home situation that may affect student conduct or performance.
13. Provide a place for study and ensure homework assignments are completed.
14. Be respectful and courteous to staff, other parents/guardians, and students while on school premises and while at all school functions.
15. Model and monitor the use of electronic devices and social media with your children to ensure their safety and promote acceptable behavior.
16. Exemplify conduct that fosters civility, kindness, and acceptance towards all people regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
17. Follow the Code of Conduct by knowing, abiding, and enforcing school rules and policies in a fair and consistent manner.

B. Staff

The Code of Conduct is a guide for supporting positive student behavior at school. It is intended to help staff prevent student misconduct through the use of effective strategies and systems. It will provide guidance for intervening effectively and appropriately if students don't meet expected standards of behavior or violate the school rules and policies. Concerns about safety and school climate should be brought to the school principal so staff can work together to maintain a safe and orderly learning and work environment.

All staff are expected to understand that students may come to school having experienced trauma in their lives, which can impact their behavior in school (e.g., anger, outbursts, withdrawal, self-injury). To achieve this goal, all District staff are expected to:

1. **Teachers**
    a. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and expression) or sex, which will strengthen students' self-worth and promote confidence to learn.
    b. Be prepared to teach for both in-person and remote learning.
    c. Demonstrate interest in teaching and concern for students and student achievement.
    d. Know school policies and rules, and enforce them in a fair, timely, and consistent manner.
    e. Maintain confidentiality in conformity with federal and state law.
    f. Communicate to students and parents:
        (1) Course objectives and requirements
        (2) Marking/grading procedures
        (3) Assignment deadlines
        (4) Expectations for students
        (5) Classroom behavior and consequences plan.
        (6) Online expectations and behaviors in the remote learning environment.
    g. Communicate regularly with students, parents, and other teachers concerning growth and achievement.
    h. Participate in school-wide efforts to provide adequate supervision in all school spaces, in conformity with the Taylor Law.
    i. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
    j. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
    k. Report incidents of bullying, discrimination and/or harassment that are witnessed or otherwise brought to a teacher's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.
    l. Be open to active participation in resolving conflicts through a restorative process.
    m. Model and monitor the use of electronic devices and social media to ensure the student's safety and promote acceptable behavior.

n. Exemplify conduct that fosters civility, kindness, and acceptance towards all people regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
o. Follow the Code of Conduct by knowing, abiding, and enforcing school rules and policies in a fair and consistent manner.

2. **School Counselors and Social Workers**
    a. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and expression) or sex.
    b. Assist students in coping with peer pressure and emerging personal, social, and emotional problems, both in-person and in the virtual learning environment.
    c. Initiate teacher /student/counselor conferences and parent/teacher/student/ counselor conferences, as necessary, as a way to resolve problems.
    d. Regularly review with students their educational progress and career plans.
    e. Maintain confidentiality in accordance with federal and state law.
    f. Provide information to assist students with career planning.
    g. Encourage students to benefit from the curriculum and extracurricular programs.
    h. Make known to students and families the resources in the community that are available to meet their needs.
    i. Participate in school-wide efforts to provide adequate supervision in all school spaces.
    j. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
    k. Address personal biases that may prevent equal treatment of all students.
    l. Promote a trauma-informed approach to addressing student behavior by supporting professional development, providing safe work environments, forming trusting relationships with students, allowing for student choice and autonomy, and encouraging student skill-building and competence.
    m. Report incidents of bullying, discrimination and/or harassment that are witnessed or otherwise brought to a teacher's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.
    n. Be open to active participation in resolving conflicts through a restorative process.
    o. Model and monitor the use of electronic devices and social media to ensure the student's safety and promote acceptable behavior.
    p. Exemplify conduct that fosters civility, kindness, and acceptance towards all people regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
    q. Follow the Code of Conduct by knowing, abiding, and enforcing school rules and policies in a fair and consistent manner.

3. **Student Support Service Personnel/Teacher Aides/School Monitors**
    a. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and expression), or sex.
    b. Support educational and academic goals.
    c. Assist students in coping with peer pressure and emerging personal, social, and emotional problems.
    d. Set a good example for students and colleagues by demonstrating dependability, integrity, and other standards of ethical conduct
    e. Maintain confidentiality in accordance with federal and state law.

f. Initiate teacher/student/counselor conferences and parent/ teacher/ student/ counselor conferences, as necessary, as a way to resolve problems.
g. Review with students their educational progress and career plan.
h. Encourage students to benefit from the curriculum and extra-curricular programs.
i. Help children understand the District's expectations for maintaining a safe, orderly environment.
j. Participate in school-wide efforts to provide adequate supervision in all school spaces.
k. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
l. Address personal biases that may prevent equal treatment of all students.
m. Report incidents of bullying, discrimination and/or harassment that are witnessed or otherwise brought to a teacher's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.
n. Be open to active participation in resolving conflicts through a restorative process.
o. Model and monitor the use of electronic devices and social media to ensure the student's safety and promote acceptable behavior.
p. Exemplify conduct that fosters civility, kindness, and acceptance towards all people regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
q. Follow the Code of Conduct by knowing, abiding, and enforcing school rules and policies in a fair and consistent manner.

4. Other School Staff

a. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and expression) or sex.
b. Set a good example for students and colleagues by demonstrating dependability, integrity and other standards of ethical conduct.
c. Maintain confidentiality in accordance with federal and state law.
d. Help children understand the District's expectations for maintaining a safe, orderly environment, both in-person and in the virtual or remote learning environment.
e. Participate in school-wide efforts to provide adequate supervision in all school spaces.
f. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
g. Address personal biases that may prevent equal treatment of all students.
h. Be open to active participation in resolving conflicts through a restorative process.
i. Model and monitor the use of electronic devices and social media to ensure the student's safety and promote acceptable behavior.

j. Exemplify conduct that fosters civility, kindness, and acceptance towards all people regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
k. Follow the Code of Conduct by knowing, abiding, and enforcing school rules and policies in a fair and consistent manner.

5. Principals/Administrators

a. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, (including gender identity and expression) or sex.
b. Ensure that students and staff have the opportunity to communicate regularly with the principal/administrators and have access to the principal/administrators for redress of grievances.
c. Maintain confidentiality in accordance with federal and state law.
d. Evaluate on a regular basis all instructional programs to ensure infusion of civility education in the curriculum, including in-person and online or virtual learning curriculum and platforms.
e. Support the development of and student participation in appropriate extracurricular activities.
f. Provide support in the development of the Code of Conduct, when called upon. Disseminate the Code of Conduct and anti-harassment policies.
g. Be responsible for administering the Code of Conduct and ensuring that all cases are resolved promptly and fairly.
h. Participate in school-wide efforts to provide adequate supervision in all school spaces.
i. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
j. Address personal biases that may prevent equal treatment of all students and staff.
k. Promote a trauma-informed approach to addressing student behavior by supporting professional development, providing safe work environments, forming trusting relationships with students, allowing for student choice and autonomy, and encouraging student skill-building and competence.
l. Be open to active participation in resolving conflicts through a restorative process.
m. Model and monitor the use of electronic devices and social media to ensure the student's safety and promote acceptable behavior.
n. Exemplify conduct that fosters civility, kindness, and acceptance towards all people regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
o. Follow the Code of Conduct by knowing, abiding, and administering school rules and policies in a fair and consistent manner.

6. The Dignity Act Coordinator(s)

The Dignity Act Coordinator(s) are as follows:

Ms. Andrea Tamarazio, 716-286-7295 (Secretary: 716-286-7265)
Ms. Emily Adamson, Primary Education Center (PEC) Dignity Act Coordinator:
716-754-8281 ext. 7282 (Main Office 716-286-7220)
Ms. Emily Brook, Intermediate Education Center (IEC) Dignity Act Coordinator:
716-754-8281 ext. 3100 (Main Office 716-286-7252)
Ms. Kathleen Stack, Middle School (MS) Dignity Act Coordinator:
716-754-8281 ext. 5119 (Main Office 716-286-7201)
Ms. Petrina DiVincenzo, High School (HS) Dignity Act Coordinator:
716-754-8281 ext. 2128 (Guidance Office 716-286-7259)

Their duties are as follows:

a. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and expression) or sex.
b. Oversee and coordinate the work of the District-wide and building-level bullying prevention committees.
c. Identify curricular resources that support infusing civility in classroom instruction and classroom management, and provide guidance to staff as to how to access and implement those resources.
d. Address and investigate issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
e. Address personal biases that may prevent equal treatment of all students and staff.

7. **Superintendent**
    a. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and expression) or sex.
    b. Report to the Board of Education about educational trends relating to student accountability and restorative practices.
    c. Review with District administrators the policies of the District and state and federal laws relating to school operations and management.
    d. Maintain confidentiality in accordance with federal and state law.
    e. Work to create instructional programs that minimize incidents of inappropriate behavior and are sensitive to student and teacher needs, for both in-person and online or virtual learning opportunities.
    f. Work with District administrators in encouraging a positive school climate, administering the Code of Conduct and ensuring that all cases are resolved promptly and equitably.
    g. Participate in school-wide efforts to provide adequate supervision in all school spaces.
    h. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
    i. Address personal biases that may prevent equal treatment of all students and staff.
    j. Promote a trauma-informed approach to addressing student behavior by supporting professional development and appropriate staffing.
    k. Be open to active participation in resolving conflicts through a restorative process.
    l. Model and monitor the use of electronic devices and social media to ensure the student's safety and promote acceptable behavior.
    m. Exemplify conduct that fosters civility, kindness, and acceptance towards all people regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
    n. Follow the Code of Conduct by knowing, abiding, and enforcing school rules and policies in a fair and consistent manner.

8. **Board of Education**
    a. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
    b. Maintain confidentiality in accordance with federal and state law.
    c. Develop and recommend a budget that provides programs and activities that support achievement of the goals of the Code of Conduct.
    d. Collaborate with the student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, District personnel and visitors on school property and at school functions.
    e. Adopt and review at least annually the District's Code of Conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.

f. Appoint a Dignity Act Coordinator (DAC) in each school building. The Dignity Act Coordinator will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, and sex. The Dignity Act Coordinator will be accessible to students and other staff members for consultation and advice as needed.
g. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.
h. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
i. Address personal biases that may prevent equal treatment of all students and staff.
j. Promote a trauma-informed approach to addressing student behavior by supporting professional development, providing a safe school environment, encouraging the forming of trusting relationships with students, allowing for student choice and autonomy, and encouraging student skill-building and competence.
k. Be open to active participation in resolving conflicts through a restorative process.
l. Model and monitor the use of electronic devices and social media to ensure the student's safety and promote acceptable behavior.
m. Exemplify conduct that fosters civility, kindness, and acceptance towards all people regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
n. Follow the Code of Conduct by knowing, abiding, and enforcing school rules and policies in a fair and consistent manner.

VI. STUDENT USE OF ELECTRONIC AND INTERNET-ENABLED COMMUNICATION DEVICES

Overview

Effective August 1, 2025, in accordance with New York State law enacted as part of the 2025-2026 budget and Governor Hochul's legislation, Lewiston-Porter Central Schools prohibits the use of non-school-issued internet-enabled devices by students during the instructional day while on school grounds. This includes all instructional and non-instructional periods such as homeroom, lunch, recess, study halls, and passing time.

Definitions

Internet-enabled devices encompass smartphones, tablets, smartwatches, and any other devices that can connect to the internet. The policy does **not** apply to:

- School-issued devices used for educational purposes.
- Devices not capable of connecting to the internet.

Policy Details

1. **Prohibition of Use**
   Students are prohibited from using personal internet-enabled devices on school grounds during the entire instructional day.
2. **Instructional day** is defined as the time period beginning when students enter the school buildings upon arrival at drop-off and continuing through all scheduled school activities until the bell signaling the end of the school day. This includes all instructional and non-instructional periods such as homeroom, lunch, recess, study halls, passing time, and any other time students are on school grounds during the school day
3. **Scope**
   "School grounds" includes all school buildings, athletic fields, playgrounds, and land within school property boundaries. The policy does **not** apply to school buses.
4. **Exceptions**
   Device use may be authorized under limited circumstances, including but not limited to:
    - Specific educational purposes authorized by teachers, principals, or district administration.
    - Management of a student's healthcare needs.
    - Emergencies.
    - Translation services.
    - Students responsible for care of family members.

    - Devices included in a student's Individualized Education Program (IEP) or Section 504 Plan.

5. **Storage and Contact**
   The district expects all students to secure their internet enabled devices in an assigned locker during the school day. Parents/Guardians will be provided with clear methods to contact students during school hours. Notification about these methods will be communicated annually at the start of the school year and upon student enrollment.
6. **Loss or Theft:**
   The district, through its normal course of student management practices, will investigate the loss or theft of devices stored correctly in lockers to the best of its ability. However, the district will not be responsible for replacement or reimbursement for the loss or theft of electronic devices.

Reporting and Enforcement

Beginning September 1, 2026, the District will publish an annual report summarizing enforcement, including non-identifiable demographic data and any analysis of disparities in enforcement, along with mitigation plans if necessary.

Behavioral Expectations and Consequences

Students' use of personal electronic devices shall continue to comply with the District's Student Use of Computerized Information Resources (Acceptable Use) Policy, 7315, and the Student Use of Personal Technology Policy, 7316. Students shall not use devices to invade privacy, harass, intimidate, bully, or violate the Code of Conduct.

Violations of this policy may result in:

- Confiscation of devices.
- Disciplinary actions include detention, restorative practices, suspension, or revocation of device privileges.
- Additional consequences as outlined in the Code of Conduct.

Implementation and Communication

To ensure understanding and consistent enforcement of this policy:

- The policy will be communicated clearly through student and parent orientations, assemblies, parent nights, student handbooks, newsletters, signage throughout school buildings, and prominently on the District website.
- All staff will be trained and expected to consistently reinforce the policy and model appropriate behavior.
- Specific student support will be provided, including educating students on the importance of the policy for reducing cyberbullying, promoting face-to-face social interaction, reducing anxiety and social comparison, and creating a safer, more

respectful learning environment.

- Students in all grades are expected to maintain their cell phone or other internet enabled device in their assigned locker. Students, especially at the middle school and high school levels, will receive support and instruction on locker use and securing personal belongings to comply with the policy.

- Recognizing challenges related to anxiety and withdrawal symptoms associated with limiting device use, alternative communication methods such as emailing students will be encouraged.

Enforcement and Student Support

- At the start of the year, a phased approach will allow students to place cell phones in lockers as a reminder, with progressive disciplinary enforcement to follow.

- The District may explore appropriate times and designated areas where limited device use may be allowed, aligned with the law and educational goals.

VII. STUDENT APPEARANCE CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. The school setting is defined as both in-person and online or virtual learning experiences.

A student's dress, grooming, and appearance, including accessories, hair style, body piercings, and tattoos, shall:

1. Be safe, and appropriate, and not substantially disrupt or interfere with the educational process.
2. Recognize that extremely brief and see-through garments may not be appropriate if there is a substantial disruption to the learning environment.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats and headgear (including hoods) in the classroom except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, provocative, libelous, or that denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco, vaping, illegal drugs or reference to illegal drugs (e.g. Cookies) and/or encourage other illegal, violent activities with or without weapons.

Each Building Principal/designee shall be responsible for informing all students and their parents of the student appearance code at the beginning of the school year and any revisions to the appearance code made during the school year. Any staff member who believes a student to be in violation of the appearance code should report the student to the building administration or counselor as soon as possible. The building principal or designated building administrator will be the final authority on the appearance code.

Students who violate the student appearance code will meet with the building principal/designee to discuss modification of their appearance. Any student who refuses to do so shall be subject to accountability and restorative practices as outlined in the Code of Conduct. If after restorative principles have been implemented the student continues to refuse to comply with the appearance code, they shall be subject to consequences for their behavior.

VIII. PROHIBITED STUDENT CONDUCT

The District expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, District personnel and other members of the school community, and for the care of school facilities and equipment with the goal of making school a community free of violence intimidation, bullying, harassment, and discrimination. Exclusion from the school environment and suspension will only be used when necessary to protect the safety of students and staff or when all other measures have been exhausted.

The best accountability measures are self-imposed when students learn to assume and accept responsibility for their own behavior, as well as the consequences of their mistakes or behavior. District personnel who interact with students are expected to use accountability measures only when necessary and to place emphasis on educating students so that they may learn from their behavior and help them grow.

The District recognizes the need to make its expectations for student behavior while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others.

Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the consequences for their behavior. Students may be subject to accountability measures, up to and including, in extreme or repeated occurrences, suspension from school, when they:

A. Engage in conduct that is disorderly.

Examples of this type of behavior include, but are not limited to:

1. Running or otherwise unsafe behavior in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the District's Student Use of Computerized Information Resources (Acceptable Use) Policy, 7315.

B. Engage in conduct that is insubordinate.

Examples of this type of behavior include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating belligerence or disrespect.
2. Lateness for, missing or leaving school without permission.
3. Skipping detention.

C. Engage in conduct that is disruptive.

Examples of this type of behavior include, but are not limited to:

1. Endangering the health and safety of other students or staff or interfering with classes or District activities.
2. Engaging in harassing conduct, verbal threats, intimidation, or abuse.
3. Communication by any means, including oral, written or electronic (such as through the internet, email or texting) off school property, where the content of such communication:

    a. Can reasonably be interpreted as a threat to commit an act of violence on school property; or,
    b. Results in material or substantial disruption to the educational environment.

D. Engage in conduct that is violent.

Examples of this type of behavior include, but are not limited to:

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator, other school employee, another student or any other person lawfully on school property.
2. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
3. Displaying what appears to be a weapon.
4. Threatening to use any weapon.
5. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee or any person lawfully on school property, including graffiti, starting fires, or arson.
6. Intentionally damaging or destroying school District property.

E. Engage in any conduct that endangers the safety, physical or mental health or welfare of others.

Examples of such this type of behavior include, but are not limited to:

1. Attempting to engage in or perform an act of violence.
2. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
3. Stealing or attempting to steal the property of other students, school personnel or any other person lawfully on school property or attending a school function.
4. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
5. Discrimination, which includes, but it is not limited to, using race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability to deny rights, equitable treatment or access to facilities available to others.
6. Harassment (or Bullying/Cyberbullying), is the creation of a hostile environment by conduct or threats, intimidation or abuse. (Dignity for All Students Act Policy, 7550 and, Sexual Harassment of Students Policy, 7551.)
7. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
8. Sexual harassment, which includes unwelcome sexual advances; requests for sexual favors; taking, sending or receiving sexually explicit videos, pictures or auditory recordings; and other verbal or physical conduct or communication of a sexual nature.
9. Displaying signs of gang affiliation or engaging in gang-related behaviors that are observed to increase the level of conflict or violent behavior.
10. Hazing, which includes an induction, initiation or membership process involving harassment.
11. Selling, using, distributing or possessing obscene material.
12. Using vulgar or abusive language, cursing or swearing.
13. Smoking a cigarette, cigar, pipe, electronic cigarette, or using chewing or smokeless tobacco.
14. Possessing, consuming, selling, attempting to sell, offering, manufacturing, distributing or exchanging alcoholic beverages, tobacco, tobacco products, e-cigarettes, vaping products or devices, or illegal and/or controlled substances, counterfeit and designer drugs, or paraphernalia for use of such drugs, or being under the influence of any such substance on school property or at a school function.. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, fentanyl, steroids, look-alike drugs, and any synthetic version thereof, whether specifically illegal or not, commonly referred to as "designer drugs" which are substances designed and synthesized to mimic the intended effects and usages of, which are chemically substantially similar to, illegal drugs, which may or may not be labeled for human consumption.
15. Inappropriately using, sharing, selling, attempting to sell, distributing or exchanging prescription and over-the-counter drugs.
16. Gambling.

17. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
18. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

F. Engage in behaviors otherwise prohibited by this section while on a school bus.

It is crucial for students to behave appropriately while riding on District buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for school behavior and to remain seated, keep objects and body parts inside the bus, and to obey the directions from the bus driver or monitor. Excessive noise, pushing, shoving and fighting will not be tolerated.

G. Engage in any form of negative academic behavior.

Examples of negative academic behavior include but are not limited to:

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Accessing other users' accounts or network storage and/or attempting to read, delete, copy, modify, and interfere with the transferring and receiving of electronic communications.
6. Assisting another student in any of the above actions.

H. Engage in off-campus behavior that interferes with or can reasonably be expected to substantially disrupt the educational process in the school or school function.

Such misbehavior includes, but isn't limited to, threatening or harassing students or school personnel through any means off campus, including cyberbullying (Dignity for All Students Act (DASA) Policy, 7550 and, Sexual Harassment of Students Policy, 7551).

IX. ANTI-BULLYING AND HARASSMENT POLICY

Definition of Bullying

At Lewiston-Porter Central Schools, bullying is defined as any intentional behavior, whether physical, verbal, electronic, or social, that harms, intimidates, or coerces another person. Bullying involves a power imbalance, where the aggressor exerts control over the target through aggressive actions such as name-calling, threats, exclusion, spreading rumors, or cyber harassment.

Harassment and bullying shall mean the creation of a hostile environment by conduct or by threats, intimidation, or abuse, including cyberbullying, that:

- Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities, or benefits, or mental, emotional, or physical well-being; or
- Reasonably causes or would reasonably be expected to cause a student to fear for their physical safety; or
- Reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or
- Occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property.

Acts of harassment and bullying include, but are not limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex. For this definition, the term “threats, intimidation, or abuse” includes verbal and non-verbal actions.

Where the term 'bullying' is used, even if not explicitly stated, such term includes cyberbullying, meaning harassment or bullying that occurs through any form of electronic communication. Bullying is deliberate behavior that negatively impacts the safety, well-being, and learning environment of students.

Reporting Bullying

Lewiston-Porter encourages all students, staff, and families to report bullying promptly to ensure a safe and respectful school environment. Reporting can be done by:

- Speaking directly with any teacher, counselor, social worker, or administrator.
- Contacting building principals or designated safe zone staff.
- Using the anonymous tipline available on the district website, which allows students and community members to report bullying confidentially and without fear of retaliation.

Every report is taken seriously, investigated promptly, and handled with sensitivity and confidentiality in accordance with applicable laws and district policy.

Consequences for Harassment and Bullying

Lewiston-Porter employs a progressive disciplinary approach designed to address and prevent bullying behavior effectively. Consequences escalate rapidly with the severity and frequency of incidents, emphasizing accountability and the safety of all students. Examples include:

- **First Offense:** Verbal warning, mediation, counseling support, parental notification, or formal discipline including detention, in-school suspension, or out-of-school suspension (dependent on circumstance, frequency, and severity).
- **Second Offense:** Formal disciplinary action, including parental notification, in-school suspension, out-of-school suspension, and development of an individualized behavior plan.
- **Ongoing or Severe Offenses:** Formal discipline including mandatory long-term suspension, referral to alternative learning environments, and permanent removal from school, especially in cases involving physical harm or cyberbullying.

The district recognizes the significant emotional and psychological harm bullying can cause and is committed to ensuring consequences reflect the seriousness of the behavior.

Designated Safe Zones and Student Support

Each school building designates safe zones where students can seek immediate refuge and support, including:

- School Counselor and Social Worker Suites
- Building Main Offices

Safe zones are staffed by trained professionals who provide guidance, intervention, and assistance in matters related to bullying.

To increase awareness and access to these safe zones, the district conducts:

- Class meetings informing students about DASA, student rights under DASA, safe zones and how to access them.
- Social worker “push-in” support and tours at the PEC.
- Grade-level assemblies reinforcing safe zone information and bullying prevention.

Educational Programming on Bullying

Lewiston-Porter delivers age-appropriate programming to educate students about the impact of bullying and promote respectful behavior:

- **Grades K-5:** Foundations of respect, empathy building, recognizing bullying behaviors, and peer support strategies.
- **Grades 6-8:** Understanding cyberbullying, digital citizenship, conflict resolution, and fostering inclusive school communities.
- **Grades 9-11:** Deepening awareness of cyberbullying consequences, legal implications, mental health effects, and empowering student leadership in prevention efforts.

Additional initiatives include:

- **DASA Education:** Informing students and parents about rights and responsibilities under the Dignity for All Students Act.

The Dignity Act Coordinator(s) are as follows:

  - Ms. Andrea Tamarazio, 716-286-7295 (Secretary: 716-286-7265)
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  - 716-754-8281 ext. 2128 (Guidance Office 716-286-7259)

- **Digital Citizenship Education:** Teaching responsible online behavior, digital footprints, privacy, and respectful communication, in partnership with parents.
- **Peer Support and Bystander Intervention:** Training student peer leaders to model respectful behavior and safely intervene; recognizing positive bystander actions.
- **Social Emotional Learning (SEL):** Integrating empathy, emotional regulation, conflict resolution, and resilience-building into weekly classroom activities.
- **Parent Engagement:** Providing information and educational opportunities for parents on bullying and cyberbullying prevention.

Data Collection and Transparency

The District collects, monitors, and shares summary data on bullying incidents to enhance awareness, inform policy, and promote ongoing improvement.

District-Wide Anti-Bullying Messaging

The district maintains consistent and visible messaging against bullying through:

- Official social media communications.
- Posters and digital signage throughout school buildings.
- Inclusion of anti-bullying policies and resources in student handbooks, newsletters, and the district website.

This continuous visibility reinforces Lewiston-Porter's commitment to a safe, inclusive, and supportive educational environment for all students.

X. REPORTING VIOLATIONS

Lewiston-Porter Central Schools is committed to fostering a safe and inclusive community free from violence, intimidation, bullying, harassment, and discrimination. To achieve this goal, **all students, staff, parents, and community members are strongly encouraged to report any violations of the Code of Conduct promptly**.

Anonymous Reporting

The District prominently features an **anonymous tip line on its website** to provide a confidential, safe way for anyone to report incidents, especially those involving harassment, bullying, or other behaviors that threaten the health, safety, and welfare of students and staff. We encourage stakeholders to utilize this resource without fear of retaliation, as it plays a crucial role in identifying and addressing concerns promptly.

Reporting Procedures

- Students who witness or experience violations of the Code of Conduct should immediately report the incident to a teacher, school counselor, social worker, building principal, or their designee.
- Any student observing another student possessing a weapon, alcohol, illegal substance, or engaging in any dangerous behavior on school property or at a school function must report this information immediately to a staff member or administrator.
- All District staff are mandated to report any witnessed or known violations promptly. Staff authorized to impose accountability measures will do so fairly, promptly, and in accordance with law and District policy. Staff who are not authorized to impose consequences must report violations to their supervisor or the appropriate administrator for follow-up.

DASA Reporting and Investigations

In accordance with the **Dignity for All Students Act (DASA)**, all District personnel are required to report and document incidents of bullying, harassment, discrimination, or any conduct that creates a hostile environment. The District will **investigate every complaint fully and promptly**, regardless of how the report is made, to ensure the health, safety, and welfare of all students and staff.

Investigations will be handled confidentially and with sensitivity, consistent with legal requirements and the District's commitment to a supportive environment. The District will take appropriate corrective or disciplinary action based on the findings of each investigation.

Handling Weapons, Alcohol, and Illegal Substances

Any weapon, alcohol, or illegal substance found on school property or at school events will be confiscated immediately, if safe to do so. Parents or guardians of the involved student(s) will be notified promptly. Disciplinary consequences may include permanent suspension and referral to law enforcement or prosecution.

Law Enforcement Notification

The Principal or their designee is responsible for notifying the appropriate local law enforcement agency of any Code of Conduct violations that constitute a crime and substantially affect the order or security of the school. This notification must be made as soon as practicable and no later than the close of business on the day the violation is discovered.

XI. STUDENT ACCOUNTABILITY PHILOSOPHY, CONSEQUENCES, PROCEDURES AND REFERRALS

Historically, establishing accountability with students in schools has focused mainly on handing out punishments based on specific actions. These punishments include reprimands, loss of privileges, office referrals, detentions and suspensions.

However, understanding student accountability as a “teachable moment” is fundamental to a positive approach to growth with the ultimate goal of teaching pro-social behavior. Therefore restorative justice practices will be employed where appropriate, use conflict resolution, restitution to those harmed, and group, classroom, community and readmission process to address misbehaviors with the ultimate goal of teaching pro-social behavior. This approach seeks concurrent accountability and behavioral change.

Restorative practices include valuing and restoring relationships, repairing the harm done to affected parties, respecting others’ opinions, and reintegrating into the school community. Under this model, we ask:

- Who has been hurt?
- What are their needs?
- Whose obligations are these?

Essential to the implementation of restorative practices is helping students who have engaged in unacceptable behavior to:

- Understand why the behavior is unacceptable and the harm it caused;
- Understand what could have been done differently in the same situation;
- Take responsibility for their actions;
- Make reparations and or restitution to repair the harm done;
- Be given the opportunity to learn pro-social strategies/skills to use in the future; and
- Understand the progression of more increasingly punitive consequences may be imposed if the behavior reoccurs.

While there may be more traditional consequences in conjunction with teaching behavior expectations and treating student accountability as teachable moments, this is a more effective approach than merely reacting to specific events unless student behaviors pose an immediate or ongoing threat to the safety of other students and staff.

The District directs staff and administration to utilize restorative justice practices where appropriate in addressing student accountability issues.

In the application of restorative principles, the process is always voluntary for the students. Any parent (or student over the age of eighteen {18}) can request to go to the traditional route but it is highly encouraged to follow in the restorative process. This may happen at any time during the process, or if a student is unwilling to accept responsibility for their actions and is not demonstrating a willingness to make amends.

Consequences are most effective when they deal directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use accountability measures only when necessary and to place emphasis on the student's ability to grow in self-discipline.

Consequences when necessary will be fair and consistent so as to be most effective in changing student behavior. In determining the appropriate disciplinary consequence, school personnel authorized to impose consequences will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, student accountability will be progressive. This means that a student's first violation will usually merit a lighter consequence than subsequent violations. However, District staff are empowered to utilize the consequence most reasonably calculated to ensure the student learns from their behavior and engages in more pro-social behavior in the future.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education. Any consequences shall be administered consistent with the separate requirements of this Code of Conduct for holding students with a disability or presumed to have a disability accountable. A student identified as having a disability shall not be disciplined for behavior related to their disability, unless the consequence is consistent with the student's individualized education plan (IEP).

A. Consequences

Practices which allow educators to address student accountability matters as opportunities for learning instead of punishment are expected by the District rather than a reliance on increasing punitive measures. When choosing interventions and consequences of student behavior; teachers, administrators, and staff must balance the District's dual goals of eliminating school disruptions and maximizing student instruction time.

Students who are found to have demonstrated inappropriate behavior may be subject to the following interventions and consequences, either alone or in combination. The school personnel identified after each consequence are authorized to assign that consequence, consistent with the student's right to due process.

In conjunction with the list below, administration (with supports from counselors) can employ conflict resolution meetings, restitution to those harmed, and group, classroom, community, and/or re-entry circle. Except in limited circumstances, restorative justice practices will always be considered first in dealing with student behavioral issues.

Should a parent or student over the age of eighteen (18) opt-out of participating in the restorative practices or if restorative practices have not been effective with the student in question, the list below will be utilized to determine consequences.

Consequence	Authorized School Personnel
Oral warning	Any member of the District staff.
Written warning	Bus drivers, District staff, coaches, school counselors, teachers, Principal, Superintendent/designee.
Written notification to parent	Bus driver, District staff, coaches, guidance counselors, teachers, Principal, Superintendent/designee.
Detention	Teachers, Principal, Superintendent/ designee.
Suspension from transportation	Principal, Assistant Superintendent for Administrative Services, Superintendent/designee.
Suspension from athletic participation	Coaches, Principal, Athletic Director, Superintendent/designee.
Suspension of other privileges	Principal, Superintendent/designee.
Alternative Learning Environment/In-school suspension	Principal, Superintendent/designee.
Removal from classroom by teacher	Teachers, Principal/designee.
Short-term (five days or less) suspension from school	Principal, Superintendent/designee.
Long-term (more than five days) suspension from school	Superintendent/designee.
Permanent suspension from school	Superintendent/designee.

B. Procedures

The amount of due process a student is entitled to receive before a consequence is imposed depends on the consequence being imposed. In all cases, regardless of the consequence imposed, the school personnel authorized to impose the consequence must inform the student of the alleged inappropriate behavior and must investigate, to the extent necessary, the facts surrounding the alleged misbehavior. All students will have an opportunity to present their version of the facts to the school personnel imposing the consequence in connection with the imposition of the consequence.

Students who are to be given consequences other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the consequence is imposed. These additional rights are explained below.

1. **Detention**

Teachers, Principals and the Superintendent may use after school detention as a consequence for student misbehavior in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a consequence only after the student's parent has been notified to confirm that there is no parental objection to the consequence and the student has appropriate transportation home following detention.

2. **Suspension from transportation**

If a student does not conduct themselves properly on a bus, the bus driver is expected to bring such behavior to the Principal's attention. Students who continue to have difficulty may have their riding privileges suspended by the Principal/designee or the Superintendent/designee.

In such cases, the student's parent will become responsible for seeing that their child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the District will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the Principal/designee to discuss the conduct and the consequence involved.

3. **Suspension from athletic participation, extra-curricular activities and other privileges**

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the District official imposing the suspension to discuss the conduct and the consequence involved.

4. **Extended Intervention Behavioral Plan**

The District understands the importance of monitoring students after an incident in which the Code of Conduct has been violated. To that extent, a student may be placed on an Extended Intervention Behavioral Plan initially after the incident and/or after they have served any mandated suspension. The plan will allow the District to monitor the student’s behavior for an extended time, not to exceed one school year. Depending upon when the plan is initiated, it may carry into the following school year.

5. Alternative Learning Environment (ALE)/In-school Suspension

The District recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the District authorizes Principals and the Superintendent to place students who would otherwise be suspended from school as the result of a Code of Conduct violation in an ALE/In-school suspension. The ALE/in-school suspension teacher will be a certified teacher.

A student subjected to an ALE/in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the District official imposing the in-school suspension to discuss the conduct and the consequence involved.

6. Teacher Removal from class of Disruptive Students

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain their composure and self-control in an alternative setting. Such practices may include, but are not limited to:

1. Short-term "time out" in an elementary classroom or in an administrator's office;
2. Sending a student into the hallway briefly;
3. Sending a student to the Principal's office for the remainder of the class time only; or
4. Sending a student to a guidance counselor or other District staff member for counseling.

Time-honored classroom management techniques such as these do not constitute removals for purposes of this code.

Teachers will first use interventions aimed at teaching appropriate and responsible behaviors so students can learn and demonstrate safe and respectful academic, social and emotional behavior. Examples of these include using affective statements, using affective questions, establishing relationship with students, giving positive directives that state expectations, and giving positive and specific feedback etc.

On occasion, a student's behavior may become more disruptive than a teacher can manage. For purposes of this Code of Conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to two (2) days. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why they are being removed and an opportunity to explain their version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why they were removed from the classroom and give the student a chance to present their version of the relevant events within twenty-four (24) hours.

The teacher must complete a District established form and meet with the Principal/designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the Principal/designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the Principal/designee prior to the beginning of classes on the next school day.

Within twenty-four (24) hours after the student's removal, the Principal/designee must notify the student's parent, in writing, that the student has been removed from class and why. The notice must also inform the parent that they have the right, upon request, to meet informally with the Principal/designee to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within twenty-four (24) hours of the student's removal at the last known address for the parent. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.

The Principal may require the teacher who ordered the removal to attend the informal conference.

If at the informal meeting the student denies the charges, the Principal/designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within forty-eight (48) hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and Principal.

The Principal/designee may overturn the removal of the student from class if the Principal finds any one of the following:

a. The charges against the student are not supported by substantial evidence.
b. The student's removal is otherwise in violation of law, including the District’s Code of Conduct.
c. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The Principal/designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the forty-eight (48) hour period for the informal conference. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the Principal makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until they are permitted to return to the classroom.

Each teacher must keep a complete log (on a District provided form) for all cases of removal of students from their class. The Principal must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from their class until they have verified with the Principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

7. Suspension from School

Suspensions will be limited to students who pose an immediate or ongoing threat to oneself or others or are repeatedly substantially disruptive or for whom restorative practices have not been effective.

Suspension from school is a severe consequence, which may be imposed only upon students whose conduct otherwise endangers the safety, morals, health or welfare of others.

Suspensions will be used to the minimum degree necessary to promote improved student behavior and maximize student attendance.

The District retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the Principals.

Any staff member may recommend to the Superintendent or the Principal that a student be suspended. All staff members must immediately report and refer a violent student to the Principal or the Superintendent for a violation of the Code of Conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension. The Superintendent or Principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

Students who participate in restorative practices ending in a restorative conference and written agreement may be permitted to return to school. Early return is entirely at the discretion of the District.

a. Short term (five days or less) Suspension from School

When the Superintendent/Principal (referred to as the "suspending authority") proposes to suspend a student charged with behavior for five (5) days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the behavior the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within twenty-four (24) hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the Principal. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the Principal may establish.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the Principal shall promptly advise the parents in writing of their decision. The Principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Superintendent within ten (10) business days, unless they can show extraordinary circumstances precluding them from doing so. The Superintendent shall issue a written decision regarding the appeal within ten (10) business days of receiving the appeal. If the parents are not satisfied with the Superintendent’s decision, they must file a written appeal to the Board with the District Clerk within ten (10) business days of the date of the Superintendent's decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner of Education within thirty (30) days of the decision.

b. Long term (more than five days) Suspension from School

When the Superintendent determines that a suspension for more than five (5) days may be warranted, they shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against them and the right to present witnesses and other evidence on their behalf.

The Superintendent shall personally hear and determine the proceeding or may, in their discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before them. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of consequence to the Superintendent. The report of the hearing officer shall be advisory only, and the Superintendent may accept all or any part thereof.

An appeal of the decision of the Superintendent may be made to the Board, which will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the District Clerk within thirty (30) days of the date of the Superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the Superintendent. Final decisions of the Board may be appealed to the Commissioner of Education within thirty (30) days of the decision.

c. Permanent suspension

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

d. Procedure After Suspension

The Board may condition a student’s early return from a suspension on the student’s voluntary participation in restorative conference, readmission process, counseling or specialized classes, such as anger management or dispute resolution. The Board retains discretion in offering this opportunity. If and when the student and/or parent/guardian agrees to this option, the terms and conditions shall be specified in writing. However, if the student violates the agreed upon terms and conditions within a certain time period, the unserved portion of the suspension may be re-imposed.

C. Minimum Periods of Suspension

1. Students who bring or possess certain weapons on school property

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one (1) calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The Superintendent has the authority to modify the one (1) year suspension on a case-by-case basis. In deciding whether to modify the consequence, the Superintendent may consider the following:

a. The student's age.
b. The student's grade in school.
c. The student's prior record.
d. The Superintendent's belief that other consequences may be more effective.
e. Input from parents, teachers and/or others.
f. Other extenuating circumstances.

A student with a disability may be suspended in accordance with the requirements of state and federal law.

2. Students who commit violent acts other than bringing or possessing certain weapons on school property

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least one (1) day. If the proposed consequence is the minimum one (1) day suspension, the student and the student's parent/guardian will be given the same notice and opportunity for an informal conference given to all students' subject to a short-term suspension. If the proposed consequence exceeds five (5) day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students' subject to a long-term suspension. The Superintendent has the authority to modify the minimum one (5) day suspension on a case-by-case basis. In deciding whether to modify the consequence the Superintendent may consider the same factors considered in modifying a one (1) year suspension for possessing a weapon.

3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least one (1) day. For purposes of this Code of Conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law § 3214 (3-a) and this Code on four or more occasions during a semester, or three (3) or more occasions during a trimester. If the proposed consequence is the minimum one (1) day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students' subject to a short-term suspension. If the proposed consequence exceeds a five (5) day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students' subject to a long-term suspension. The Superintendent has the authority to modify the minimum one (1) day suspension on a case-by-case basis. In deciding whether to modify the consequence, the Superintendent may consider the same factors considered in modifying a one (1) year suspension for possessing a weapon.

D. Referrals

1. Counseling

The School Counseling Office shall handle all referrals of students to counseling.

2. PINS Petitions

The District may file a PINS (person in need of supervision) petition in Family Court on any student under the age of eighteen (18) who demonstrates that they require supervision and treatment by:

a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.
c. Knowingly and unlawfully possesses a controlled substance in violation of Penal Law § 220.03 or marijuana in violation of Penal Law § 222.25. A single violation of § 221.05 will be a sufficient basis for filing a PINS petition.

3. Juvenile Delinquents and Juvenile Offenders

For students found to have brought either a weapon (defined in 18 USC §930(g)(2) or a firearm (defined in 18 USC §921), the Superintendent is required to make the following referrals to the appropriate law enforcement authorities.

The District may take other actions to assist students in managing their behavior, including referrals to or partnerships with community resources.

XII. ALTERNATIVE MEANS OF INSTRUCTION

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the District will take immediate steps to provide alternative means of instruction for the student. The District expects students, administrators, teachers and parents to make every effort to maintain student academic progress in the event of removal or suspension, and support student re-entry to the classroom.

XIII. ACCOUNTABILITY FOR STUDENTS WITH DISABILITIES

The District recognizes that it may be necessary to suspend, remove or otherwise issue consequences for students with disabilities who violate the District's student Code of Conduct, and/or to temporarily remove a student with disabilities from their current placement because maintaining the student in that placement is substantially likely to result in injury to the student or to others. The District will employ conflict resolution practices as appropriate for a particular student. Restorative practices will be considered first in dealing with these issues, as long as the student with disabilities is able to meaningfully participate in the process and such practices are allowable under their IEP.

The District also recognizes that students with disabilities deemed eligible for special education services under the IDEA and Article 89 of New York's Education Law have certain procedural protections that school authorities must observe when they decide to suspend or remove them. Under certain conditions those protections extend, as well, to students not currently deemed to be a student with a disability but determined to be a student presumed to have a disability.

Therefore, the District is committed to ensuring that the District follows suspension and removal procedures that are consistent with those protections. The Code of Conduct for students is intended to afford students with disabilities and students presumed to have a disability the express rights they are entitled to under applicable law and regulations.

A. Definitions

For purposes of this portion of the Code of Conduct, and consistent with applicable law and regulations, the following definitions will apply:

1. **Behavioral intervention plan** (BIP) means a plan that is based on the results of a functional behavioral assessment and that, at a minimum, includes a description of the problem behavior, global and specific hypotheses as to why the problem behavior occurs, and intervention strategies that include positive behavioral supports and services to address the behavior.
2. **Controlled substance** means a drug or other substance abuse identified under schedule I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 USC § 812(c)).
3. **Change in placement** means a suspension or removal from a student's current educational placement that is either:

    a. For more than ten (10) consecutive school days; or
    b. For a period of ten (10) consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than ten (10) school days in a school year, because the student's behavior is substantially similar to the student's behavior in previous incidents that resulted in the series of removals, and because of such additional factors as the length of each suspension or removal, the total amount of time the student has been removed and the proximity of the suspensions or removals to one another.

4. **Illegal drug** means a controlled substance, but does not include a controlled substance legally possessed or used under the supervision of a licensed healthcare professional, or a substance that is otherwise legally possessed or used under the authority of the Controlled Substances Act or under any other provision of federal law.
5. **Interim alternative educational setting** (IAES) means a temporary educational placement, other than the student's current placement at the time the behavior precipitating the IAES placement occurred. An IAES must allow a student to continue to receive educational services that enable them to continue to participate in the general curriculum and progress toward meeting the goals set out in the student's individualized education program; as well as to receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.
6. **Manifestation review** means a review of the relationship between the student's disability and the behavior subject to accountability required when the action results in a change of placement, and conducted in accordance with requirements set forth later in this policy.
7. **Manifestation team** means a District representative knowledgeable about the student and the interpretation of information about child behavior, the parent, and relevant members of the committee on special education as determined by the parent and the District.
8. **Removal** means a removal of a student with a disability for accountability reasons from their current educational placement, other than a suspension; and a change in the placement of a student with a disability to an IAES.
9. **School day** means any day, including a partial day, that students are in attendance at school for instructional purposes.
10. **Serious bodily injury** means bodily injury which involves a substantial risk of death, extreme physical pain, protracted obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty.
11. **Student presumed to have a disability for discipline purposes** means a student who, under the conditions set forth later in this policy, the District is deemed to have had knowledge was a student with a disability before the behavior that precipitated the imposition of consequences.
12. **Suspension** means a suspension pursuant to §3214 of New York's Education Law.
13. **Weapon** means the same as the term "dangerous weapon" under 18 USC §930(g)(2) which includes a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury.

B. Authority of School Personnel to Suspend or Remove Students with Disabilities

The District, Board of Cooperative Educational Services (BOCES) District Superintendent, Superintendent or a Building Principal with authority to suspend students under the Education Law may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five (5) consecutive school days.

The Superintendent may, directly or upon the recommendation of a designated hearing officer, order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed ten (10) consecutive school days inclusive of any period in which the student has been suspended or removed for the same behavior pursuant to the above paragraph, if the Superintendent determines that the student's behavior warrants the suspension. The Superintendent also may order additional suspensions of not more than ten (10) consecutive school days in the same school year for separate incidents of behavior, as long as the suspensions do not constitute a change of placement.

In addition, the Superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for a period in excess of ten (10) consecutive school days if the manifestation team determines that the student's behavior was not a manifestation of the student's disability. In such an instance, the Superintendent may hold the student accountable in the same manner and for the same duration as a non-disabled student.

Furthermore, the Superintendent may, directly or upon the recommendation of a designated hearing officer, order the placement of a student with a disability to an IAES to be determined by the committee on special education for a period of up to forty-five (45) school days if the student either:

1. Carries or possesses a weapon to or at school, on school premises or to a school function, or
2. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises or at a school function under the District's jurisdiction, or
3. Has inflicted serious bodily injury upon another person while at school, on school premises or at a school function under the District's jurisdiction.

The Superintendent may order the placement of a student with a disability to an IAES under such circumstances, whether or not the student's behavior is a manifestation of the student's disability. However, the committee on special education will determine the IAES.

C. Procedures for the Suspension or Removal of Students with Disabilities by School Personnel

1. In cases involving the suspension or removal of a student with a disability for a period of five (5) consecutive school days or less, the student's parents or persons in parental relation to the student will be notified of the suspension and given an opportunity for an informal conference in accordance with the same procedures that apply to such short term suspensions of non-disabled students.

2. The suspension of students with disabilities for a period in excess of five (5) school days will be subject to the same due process procedures applicable to non-disabled students, except that the student hearing conducted by the Superintendent or a designated hearing officer shall be bifurcated into a guilt phase and a penalty phase. Upon a finding of guilt, the Superintendent or the designated hearing officer will await notification of the determination by the manifestation team as to whether the student's behavior was a manifestation of their disability. The penalty phase of the hearing may proceed after receipt of that notification. If the manifestation team determined that the behavior was not a manifestation of the student's disability, the student may be held accountable in the same manner as a non-disabled student, except that they will continue to receive services as set forth below. However, if the behavior was deemed a manifestation of the student's disability, the hearing will be dismissed, unless the behavior involved concerned weapons, illegal drugs or controlled substances, or the infliction of serious bodily injury, in which case the student may still be placed in an IAES.

D. Limitation on Authority of School Personnel to Suspend or Remove Students with Disabilities

The imposition of a suspension or removal by authorized school personnel may not result in a change of placement of a student with a disability that is based on a pattern of suspensions or removals as set forth above in the *Definitions* section of this policy, unless:

1. The manifestation team determines that the student's behavior was not a manifestation of the student's disability, or
2. The student is removed to an IAES for behavior involving weapons, illegal drugs or controlled substances, or the infliction of serious bodily injury as set forth above.

School personnel will consider any unique circumstances on a case-by-case basis when determining whether a change in placement is appropriate for a student with a disability who violates the District's Code of Conduct.

In addition, school personnel may not suspend or remove a student with a disability in excess of the amount of time that a non-disabled student would be suspended for the same behavior.

E. Parental Notification of a Change of Placement

The District will provide the parents of a student with a disability notice of any decision to make a removal that constitutes a change of placement because of a violation of the student Code of Conduct. Such notice will be accompanied by a copy of the procedural safeguards notice.

F. Authority of an Impartial Hearing Officer to Remove a Student with a Disability

An impartial hearing officer may order the placement of a student with a disability to an IAES for up to forty-five (45) school days at a time if they determine that maintaining the current placement of the student is substantially likely to result in injury to the student or to others. This authority applies whether or not the student's behavior is a manifestation of the student's disability.

G. Manifestation Determination Review

A review of the relationship between a student's disability and the behavior subject to accountability measures to determine if the conduct is a manifestation of the student's disability will be made by the manifestation determination team immediately, if possible, but in no case later than ten (10) school days after a decision is made by:

1. The Superintendent to change the placement of a student to an IAES;
2. An impartial hearing officer to place a student in an IAES; or
3. The District, the Superintendent, or Building Principal to impose a suspension that constitutes a change in placement.

The manifestation team must determine that the student's conduct was a manifestation of the student's disability if it concludes that the conduct in question was either:

1. Caused by or had a direct or substantial relationship to the student's disability, or
2. The direct result of the District's failure to implement the student's individualized education program.

The manifestation team must base its determination on a review all relevant information in the student's file including the student's individualized education program, any teacher observations, and any relevant information provided by the parents.

If the manifestation team determines that the student's conduct is a manifestation of the student's disability, the District will:

1. Have the committee on special education conduct a functional behavioral assessment of the student and implement a behavioral intervention plan, unless the District had already done so prior to the behavior that resulted in the change of placement occurred. However, if the student already has a behavioral intervention plan, the CSE will review the plan and its implementation, and modify it as necessary to address the behavior.

2. Return the student to the placement from which they were removed, unless the change in placement was to an IAES for conduct involving weapons, illegal drugs or controlled substances or the infliction of serious bodily injury, or the parents and the District agree to a change in placement as part of the modification of the behavioral intervention plan.

If the manifestation team determines that the conduct in question was the direct result of the District's failure to implement the student's individualized education program, the District will take immediate steps to remedy those deficiencies.

H. Services for Students with Disabilities during Periods of Suspension or Removal

Students with disabilities who are suspended or removed from their current educational setting in accordance with the provisions of this policy and applicable law and regulation will continue to receive services as follows:

1. During suspensions or removals of up to ten (10) school days in a school year that do not constitute a change in placement, the District will provide alternative instruction to students with disabilities of compulsory attendance age on the same basis as non-disabled students. Students with disabilities who are not of compulsory attendance age will receive services during such periods of suspension or removal only to the same extent as non-disabled students of the same age would if similarly suspended.

2. During subsequent suspensions or removals of up to ten (10) school days that in the aggregate total more than ten (10) school days in a school year but do not constitute a change in placement, the District will provide students with disabilities services necessary to enable them to continue to participate in the general education curriculum and to progress toward meeting the goals set out in their respective individualized education program. School personnel, in consultation with at least one of the student's teachers, will determine the extent to which services are needed to comply with this requirement.

In addition, during such periods of suspension or removal the District will also provide students with disabilities services necessary for them to receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.

3. During suspensions or removals in excess of ten (10) school days in a school year that constitute a change in placement, including placement in an IAES for behavior involving weapons, illegal drugs or controlled substances, or the infliction of serious bodily injury, the District will provide students with disabilities services necessary to enable them to continue to participate in the general curriculum, to progress toward meeting the goals set out in their respective individualized education program, and to receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications designed to address the behavior violation so it does not recur.

   In such an instance, the committee on special education will determine the appropriate services to be provided.

I. Students Presumed to Have a Disability for Accountability Purposes

The parent of a student who is facing accountability measures but who was not identified as a student with a disability at the time of behaviors has the right to invoke any of the protections set forth in this policy in accordance with applicable law and regulations, if the District is deemed to have had knowledge that the student was a student with a disability before the behavior precipitating disciplinary action occurred and the student is therefore a student presumed to have a disability.

If it is claimed that the District had such knowledge, it will be the responsibility of the Superintendent, Building Principal or other authorized school official imposing the suspension or removal in question for determining whether a student will not be presumed to be a student with a disability if the district has record or knowledge of any of the following regarding the student:

1. The student's parent expressed concern in writing to supervisory or administrative personnel, or to a teacher of the student that the student is in need of special education. Such expression may be oral if the parent does not know how to write or has a disability that prevents a written statement; or
2. The student's parent has requested an evaluation of the student; or
3. A teacher of the student or other school personnel has expressed specific concerns about a pattern of behavior demonstrated by the student, directly to the District's director of special education or other supervisory personnel.

A student will be considered not to have a disability if, notwithstanding the District's receipt of information supporting a claim that it had knowledge the student has a disability,

1. The student's parent has not allowed an evaluation of the student; or
2. The student's parent has refused services; or
3. The District conducted an evaluation of the student and determined that the student is not a student with a disability.

If there is no basis for knowledge that the student is a student with a disability prior to taking accountability action against the student, the student may be subjected to the same measures as any other non-disabled student who engaged in comparable behaviors. However, if the District receives a request for an individual evaluation while the student is subjected to a removal, the District will conduct an expedited evaluation of the student in accordance with applicable law and regulations. Until the expedited evaluation is completed, the student shall remain in the educational placement determined by the District which can include suspension.

J. Expedited Due Process Hearings

The District will arrange for an expedited due process hearing upon receipt of or filing of a due process complaint notice for such a hearing by:

1. The District to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in their current educational placement;
2. The District during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in their current educational placement during such proceedings;
3. The student's parent regarding a determination that the student's behavior was not a manifestation of the student's disability; or
4. The student's parent relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.

The District will arrange for, and an impartial hearing officer will conduct, an expedited due process hearing in accordance with the procedures established in Commissioner's regulations. Those procedures include but are not limited to convening a resolution meeting, and initiating and completing the hearing within the timelines specified in those regulations.

When an expedited due process hearing has been requested because of a change in placement, a manifestation determination, or because the District believes that maintaining the student in the current placement is likely to result in injury to the student or others, the student will remain in the IAES pending the decision of the impartial hearing officer or until the expiration of the period of removal, whichever occurs first unless the student's parent and the District agree otherwise.

K. Referral to Law Enforcement and Judicial Authorities

Consistent with its authority under applicable law and regulations, the District will report a crime committed by a student with a disability to appropriate law enforcement and judicial authorities. In such an instance, the Superintendent will ensure that copies of the special education records of the student are transmitted for consideration to the appropriate authorities to whom the crime is reported, to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act (FERPA).

XIV. CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any District employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of District functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The District will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

XV. STUDENT SEARCHES AND INTERROGATIONS

The District is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a consequence on a student may question a student about an alleged violation of law or the District Code of Conduct. Students are not entitled to any sort of “Miranda” type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

The District authorizes the Superintendent, Building Principals, the school nurse and District security officials to conduct searches of students and their belongings, in most instances, with exceptions set forth below in paragraphs A and B, if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the District Code of Conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the District employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that they possess physical evidence that they violated the law or the District Code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

A. Student Lockers, Desks and other School Storage Places

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

B. Strip Searches

A strip search is a search that requires a student to remove any or all of their clothing, other than outerwear. Strip searches are intrusive in nature and are not permissible.

C. Treatment of Cell Phones

Teachers and administrators are authorized to confiscate student cell phones that are being used in violation of the Code of Conduct and/or Student Use of Computerized Information Resources (Acceptable Use) Policy, 7315) and Student Use of Personal Technology Policy, 7316.

D. Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or at a school function.

Before police officials are permitted to question or search any student, the Principal/designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted, unless the student is 16 years of age or older. The Principal/designee will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

E. Child Protective Services Investigations

Consistent with the District's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the District will provide data and assistance to local child protective services workers, or members of a multi-disciplinary team accompanying such workers, who are responding to allegations of suspected child abuse, and/or neglect, or custody investigations. Such data and assistance include access to records relevant to the investigation, as well as interviews with any child named as a victim in a report, or a sibling of that child, or a child residing in the same home as the victim.

All requests by child protective services to interview a student on school property shall be made directly to Principal/designee. Child protective service workers and any associated multi-disciplinary team members must comply with the District's procedures for visitors, provide identification, and identify the child(ren) to be interviewed.

The Principal/designee shall decide if it is necessary and appropriate for a school staff member, including but not limited to an administrator or school nurse, to observe the interview either from inside or outside the interview room.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if they were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

XVI. VISITORS TO SCHOOLS

The District recognizes that the success of the school program depends, in part, on support by the larger community. The District wishes to foster a positive climate where members of the community have the opportunity to observe the hard work and accomplishments of the students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal/designee is responsible for all persons in the building and on the grounds. For these reasons, the following expectations apply to visitors to the schools:

A. Anyone who is not a regular staff member or student of the school will be considered a visitor.
B. All visitors to the school must enter through the designated single point of entry and report to the office of the Principal upon arrival at the school. There they will present photo identification, sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the badge to the main entry point before leaving the building.
C. Visitors attending school functions that are open to the public after regular school hours, such as parent-teacher organization meetings or public gatherings, are not required to sign-in.
D. Parents or citizens who wish to observe a classroom or school activity while school is in session must arrange such visits in advance with the classroom teacher(s) and Building Principal.
E. Teachers will not be able to take class time to discuss individual matters with visitors.
F. Any unauthorized person on school property will be reported to the Principal/ designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
G. All visitors are expected to meet the expectations for public conduct on school property contained in this Code of Conduct.

XVII. PUBLIC CONDUCT ON SCHOOL PROPERTY

The District is committed to providing a welcoming, engaging, respectful, orderly environment that is conducive to learning. The District invites the members of the public to join them in the educational process, competitive and artistic events, and other school functions. In order to maintain this kind of an environment, the public must also adhere to the expectations of the District. For purposes of this section of the code, “public” shall mean all persons when on school property or attending a school function including students, teachers and District personnel.

The expectations for the public’s conduct on school property and at school functions are not intended to limit freedom of speech or peaceful assembly, but to support the conducive learning environment, and maintain order, and prevent infringement on of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school District property or the personal property of a teacher, administrator, other District employee or any person lawfully on school property, including graffiti, starting fires, or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of actual or perceived race, creed, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this Code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, offer, manufacture, distribute or exchange alcoholic beverages, controlled or illegal substances or any synthetic versions (whether or not specifically illegal or labeled for human consumption), or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school District.
11. Consume, sell, distribute or exchange cigarettes, cigars, pipes, electronic cigarettes, vaping products or devices, or use chewing or smokeless tobacco.
12. Loiter on or about school property.
13. Gamble on school property or at school functions.

14. Refuse to comply with any reasonable order of identifiable school District officials performing their duties.
15. Willfully incite others to commit any of the acts prohibited by this code.
16. Violate any federal or state statute, local ordinance or District policy while on school property or while at a school function.

B. Consequences

Persons who violate this Code shall be subject to the following consequence:

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students. They shall be subject to accountability measures as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members. They shall be subject to accountability measures as the facts may warrant in accordance with Education Law § 3020-a or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law § 75. They shall be subject to immediate ejection and to accountability measures as the facts may warrant in accordance with Civil Service Law § 75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 3 and 4. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

C. Enforcement

The Principal/designee shall be responsible for enforcing the conduct required by this code.

When the Principal/designee sees an individual engaged in actions not conducive to achieving the goal of making school a community free of violence, intimidation, bullying, harassment, discrimination, misconduct or otherwise not allowed behaviors, the Principal/designee shall tell the individual that the behavior is not allowed and attempt to persuade the individual to stop. The Principal/designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the undesired behaviors, or if the person's actions pose an immediate threat of injury to persons or property, the Principal/designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The District shall initiate action against any student or staff member, as appropriate, with the "Consequences" section above. In addition, the District reserves its right to pursue a civil or criminal legal action against any person violating the code.

XVIII. DISSEMINATION AND REVIEW

A. Dissemination of Code of Conduct

The District will work to ensure that the community is aware of this Code of Conduct by:

1. Providing copies of an age-appropriate, written in plain language, summary of the Code to students.
2. Providing a plain language summary to all parents at the beginning of the school year, and thereafter on request.
3. Posting the complete Code of Conduct on the District's website.
4. Providing all current teachers and other staff members with a copy of the Code and a copy of any amendments to the Code as soon as practicable after adoption.
5. Providing all new employees with a copy of the current Code of Conduct when they are first hired.
6. Making copies of the complete Code available for review by students, parents and other community members.

The District will sponsor an in-service education program for all District staff members to ensure the effective implementation of the Code of Conduct and other trainings to contribute to its success as needed. The Superintendent may solicit the recommendations of the District staff, particularly teachers and administrators, regarding in-service programs pertaining to the management of students. On-going professional development will be included in the District's professional development plan, as needed.

B. Review of Code of Conduct

The District will review this Code of Conduct every year and update it as necessary. In conducting the review, the District will consider how effective the code's provisions have been and whether the Code has been applied fairly and consistently.

The District may appoint an advisory committee to assist in reviewing the Code and the District's response to Code of Conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the code, the District will hold at least one (1) public hearing at which school personnel, parents, students and any other interested party may participate.

The Code of Conduct and any amendments to it will be filed with the Commissioner of Education, in a manner prescribed by the Commissioner, no later than thirty (30) days after adoption.

Public Hearing: 07/28/2025
Adoption date:

Lewiston-Porter Central School District

District-Wide School Safety Plan

2025 - 2026 School Year

Revised June 2025

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INTRODUCTION

Every board of education of a school district, every board of cooperative educational services and county vocational education and extension board and the chancellor of the City School District of the City of New York shall adopt by July 1, 2001, and shall update by July 1st for the 2002-2003 through the 2015-2016 school years and by September 1st for the 2016 – 2017 school year and each subsequent September 1st thereafter, a comprehensive District-Wide School Safety Plan and Building-Level Emergency Response Plans regarding crisis intervention and emergency response and management, provided that in the City School District of the City of New York, such plans shall be adopted by the chancellor of the city school district. Such plans shall be developed by a District-Wide School Safety Team and a Building-Level Emergency Response Planning Team, per 8 NYCRR 155.17, as such terms are defined in subdivision (b) of this section, and shall be in a form developed by the commissioner in consultation with the Division of Criminal Justice Services, the superintendent of the State Police and any other appropriate State agencies. Each District-Wide School Safety Plan and Building-Level Emergency Response Plan shall be reviewed by the appropriate school safety team on at least an annual basis, and updated as needed.

GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

Purpose

The **Lewiston-Porter Central School District-Wide School Safety Plan** was developed pursuant to Commissioner's Regulation 155.17. At the direction of the **Lewiston-Porter Central School District Board of Education, the Superintendent of Lewiston-Porter Central School District** appointed a District-Wide School Safety Team and charged it with the development and maintenance of the District-Wide School Safety Plan.

Identification of School Teams

The **Lewiston-Porter Central School District** has appointed a District-Wide School Safety Team consisting of, but not limited to:

- School board
- Teacher organizations
- Administrator organizations
- Parent organizations
- School safety personnel
- Other school personnel including bus drivers and monitors
- Student*

*At the discretion of the board of education a student may be allowed to participate on the safety team, provided that no portion of a confidential building-level emergency response plan shall be shared with such student nor shall be present when details of a confidential building-level emergency response plan or confidential portions of a district wide emergency response strategies are discussed. CR 155.17(b)(14)

Requirement	Required Action	Date
The District-Wide School Safety Team was appointed by the Board of Education.	Appointed by the Board of Education on:	July 28, 2025
The District Chief Emergency Officer is: Name: Paul J. Casseri Title: Superintendent of Schools Telephone Number: 716-286-7246 Email: pcasseri@lew-port.com	District Chief Emergency Officer Appointed on:	July 1, 2025
The District-Wide School Safety Team conducted annual review and updates to the District-Wide School Safety Plan.	Annual Review and Updates completed on:	April 29, 2025
The District-Wide School Safety Plan was made available for public comment at least thirty days prior to its adoption by the Board of Education. It is recommended that a DRAFT version of the plan be posted on the district website for the 30-day comment period (watermark is suggested).	Public Comment Period Start Date: Public Comment Period End Date:	July 28, 2025 August 25, 2025
At least one public hearing that provided for the participation of school personnel, parents, students, and any other interested parties, was held prior to adoption of the plan.	Date of Public Hearing/Adoption (by September 1st):	July 28, 2025
The District-Wide School Safety Plan must be submitted to the commissioner within 30 days after its adoption, and no later than October 1st.	District plan submitted in the NYSED business portal (no later than October 1st):	Prior to October 1st
The date the Board Adopted District-Wide School Safety Plan was posted on the District Website: Within 30 days from adoption and no later than October 1st.	Date Posted (no later than October 1st): [ADD URL] of District-Wide School Safety Plan on District Website: URL was verified/checked to be sure the link is working	Prior to October 1st
Date training was provided to staff on Building-Level Emergency Response Plans, school violence prevention and mental health by September 15th.	Date of Training:	Prior to September 15th

Concept of Operations

The District-Wide School Safety Plan is directly linked to the individual Building-Level Emergency Response Plan for each of the school buildings. Protocols reflected in the District-Wide School Safety Plan will guide the development and implementation of the individual Building-Level Emergency Response Plan.

The District-Wide School Safety Plan includes the designation of the school Superintendent or school Superintendent's designee, as the school district's Chief Emergency Officer, who is responsible for coordinating communication between school staff, law enforcement and other first responders.

- The Chief Emergency Officer will ensure that the district-wide school safety team shall complete and update annually and as necessary the district-wide and building-level emergency plans as designated by the commissioner.

- The Chief Emergency Officer shall ensure staff understanding of the district-wide school safety plan.

- The Chief Emergency Officer shall assist in the selection of security related technology and development of procedure for the use of each technology.

- The Chief Emergency Officer shall coordinate appropriate safety, security and emergency training for district and school staff, including required training in the emergency response plan.

- The Chief Emergency Officer shall ensure that the required evacuation and lockdown drills in all district buildings are completed as required by Education Law 807.

- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by that school's Building Principal or Designee.

With authorization from the Building Principal or Designee and or the Superintendent of Schools, local emergency response personnel (fire/police/EMS) shall be notified. If deemed necessary by the Building Principal or Designee and or the Superintendent of Schools, activation of the Building-Level Emergency Response Planning Team shall take place.

Additional local/county/state resources could supplement the district efforts through existing protocols or emergency response actions, including post incident response, may be supplemented by county and state resources through existing protocols.

Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17 the statute and regulation requires that each district charter school and BOCES in the state designate a District-Wide School Safety Team.

Alyssa's Law, Chapter 227 of the Laws of 2022 (Chapter 227) which became effective immediately. Chapter 227 amends Education Law § 2801-a to require that district-wide school safety teams of public schools, boards of cooperative educational services, and county vocational education extension boards shall consider the usefulness of silent panic alarm systems when reviewing and amending district-wide school safety plans.

Prior to adoption, the district must hold at least one public hearing that provides school personnel, students, parents and public participation and must be made available for public comment for at least 30 days.

Each district must post their District-Wide School Safety Plan on their district's website. The URL must be submitted to the Education Department within 30 days of adoption, but no later than October 1st of each year via the LEA District Safety Plan URL and information report in SED monitoring to comply with the requirement that the plan be submitted to the commissioner.

The District-Wide School Safety Plan was formally adopted by the Board of Education on June 18, 2001.

The Building-Level Emergency Response Plan shall be reviewed by the Building-Level Emergency Response Planning Team at least annually and updated as necessary and must be adopted by the school board by September 1st. This plan must be kept CONFIDENTIAL. A copy of the plan must be filed with the State Police and local law enforcement within 30 days of adoption, but no later than October 1st each year.

To comply with the requirement to submit to State Police, schools must enter their plans in the Safe Schools Application on the State Education Department Business Portal.

Full copies of the District-Wide School Safety Plan shall be posted on the district's web site or can be requested in writing. The District-Wide School Safety Plan is located in the office of the Superintendent.

The District Chief Emergency Officer is:

Name:	Paul J. Casseri
Title:	Superintendent of Schools
Telephone number:	716-286-7246
Email:	pcasseri@lew-port.com

RISK REDUCTION / PREVENTION AND INTERVENTION

Prevention / Intervention Strategies for Faculty

The **Lewiston-Porter Central School District** continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies may include but are not limited to:

- Compliance with the District's Code of Conduct.
- Will conduct a yearly district-wide "Forum" for the purpose of sharing information, reviewing best practices and providing training from local and National Experts on Safe Schools.
- Strategies for Crisis Intervention and Prevention (SCIP) technique training.
- An Alternative Placement Program for intervention of violent students who cannot function in a regular school environment is operated by BOCES.
- Alternative Education programs are operated by BOCES and address the criteria under the section entitled Early Detection of Potentially Violent Behaviors.
- A Community Intervention Program, composed of children and family services, school districts, law enforcement and professionals from the community, meets and discusses, among other topics, character and civility issues with school officials quarterly.

The **Lewiston-Porter Central School District** encourages students to report school violence and any symptoms of potentially violent behavior to counselors, principals, student coordinators, psychologists, and teachers or any other mentor without fear of retaliation. This is communicated to all students at the beginning of the school year and periodically throughout the school year as appropriate. The district is committed to the Dignity for All Students Act (DASA).

The **Lewiston-Porter Central School District** is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our District, staff, and students. Threats, threatening behavior, or acts of violence against **Lewiston-Porter Central School District** employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as students, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

All **Lewiston-Porter Central School District** staff will display identification while on campus or representing the district at a school sponsored function off campus.

All visitors will be issued a temporary identification badge from the main office.

Program Initiatives: Prevention / Students

Non – Violent Conflict Resolution Programs

The **Lewiston-Porter Central School District** will continue to develop a comprehensive K-12 Non-violent Conflict Resolution Program built on existing and evolving programs. These programs are designed for age appropriate integration and consists of the following:

Elementary School Level: Introduce students to creative problem solving, anti bullying, disability awareness, building a caring environment, dealing with everyday pressures, 7 Habits of Happy Kids, Second Step (K-3 PEC), Lancer and Lighthouse Student Leaders (K-5), tolerance and personal safety information is shared during classroom and assembly programs and the Kiwanis of Lewiston program (K-Kids Activity Counsel).

Middle School Level: Provides students with programs that deal with character education development of leadership skills, diversity, antibulling, anger management, conflict resolution, building mutual respect, conflict resolution, personal safety and providing service to school and committee.

After school tutorial program assists students with a safe environment to receive additional assistance.

Builders Club sponsored by the Kiwanis Club of Lewiston helps students build leadership skills and service to the community.

The middle school provides training and assist students through its character/assets development program, its advisory class which provides students with a faculty mentor to assist with problems and through health class and after school clubs.

High School Level: Students receive training in creative problem solving, anger management, mutual respect, conflict resolution, character building, diversity and personal safety. Training is incorporated into health and other class curriculums, through afterschool activities and clubs and through its crisis team that works with at risk students.

Peer Mediation Programs

Elementary School Level: Full time building social workers and principals support conflict resolution and all mediation matters.

Middle School Level: Train peer mediators at 8th Grade Level to work with non-violent student problems. Under the direction of a faculty advisor, students will conduct mediation sessions to de-escalate problems. Students will also act as peace advocates, discussing role-playing and distributing non-violent problem solving information to all middle school grade levels. Web program trains student mentors to facilitate orientation and transition for uneasy students.

High School Level: Train and use student mediators to diffuse student conflicts. A faculty advisor will select students to be members of a consistent group that will diffuse non-violent student problems at the High school level. A key role of this group will be to mentor Middle, Intermediate, and Elementary school students in the use of peer mediation as a problem solving tool.

Extended Day and Other School Safety Programs

The **Lewiston-Porter Central School District** has increased its extended day program to provide a safe environment for after school learning, cultural, and athletic activities. Some of these expanded programs included but are not limited to:

- After school homework labs – to provide extended time and assistance to students to complete home work assignments and develop learning skills and techniques. An Academic Achievement Center was created to assist students with tutoring assistance.

- Intramural sports and modified sport activities in as many areas as possible.

- Clubs / Activities – that provide students with positive character building.

Strategies for Improving Communication Among Students and Between Students and Staff

The **Lewiston-Porter Central School District** has developed various strategies for the improvement of communications among students and between students and staff. A teaching component for all grade levels, elementary, middle, and high school is offered.

At the Middle School level, faculty mentor are assigned to small groups of students to develop communication between staff and students and assist students with problems.

At the High School level selected students attend student leadership programs where they are trained to work with other students on school issues and problems and to work with staff to address those problems.

A care team comprised of teachers works with students, referred to them, who have identified needs.

The **Lewiston-Porter Central School District** encourages students to report school violence and any symptoms of potentially violent behavior to counselors, principals, student coordinators, psychologists, and teachers or any other mentor without fear of retaliation by communicating this to all students at the beginning of the school year and periodically throughout the school year as appropriate.

Program Initiatives: Intervention

Peer Mediation, Conflict Resolution, Group Sessions, Community Support Center, De-Escalation Training, Formal School Emergency Plans, School Resource Officer, Liaisons with law enforcement agencies and judicial system, Counseling Program, Communication Plan

Program Initiatives: Post-Intervention

Formal Debriefing Meetings, Liaisons with law enforcement agencies and judicial system, School Crisis Plan, Long-Range Intervention, Formal School Emergency Plans

Training, Drills, and Exercises

The school understands the importance of training, drills, and exercises in being prepared to deal with an incident. To ensure that school personnel and community responders are aware of their responsibilities under the School ERP, the following training and exercise actions should occur.

Training

All school staff, students, and others deemed appropriate by the school should receive training during the school year to better prepare them for an incident.

- Roles and Responsibilities – Deliver at start of school year
- Incident Command System (ICS) Training – Training should be completed prior to assignment to an ICS role. Online training is available through the FEMA Independent Study Program at www.training.fema.gov. ICS classes are offered through the NYS Division of Homeland Security and Emergency Services (DHSES) at www.dhses.ny.gov or by contacting your local emergency management agency.

Annual training

- Review ERP with staff
- Conduct full staff briefings on roles to perform during an emergency
- Ensure all staff have been briefed in the communications and notifications requirements set forth in the ERP
- Conduct student briefings on roles they perform during an emergency

Drills and Exercises

Training procedures and frequency of lockdown plan drills are discussed at periodic District-Wide and Building-Level Emergency Response Planning Team safety meetings.

At a minimum, the school will conduct the following exercises/drills annually:

Drills and training must be conducted in a trauma-informed, developmentally and age-appropriate manner; drills and training not include props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency; and students and staff be informed when a school is conducting a drill.

Section 807 of the Education Law requires that New York State public and nonpublic schools conduct four lockdown and eight evacuation drills each school year. Four of which shall be through fire escapes, where fire escapes are provided. Should the district not have fire escapes, four of the drills shall use an identified use of secondary means of egress.

Drill dates (September 1 - June 30), with at least eight of the required drills being conducted by December 31 of each school year, the remaining four drills shall be conducted by June 30th each school year.

Two additional evacuation drills must be conducted during summer school (July 1 - August 30).

Such drills shall test the usefulness of the communications and transportation system during emergencies.

8 NYCRR Section 155.17 - each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conduct one test of its emergency response procedures under each of its Building-Level Emergency Response Plans, including sheltering, lockdown, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.

The district will conduct an Early Dismissal drill annually wherein students are dismissed no more than 15 minutes before the normal dismissal time. Parents will be notified of these drills at least one week prior. Transportation Officials and District staff may also take place in conducting and evaluation of this drill. This drill also allows the district to test the usefulness of the communications and transportation system during emergencies.

In the case of after-school programs, events or performances which are conducted within a school building and which include persons who do not regularly attend classes in such school building, the principal or other person in charge of the building shall require the teacher or person in charge of such after-school program, event or performance to notify persons in attendance at the beginning of each such program, event or performance, of the procedures to be followed in the event of an emergency so that they may be able to respond in a timely, orderly manner.

Policies and procedures for annual school safety training for students and staff:

- The school board will ensure that information about drills be provided in the teacher's manual or handbook.

- The district must certify (via BEDS in October each year) to the commissioner that all staff received (by September 15 each school year) annual training on the emergency response plan, and that the school safety training include violence prevention and components on mental health;

- New employees hired after the start of the school year shall receive training within 30 days of hire or as part of a district's existing new hire training program, whichever is sooner.

School Security

The **Lewiston-Porter Central School District** is committed to providing a safe working and learning environment at each of its schools. To help ensure the personal safety of staff and students the following has been adopted.

The district buildings use limited points of entry. All doors are locked. Signs are in place directing visitors to sign-in at the reception desk at each school. Main doors are controlled by remote "buzzer" entry during normal school hours.

All schools have greeters or office staff members just inside the entrance to each school in the district. These individuals ensure visitor sign-in procedures and help supervise building traffic flow. The building principals are responsible for supervision of the greeters and other staff.

- Staff members are required to wear visible identification badges.

- Visitors are required to sign in and wear visitor identification.
- Visitor access is limited to specific areas of the school building.

Security Personnel – Safety Resource Officers, Safety Officers, Safety Monitor etc.

A district-wide security patrol will routinely patrol assigned buildings and may be assigned to other schools based on need.

The **Lewiston-Porter Central School District** employs resource officers who are hired by the Town of Lewiston Chief of Police, with input from the Superintendent of Schools and the Assistant Superintendent for Administrative Services. Assigned to the district by the Chief of Police, these officers maintain a security office at Lewiston-Porter Middle School. Their daily duties include overseeing student arrival and dismissal, patrolling the campus, responding to RAPTOR software visitor alerts, coordinating safety and lockdown drills, and organizing drug-dog searches at Lewiston-Porter High School. They are also responsible for maintaining walkie-talkie communication equipment and work closely with building and district administration to address any arising needs across the campus.

Typical work activities of Security:

- Patrols school corridors, stairwells, restrooms, courtyards, entrances, parking lots and other parts of school buildings and grounds to protect persons and property, maintain order and ensure compliance with school rules;
- Inspects corridor passes and other passes when classes are in session and escorts persons lacking passes to the principal's office;
- Welcomes and oversee visitors to the building and directs them to the appropriate school offices or escorts them out of the building if they are not authorized visitors;
- Escorts disruptive or uncooperative students from areas in which they are under teacher supervision to an administrator's office for disciplinary action;
- Provides security at evening or weekend events;
- Inspects lockers and conducts searches for controlled substances or alcohol;
- Provides traffic control, monitors parking permits and investigates transportation discipline issues;
- Acts as security consultant to Administrators and as liaison with courts and law enforcement agencies;
- Maintains records and makes oral and written reports related to the work.

The district routinely utilizes teachers to maintain a presence in hallways during passing times and maintain a presence in the cafeteria and outside the buildings at the beginning and end of school day.

All teachers have received two days of training in violence prevention, de-escalation and intervention. This training is in addition to their annual violence prevention and multi-hazard training.

School Resource Information

Each Building-Level Emergency Response Plan will include the following information:

- School population
- Number of staff
- Transportation needs
- Office, cell, and home telephone numbers of key officials of each educational agency

The Building-Level Emergency Response Planning Teams will ensure that this information is updated routinely and is accurate.

Early Detection of Potentially Violent Behaviors

There are early warning signs in most cases of violence to self and others. Certain emotional and behavioral signs that, when viewed in context, can signal a troubled student. The more signs a student exhibits, the more likely he/she may need intervention. Such early warning signs may include but are not limited to the following:

- Social withdrawal
- Excessive feelings of isolation
- Excessive feelings of rejection
- Being the victim of violence
- Feeling of being picked on
- Low school interest and poor academic performance
- Expression of violence in writing and drawings
- Uncontrolled anger
- Patterns of impulsive, chronic hitting and bullying
- History of discipline problems
- History of violent and aggressive behavior
- Intolerance for differences and prejudicial attitudes
- Alcohol and drug usage
- Affiliation with gangs
- Inappropriate access / use of firearms
- Serious threats of violence

The above comes from the United States Department of Education's "Early Warning, Timely Response" document. This information will be available for all staff relating to early identification of potentially violent behaviors.

Informative materials regarding the early detection of potentially violent behaviors will be made available to teachers, administrators, parents and others in parental relation to students of the school district or board, students and others deemed appropriate to receive such information.

If a teacher or administrator feels help for a student is warranted, it will be discussed with the appropriate school personnel to determine the next step.

Interpersonal violence prevention education packages will be taught as appropriate.

The Superintendent will set specific time for the building principal(s) in conjunction with the **Lewiston-Porter Central School District Professional Development Plan** to organize activities of particular concern.

Hazard Identification of Sites of Potential Emergencies

The **Lewiston-Porter Central School District** has established procedures in the Building-Level Emergency Response Plan for the identification of potential internal and/or external hazards that may be present in them. These procedures have been developed in coordination with local emergency management office personnel, fire department, and law enforcement agencies. They are as follows:

On Site:	**Off Site:**
High School	Creek Road (Front of District Complex)
Middle School	CWM (Chemical Waste Management)
Primary Education Center	
Intermediate Center	
Community Resource Center	
Athletic Fields	

Areas of Potential Emergencies – On Site: for addresses and telephone numbers see the school building information in the Building-Level Emergency Response Plan.

Areas of Potential Emergencies – Off Site: emergencies will be handled by the County Emergency Management procedures.

For detailed Situational Responses – Threat and Hazard Specific Annexes refer to Criminal Offenses, Natural Hazards, Technological Hazards, Fire, Systems Failure, Medical Emergencies, and School Building sections in the Building-Level Emergency Response Plan.

RESPONSE

Notification and Activation of Internal and External Communications

Upon being notified of an emergency, the Building Principal or Designee will contact law or emergency personnel in accordance with stated response protocol and request the closest response agency to ensure that the response to the incident is as rapid as possible.

In an event of an emergency, the Building Principal or Designee will notify all building occupants to take the appropriate protective action. Follow established procedures as listed in the Building-Level Emergency Response Plan.

The district disseminates educational material, including but not limited to emails and formal brochures, encouraging parents and visitors to tell school staff about any direct or implied threat of violence or actual acts of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves.

The following systems may be utilized as forms of communications:

Telephone	District Radio Systems
Intercom	Emergency Alert System
Fax / E-mail	NOAA Weather Radio
Local Media	

Notification of Educational Agencies

In the event of an emergency or disaster within the **Lewiston-Porter Central School District**, the Superintendent or Designee will:

1. Contact Orleans/Niagara BOCES District Superintendent:

   Orleans/Niagara BOCES
   4232 Shelby Basin Road
   Medina, New York 14103
   Phone: 716-731-6800, ext. 2202

2. Contact and act as the communications liaison for the public/non-public Educational Agencies associated with **Lewiston-Porter Central School District**.

The Building-Level Emergency Response Plan also details the appropriate responses for the following:

School Cancellation

- The Superintendent or their designee will monitor any situation that may warrant a school cancellation and will make the determination to do so.
- The Public Information Officer will activate use of the district's mass communication system.
- The Public Information Officer will contact local media, post the information on the website and social media sites utilized by the district.

Early Dismissal

- The Superintendent or their designee will monitor any situation that may warrant an early dismissal and will make the determination to do so.
- The Operations Chief will designate people to arrange transportation for students.
- The Public Information Officer will activate use of the District's mass communication system.
- The Public Information Officer will contact local media, post the information on the website and social media sites utilized by the District.
- The Liaison Officer will notify each of the building principals.

Evacuation

- The Superintendent or their designee will determine the level of the threat.
- The Operations Chief will contact the transportation supervisor to arrange transportation. They will also arrange for student-parent reunification.
- The Safety Officer will clear all evacuation routes and sites prior to evacuation.
- Principal(s) will evacuate all staff and students to prearranged evacuation sites as outlined in building plans. They will report to the Superintendent or their designee any missing staff or students.
- Sheltering Sites (internal and external).
- The Superintendent or their designee will determine the level of the threat and communicate with building principal(s) who are affected by the emergency.
- The Logistics Chief will make appropriate arrangements for human needs in the event of a long-term situation.

Functional Annexes

The information in this section was developed utilizing the Federal Emergency Management Administration's Guide for Developing High Quality School Emergency Operations Plans.

The Functional Annexes within this section, should provide schools with a comprehensive set of guides for responding to and functioning during an emergency. The Building-Level Emergency Response Planning Team should assess and develop annexes to meet the unique needs of each school building.

Functional Annexes provide standard language and procedures, and are intended to be transferable to schools statewide and modifications are not recommended.

- Evacuate / Evacuation
- Shelter / Shelter-In-Place
- Lockdown
- Hold / Hold-In-Place
- Secure Lockout

These annexes contain elements required by 8 NYCRR Section 155.17. Completion of these annexes utilizing the recommended actions will help the school comply with State law.

- Crime Scene Management
- Communications
- Medical Emergency and Mental Health

The Building-Level Emergency Response Planning Team also recommends that schools complete the following annexes utilizing the recommended actions.

- Accounting for All Persons
- Reunification
- Continuity of Operations
- Recovery
- Security

Situational Responses - Threat and Hazard Specific Annexes

The district's multi-hazard response plans for taking actions in the following emergencies are included in the Building-Level Emergency Response Plan. In the event of an emergency the Chief Emergency Officer or designee will notify all educational agencies, staff, students, parents/ guardians within their district any pertinent information. They are as follows:

Criminal Offenses

- Bomb Threat
- Telephone / Verbal / Social Media Threats
- Suspicious Packages
- Bomb Threat Response Form
- Civil Disturbance / Prison Break
- Hostage Taking / Kidnapping
- Intrusion
- Suspected Student / Staff / Visitor with a Weapon
- Active Shooter
- Suicide Threat
- Missing Students

Natural Hazards

- Severe Thunderstorm / Tornado
- Winter Storm / Ice Storm
- Hurricane / Tropical Storm
- Flood
- Reservoir / Canal / Dam Failure
- Earthquake

Technological Hazards

- Anthrax / Biological Threat On-Site
- Air Pollution
- Aircraft Crash
- Gas Leak
- Carbon Monoxide Detection (Battery)
- Carbon Monoxide Detection (Wired)
- Hazardous Material Incident – On Site
- Hazardous Material incident – Off Site
- Radiological Incident
- Water Emergency

Fire

- Fire Emergency

Systems Failure

- Building Structure Failure
- Cyber Failure / Computer Loss
- Electrical System Failure
- Heating System Failure
- Extreme Heat Condition
- Sewage System Failure
- Fire Alarm or Phone System Failure
- Transportation Fleet Loss

Medical Emergencies

- School Bus Accident
- Communicable Diseases
- Epidemic / Pandemic

Acts of Violence

The **Lewiston-Porter Central School District** recognizes that appropriate response to acts of violence by students, teachers, other school personnel and visitors varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The Building-Level Emergency Response Plan and District Code of Conduct details the appropriate response to such emergencies utilizing the following procedure:

- The threat level will be determined
- If the situation warrants, the immediate area will be isolated and evacuated if deemed necessary
- Administration will be notified
- If necessary, lockdown procedures will be initiated and appropriate law enforcement officials will be notified
- The situation will be monitored and the appropriate response will be adjusted accordingly. If necessary, early dismissal, sheltering or evacuation procedures may be initiated.

Responses to Acts of Violence / Implied or Direct Threats

The school district has adopted policies and procedures dealing with acts of violence and responses to acts of violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the acts of violence. The normal procedures to respond to implied or direct threats of violence will be:

- Use of staff trained in de-escalation or other strategies to diffuse the situation
- Use of the Districts Workplace Violence Prevention Program Student / Staff / Visitors shall inform building principal of implied or direct threat immediately
- Determine level of threat with Superintendent / Designee
- Contact appropriate law enforcement agency if necessary
- Monitor situation, adjust response as appropriate, include the possible use of the Emergency Response Team

Arrangements for Obtaining Emergency Assistance from Local Government

During emergencies, local government agencies, including emergency services, can be obtained by contacting the county Emergency Management Coordinator. The Incident Commander will authorize the request for assistance from these agencies.

Niagara County: 911 or 716-438-3171

Procedures for Obtaining Advice and Assistance from Local Government Officials

If the nature of the emergency necessitates advice and/or assistance from local governmental officials, the Incident Commander will notify the county Emergency Management Coordinator at:

Niagara County: 911 or 716-438-3171

and/or the highest ranking local governmental official for obtaining the advice and assistance. The district resources, which may be available during an emergency, include the following but not limited to:

Red Cross	NYS Dept. of Environmental Conservation
Fire Department	NYS Dept. of Transportation
Police	NYS Dept. of Health
Private Industry	Village / Town Officials
Private Individuals	State Emergency Mgmt Office (SEMO)
Religious Organizations	Other

Specific resources are identified in the Building-Level Emergency Response Plan.

District Resources Available for Use in an Emergency

The district has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in line with the Building-Level Emergency Response Plan as deemed appropriate by the Incident Commander. Specific resources are identified in the Building-Level Emergency Response Plan.

Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies

The district uses the Incident Command system model for emergency actions. For district-wide emergencies the incident commander will be the Superintendent or his/her designee. In building-level emergencies, the administrator in charge or his/her designee will act as the Incident Commander. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building-Level Emergency Response Plan.

RECOVERY

District Support for Buildings

After a critical incident has occurred, the District is committed to a thorough and comprehensive recovery for students, staff, and families. To achieve this goal, the Post Incident Response Team should consider the following steps:

Step 1: Consult with administrators and others to:
- Determine advisability of team involvement
- Determine nature of team involvement
- If team is needed, acquire release from currently assigned responsibility
- Inform Superintendent of nature of incident

Step 2: Acquire facts and circumstances as to the nature of the trauma/loss

Step 3: Determine those groups and/or individuals most affected by the trauma/loss (target population)

Step 4: Assist building administrator in the following:
- Arrange for staff meeting
- Formulate staff meeting agenda
- Dissemination of information to staff, parents, students, media, etc. (e.g., letters, etc.)
- Determine logistical needs (e.g., workspace, crisis center, counseling rooms, class schedules, etc.)

Step 5: Assignment of team members and other staff to individual tasks

Step 6: Provide Post Incident Response Team Services
- Conduct faculty meeting with all building staff
- Provide educational information to teachers to be used in class
- Conduct classroom meetings with team member and teacher in seriously affected classes
- Assess needs and arrange for follow-up meetings with individuals and small groups
- End of day staff meeting to update staff and administrator and plan for next day
- Crisis Team "debriefing" at the end of day
- Provide substitutes and aides as back-up staff for teachers
- Offer a separate room for parent contact, if necessary
- Crisis workers in offices to aid office staff to deal with parents' telephone calls and questions

Remind staff about "Teachable Moments"
- Death and grief education
- Personal safety
- Sorting rumor from fact
- Anatomy of the injury (e.g., what type, extent, what it means)

Step 7: Assist in creating a committee that can coordinate and plan for memorial contributions, expressions of sympathy, scholarship funds, etc., should be composed of staff students, and parents

Step 8: Follow-up plans for ending Post Incident Response Team involvement

- Staff meeting
- Alert staff to individual staff questions and needs
- Respond to individual staff questions and needs
- Provide feedback to teachers regarding individual student needs referral of literature
- Refer students and others to appropriate building personnel or other helping resources in the community
- Arrange for meeting with Post Incident Response Team to determine effectiveness of the Post Incident Response Plan in addressing the needs in this particular incident

Medical and Mental Health Emergency Annex

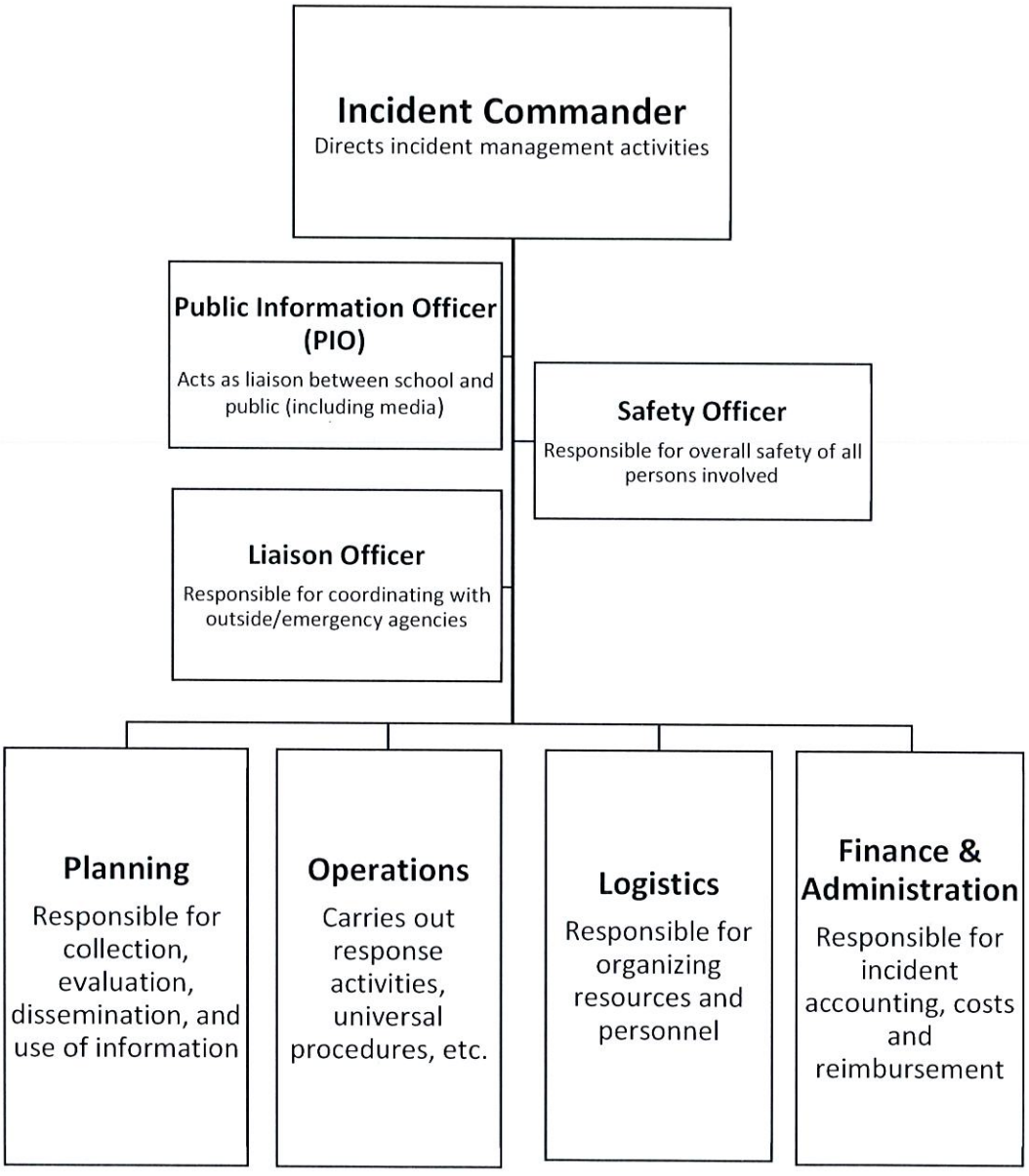
Purpose

This annex describes the courses of action that the school will implement to address emergency medical (e.g., first aid) and mental health counseling issues. Schools should coordinate these efforts with appropriate emergency medical services, law enforcement, fire department and emergency management representatives. 8 NYCRR Section 155.17 (e)(2)(vi) requires the coordination of the ERP with the statewide plan for disaster mental health services. The details of how this coordination is accomplished should be documented within this annex. Schools should consider contacting their county Director of Mental Health and Community Services for information on services available for addressing mental health issues in an emergency.

School Incident Command System

To provide for effective direction, control and coordination of an incident, the Building-Level Emergency Response Plan will be activated through the implementation of the Incident Command System (ICS).

Staff are assigned to serve within the ICS structure based on their expertise, training and the needs of the incident. Roles should be pre-assigned based on training and qualifications. The School ICS is organized as follows:



Chain of Command

The **Superintendent of the Lewiston-Porter Central School District** will be responsible for designation of response actions necessary to cope with an emergency.

Superintendent of Schools / Chief Emergency Officer
(Public Information Officer)
Mr. Paul Casseri — Office: 716-286-7266

In the event the Superintendent is not available, the response action designation responsibility shall be delegated as follows:

Assistant Superintendent of Administrative Services
Donna L. Hill — Office: 716-286-7241

Director of Facilities
Paul Feathers Jr. — Office: 716-286-7290

Director of Special Education and Grant Writing
Breanna Burke — Office: 716-286-7248 or 716-286-7249

Building Administration

High School Principal Christopher D'Anna	Office:	716-286-2116
High School Assistant Principal John Evert	Office:	716-286-2115
Middle School Principal Andrew Auer	Office:	716-286-7201
Middle School Assistant Principal Bradly Halgash	Office:	716-286-7803
Intermediate Education Center Principal Tina Rodriguez	Office:	716-286-7251
Primary Education Center Principal Tamara Larson	Office:	716-286-7220

Supplemental Information as found in the Building-Level Emergency Response Plan

Implied or Direct Threats of Violence

The school district has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence.

Acts of Violence

The district recognizes that appropriate response to acts of violence by students, teachers, other school personnel and visitors varies greatly depending upon the actual threat or act as well as the magnitude of such emergency.

Media Notification Plan

The media plan addresses who is designated to meet/talk with the media. All district/media communication during an emergency must flow through the designated individual to prevent miscommunication or inaccurate information from being released. The plan provides the necessary guidance for district representatives to effectively deal with the media during an emergency.

Parent / Guardian Notification Plan

Addresses the need for a separate plan to notify parent/guardian in the event of an emergency. The plan provides the necessary guidance for district representatives to effectively deal with parents/guardians during an emergency.

Post Incident Response / Recovery

Provides guidance to district representatives for initiating a post incident response to an emergency or tragic event. Specific guidance is given to establishing crisis intervention teams and Critical Incident Stress Debriefing teams and how to utilize them.

Crime Scene Management

The Building Principal or Designee is responsible for crime scene security until relieved by law enforcement officials.

No items shall be moved, cleaned, or altered without prior approval from the appropriate law enforcement agency.

Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.

Student / Staff / Guest with Special Needs

This appendix is a school specific procedure for students with special needs during an emergency situation.

School Safety and the Educational Climate (SSEC) - Formally Violent or Disruptive Incident Reporting (VADIR)

All violent and disruptive incidents must be logged throughout the school year. A summary of all violent and disruptive incidents are to be submitted annually to NYSED.

Revisions Page

Page	Section	Revision
1	Introduction	added 8 NYCRR 155.17 for reference
1	Identification of School Teams	restructured to match 8 NYCRR 155.17(b)(14)
2	Date Chart	added for ease of finding required dates
3	Concepts of Operations	restructured to match 8 NYCRR 155.17(18)(1)(xix)
4	Plan Review and Public Comment	added Alyssa's Law to conform to educational law § 2801-a
4	Plan Review and Public Comment	restructured to match S.E.D requirements
5	Prevention / Intervention Strategies for Faculty	added Workplace Violence statement to encompass Workplace Violence into the District Wide Plan
8-9	Training, Drills, and Exercises	restructured to match Educational Law §807 & 8 NYCRR 155.17
11	Early Detection of Potentially Violent Behaviors	modified materials regarding the early detection of potentially violent behaviors section to reflect State Education changes and requirements
14	BLERP Details	added key topics to reflect BLERP and State Educational requirements
16	Situational Responses - Threat and Hazard Specific Annexes	added Chief Emergency Officer requirement to match 8 NYCRR 155.17
16	BLERP annex's	added new annex's that are found in the BLERP
17	Responses to Acts of Violence / Implied or Direct Threats	added Workplace Violence Prevention Program Statement

APPENDICES

Memorandum of Understanding Regarding the School Resource Officer

Public Health Emergency Continuation of Operations Plan

Emergency Remote Instruction Plan

INTER-MUNICIPAL AGREEMENT

SCHOOL RESOURCE OFFICER PROGRAM PARTNERSHIP

This agreement is made as of July 24, 2023, by and between the following parties:

TOWN: TOWN OF LEWISTON, NEW YORK
A Municipal Corporation
1375 Ridge Road
Lewiston, New York 14092
Hereinafter referred to as the "Town"

And

CONTRACTOR: LEWISTON -PORTER CENTRAL SCHOOL DISTRICT
4061 Creek Road
Youngstown, New York 14174
Hereinafter referred to as the "District"

WITNESSETH:

WHEREAS, the Lewiston-Porter Central School District has requested that the Lewiston Police Department provide two (2) school resource officers during each school day of the regular school year; and

WHEREAS, the New York State Education Law requires that the District define the roles and responsibilities of school personnel, security and law enforcement who are deployed in schools; and

WHEREAS, the Lewiston Police Department (hereinafter referred to as the "Police Department" has agreed to provide such services on the following terms and conditions; and

WHEREAS, the Lewiston Town Board by Resolution authorized the Town of Lewiston to enter into an agreement with the District to provide a School Resource Officer.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Term**. This agreement shall commence July 1, 2023, and shall terminate August 31, 2026, provided either party may cancel or terminate this Agreement at any time upon at least sixty (60) days advance written notice to the other party, with accounts to be prorated, adjusted, and settled as of the date of such cancellation or termination.
2. **Services.** Beginning July 1, 2023, the Town, through its Police Department, shall assign two (2) full-time officers (hereinafter "Officer" or "Officers") to the District during the term of this Agreement to act as a School Resource Officer during the regular school day. The School Resource Officer will be stationed at the middle school/high school facility currently located at 4061 Creek Road, Youngstown, New York 14174. The School Resource Officer will work in concert with the school principals and assistant principals, meeting with the principals on a weekly basis.

The School Resource Officer will provide a program of educational leadership by, for example, acting as a guest speaker in addressing tobacco, alcohol, and other drug issues, violence diffusion, violence prevention and safety issues in the school community. The School Resource Officer shall provide informational in-service training for staff on issues related to alcohol and other drugs and the law, violence, gangs, safety and security. The School Resource Officer shall also refer students and/or their families to the appropriate agencies for assistance when need is determined.

The School Resource Officer's responsibilities will include:

a. Working with District administration as a law enforcement officer to assist in addressing on-campus or school activities, and to help provide a safe environment within the school community;
b. Working in concert with the Superintendent or designee and meeting with the principals on an as needed basis;
c. Serving as a member of the Lewiston-Porter Central School District Safety Committee;

d. Acting as a communication liaison with law enforcement agencies and providing basic information concerning students on campus;

e. Collaborating with the District administration and staff to design experiences to benefit students, staff and families;

f. Working with the Superintendent or designee on issues such as criminal and gang activity on campus, student unrest on campus and developing plans and strategies to prevent or minimize dangerous activities which may occur on campus or during school sponsored events;

g. Participating in discussions and/or meetings with students, parents and faculty members, as needed, to help develop a positive rapport with members of the school community; and

h. Assisting in maintaining order;

The School Resource Officer may perform other duties consistent with the normal duties and responsibilities of a law enforcement officer and/or School Resource Officer. The School Resource Officer shall not act as a school disciplinarian; school administration is solely responsible for student misconduct and discipline. However, if requested by the Superintendent or designee, the School Resource Officer shall assist in determining whether law enforcement notification, and/or action is appropriate in a particular incident, or to assist in maintaining the chain of custody with respect to contraband or controlled substances.

3. **Compliance with Laws/Rules**. The School Resource Officer shall comply with all state and federal laws.. In no circumstance shall the School Resource Officer detain or question a student in order to ascertain the student's immigration status, nor shall the School Resource Officer detain or question a student based on the student's perceived race, nationality, color or native language.

4. **Search Procedures**. The District may conduct searches of students, possessions and vehicles as it deems appropriate and is responsible for complying with all applicable laws and Police Department regulations. The School Resource Officer may provide

protection for the safety of all persons involved in the search. The School Resource Officer shall not become involved in administrative (school-related) searches unless specifically requested by the school to provide security, protection or for handling of weapon(s) or contraband. These searches must be at the direction and control of the school official. At no time shall the School Resource Officer request that an administrative search be conducted for law enforcement purposes or have the administrator act as his or her agent. Any law enforcement searches or interviewing of students for law enforcement purposes shall be in compliance with State and Federal Law.

5. **Arrest Procedures**. Students shall not be arrested at school except: (a) where the student poses a real and immediate threat to other student(s), District employee(s), or public safety; or (b) pursuant to a judicial warrant that specifically directs the arrest of the student in a school. Building principals shall be consulted prior to an arrest of a student, where practicable. The student's parent or guardian shall be notified of a child's arrest as soon as practicable.
6. **Assignment of Officer**. The Chief of the Police Department shall, in consultation with the Superintendent, be responsible for the assignment of a particular officer or officers to the School Resource Officer position. The officer(s) assigned shall be appropriately trained to serve as a School Resource Officer; however, this language is not intended to require that the School Resource Officer receive certified training through any particular training program, although they may . The School Resource Officer will be present at the District each day school is in regular session. Such hours will be between the hours of 7:15 am and 3:45 p.m. The School Resource Officer will be compensated from 7:00 a.m. to 4 p.m. each school day. Hours worked in a given day beyond (8) hours will be accumulated as banked hours and will accumulate at a 1:1.5 ratio for those hours worked in excess of the 40 hour work week. The School Resource Officer will also receive banked hours for working additional school events (i.e.... Dances, sporting events, music events, etc.) Accumulated banked hours are intended to equate to full-time pay over school recess periods and summer vacation.

No hours worked by the School Resource Officer will be paid as overtime except as explained in Section 8 of this Agreement, and in accordance with the 1:1.5 banked hours described above. **Attachment 1** provides further explanation as to the banked hours process. In the event that all hours are not utilized as described in Attachment 1, said remaining hours shall be used as additional training and/or time spent at the District, upon mutual agreement of the Town and the District. The hours reflected in **Attachment 1** may vary slightly, as needed, to accommodate the needs of the District, upon approval of both the Superintendent of the District and the Chief of Police. The School Resource Officer shall log hours worked at the District on an hourly basis and shall provide said log to both the Chief of Police and the Superintendent of the District on a bi-weekly basis.

In the event the School Resource Officer is to be absent from work at the District, the Officer shall notify the Chief of Police and the Chief of Police shall notify the District's Superintendent (716-286- 7266). The Town reserves the right to immediately, temporarily reassign any Officer providing the services hereunder to handle emergency situations. The Town agrees to assign another Officer to substitute for the assigned Officer as soon as possible in the event that the assigned School Resource Officer is absent. If necessary, the Chief of Police, as soon as practicable, shall provide a permanent replacement for the Officer. It is understood by and between the parties that the presence of a School Resource Officer on school grounds at all times set forth in this agreement is of paramount importance. In the event that the Superintendent of Schools finds that the School Resource Officer is not effectively performing his/her duties and responsibilities, the District reserves the right to request that the Chief of Police remove the Officer from the program and shall state the reasons for the same in writing. In response, the Chief of Police may require that a meeting be held between the Superintendent, the School Resource Officer, the Chief of Police, and any other parties who may be necessary to attempt to resolve or mediate the concern(s). If the concern(s) cannot be resolved, the Chief of Police shall, in consultation with the Superintendent, assign a new officer to serve as the School Resource Officer.

7. **Supervision of the Officer**. The Officer shall remain under the control of the Town and shall not be considered an employee of the District for any purpose. The Officer assigned to the District is an employee of the Town and shall be subject to departmental control, supervision, policies, procedures and General Orders. Notwithstanding the foregoing, the Officer shall coordinate with the Superintendent and Principals of the school buildings in the District relative to the performance of his/her duties.

8. **Payment.** The costs related to the School Resource Officer position will be billed by the Town to the District on a monthly basis. The District agrees to pay such costs based on the actual costs related to each officer whom serves as an SRO at any given time and recognizes that such costs may vary depending on that particular officer's unique costs including but not limited to pay grade, health insurance selection, etc.

   a) Part Time Officers: If, pursuant to the terms of this Agreement, the Town provides services by utilizing part-time officers, it will bill the district based on the hours actually worked by the part-time officers performing duties as a School Resource Officer for the District including time worked for necessary incidental duties (for example, court time for school-related incidents). Incidental duties do not include routine, non-school-related law enforcement matters that occur on or near school grounds (e.g. motor vehicle accidents) unless the District has specifically requested the School Resource Officer's involvement in same. The parties intend that the district will be billed and will reimburse the Town for all associated expenses including, but not limited to, a pro-rata share of all employment benefits, retirements contributions (if applicable), payable to or behalf of the officers.

   b) Full-time Officer: Once the Town assigns a full-time officer as the School Resource Officer pursuant to the terms of this Agreement, the Town will bill to the District and the District will reimburse the Town for the full cost to the Town of the Officer. The parties intend that a police officer will be hired and/or assigned by the Town on a full-time basis as the School Resource Officer and that the District will bear the full cost attributable to the employment of the Officer, including but not limited to, the cost of all employment benefits, training, retirement contributions, additional court time, etc.

The District will reimburse the Town for any overtime attributable to School Resource Officer related duties. The District will not be responsible for overtime attributable to any assignment that is not incidental to School Resource Officer related duties. Incidental duties do not include routine, non-related law enforcement matters that occur on or near school grounds (e.g. motor vehicle accidents) unless the District has specifically requested the School Resource Officer's involvement in same. The assigned School Resource Officer will coordinate training, personal time and similar matters with school holiday and break schedules. To the extent possible, vacation time shall be scheduled during summer recess or other school breaks and any vacation time used during the regular school year must be approved in advance by the Chief of Police. The School Resource Officer and the Town will make a good faith effort to schedule training outside of the School Resource Officer's normal working hours at the District, and if that is not possible, the School Resource Officer and/or the Town will coordinate the scheduling of any such training with the Superintendent or his/her designee to ensure that the School Resource Officer is present when needed by the District.

9. **Access to Education Records**. District officials shall allow the SRO to inspect and copy any public records maintained by the school and is permissible by law. For purposes of access to student records, the SRO is considered a "school official" under the Family Educational Rights and Privacy Act ("FERPA") and may be provided students' personally identifiable information on an as-needed basis to carry out SRO duties for legitimate educational purposes. Such information shall only be used by the SRO for the purposes for which the disclosure was made, and to promote school safety and the physical security of students. The SRO may not disclose personally identifiable information obtained from students records, without prior consent, to others, including other law enforcement officers who are not acting in the capacity as school officials, unless the disclosure fits within one of the exceptions to consent under FERPA. The SRO will have independent access to student names and directory information though the District's student information system. The SRO may request student discipline records and

student health records from a District administrator for legitimate educational purposes.

10. **Insurance**. Prior to commencing services under this Agreement, the District and the shall provide each other with proof of insurance coverage for this Agreement. The Town, at its expense, agrees to procure and maintain a policy of Police Professional Liability insurance in an amount of One Million Dollars ($1,000,000), single limit, against claims for bodily injury, death and property damage, and Commercial General Liability Insurance in an amount of One Million Dollars ($1,000,000), single limit, against claims of bodily injury, death and property damage occurring in connection with the performance of this Agreement. The Town must name the District as an additional insured and will provide the District with a certificate evidencing this insurance coverage. The District, at its expense, agrees to procure and maintain a policy of General Liability Insurance in an amount of One Million Dollars ($1.000,000.00), single limit, against claims of bodily injury, death and property damage occurring in connection with the performance of this Agreement. The District must name the Town as an additional insure and will provide the Town with a certificate evidencing this insurance coverage.
11. **Indemnity**. The District covenants and agrees to indemnify and save harmless the Town, its Board, Officers, Employees, and Agents from and against any and all claims, actions, damages, liability, loss, and expense, including attorney's fees, arising from or out of any occurrence in or upon the District's premises, which is caused wholly, or in part, by any act or omission of the District, its Officers, Employees, and/or Agents, in the performance of this Agreement.

    The Town covenants and agrees to indemnify and save harmless the District, its Board, Officers, Administrators, Employees, and Agents from and against any and all claims, actions, damages, liability, loss, and expense, including attorneys' fees, arising from or out of any occurrence in or upon the District's premises, which is caused wholly, or in part, by any act or omission of the Town, its Board, Officers, Employees, and/or Agents, in the performance of this Agreement.

12. **Authorized Representative**. The individual signing below on behalf of the District or Town hereby represents and warrants that she/he is duly authorized to execute and deliver this Agreement on behalf of their respective District or Town and that this Agreement is binding upon the parties.
13. **Assignment**. Neither party shall assign, transfer, convey, sublet, or otherwise dispose of this Agreement or any of its right, title, or interest therein, or the power to execute this Agreement, without the prior written consent of the other party.
14. **Amendments**. No waiver, modification, or amendment of this Agreement or any part thereof shall be valid unless in writing and duly executed by both parties. A waiver of any breach hereof shall not prevent forfeiture for any succeeding right.
15. **Captions**. The captions of this Agreement are for convenience and reference only and in no way define, limit or describe the scope or intent of this Agreement.
16. **Entire Agreement**. This Agreement contains the sole and entire agreement between the parties relating to the services provided hereunder and shall supersede any and all other agreements between the parties. Any other statements or representations made by either party are void and have no force or effect.
17. **Venue.** Any legal action commenced pursuant to the terms of this Agreement shall be brought in a court of competent jurisdiction in the County of Niagara.
18. **Mutual Drafting.** This Agreement shall be deemed the joint work product of the parties and any rule of construction that a document shall be interpreted or construed against a drafter of such document shall not be applicable.
19. **Severability.** If any provision of the Agreement will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first set forth above.

(Signature pages to follow)

TOWN OF LEWISTON

BY: _____

David Steve Broderick, Jr.

Town of Lewiston Supervisor

Dated: 8/28/23

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

BY: _____

Paul J. Casseri

Superintendent of Schools

Dated: 7/21/23

ATTACHMENT 1

BANKED HOUR PROCESS

The Full-Time School Resource Officer assigned, by the Chief of Police, to the Lewiston-Porter Central School District shall have the ability to bank any additional hours worked beyond the regular day (see Section 3.0 Assignment of Officer) instead of these hours being paid as "overtime". The hours will accumulate on a 1:1.5 worked:banked ratio to accommodate for the officer's anticipated overtime pay rate. These hours normally paid on an "overtime" basis at the time they are worked, will be "banked" and paid to the officer on the regular pay schedule, during the months of July and August.

An overtime bank of approximately 336 hours (42 days) would result in the officer being paid for the months of July and August.

Attachment 1a

INTERMUNICIPAL AGREEMENT SCHOOL RESOURCE OFFICER PARTNERSHIP ATTACHMENT 1 (Sample)

Type of Work	Days	Hours	Totals
Regular School Calendar	176	9	1584
Vacation (4weeks)	20	8	160
Home Sporting Events	40	3	120
Dances and Music Performances	20	3	60
Homecoming/Spirit Weeks	12	3	36
Training (avoid school days)	15	8	120
Total			2080

Lewiston-Porter Central School District

Public Health Emergency Continuation of Operations Plan

Revised June 2025

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Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraph m of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of the LPOEA, LPUT, LPAP, CSEA unions, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

Record of Changes

Date of Change	Description of Changes	Implemented By

Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraph m of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan was developed exclusively for and is applicable to **Lewiston-Porter Central School District**. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe. The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations as needed
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

Concept of Operations

The Superintendent of **Lewiston-Porter Central School District**, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Superintendent.

Upon the determination of implementing this plan, all employees and contractors of **Lewiston-Porter Central School District** shall be notified by email and District Messaging System with details provided as possible and necessary, with additional information and updates provided on a regular basis. All district employees, parents and guardians, and the Board of Education will be notified of pertinent operational changes by way of email and District Messaging System. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent/designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of **Lewiston-Porter Central School District**, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Superintendent of **Lewiston-Porter Central School District**, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, **Lewiston-Porter Central School District** is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of **Lewiston-Porter Central School District**

The **Lewiston-Porter Central School District** has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for **Lewiston-Porter Central School District** have been identified as:

Essential Function	Description	Priority
Superintendent of Schools	Oversees and plans. Assigns critical functions ensuring compliance with CDC, DOH, and NYSED requirements. Establishes communication with staff and parents to execute and standardize district goals. Establishes contacts to provide outside organizations with information relative to District plans to procedures. Communicates with the Board of Education directly.	1
Board of Education	The Board of Education and the Superintendent of Schools will dictate school policy and procedures.	1
Assistant Superintendent for Administrative Services	Liaison for the Superintendent of Schools. Coordinates and supports the goals of the District with the Superintendent of Schools and Assistant Superintendent for Curriculum, Instruction, and Technology. Oversees the functions of the Business Office. Communicates directly with administration to assist with planning and daily functions to achieve District goals and maintain safety equipment and supplies. Assists with CDC, DOH, and NYSED regulations including oversight of NYS recording requirements and Nursing staff.	1
Director of Curriculum, Instruction, and Technology	Liaison for the Superintendent of Schools. Coordinates and supports the goals of the District with the Superintendent of Schools and Assistant Superintendent for Administrative Services. Communicates directly with the administration to assist with planning and functions, ensuring that the needs of the district are being met. Reports to the Superintendent of Schools.	1
Administration	Coordinates functions delegated by the Superintendent of Schools. Assigns tasks to facilitate and accomplish District goals. Communicates regularly with the Assistant Superintendent for Administrative Services and the Director of Curriculum, Instruction, and Technology. Oversees personnel assigned to tasks. Ensures critical functions are being performed as necessary. Provides regular progress reports on daily activities necessary to accomplish District goals. When directed by the Superintendent of Schools, the administration is responsible for communicating and updating employees in district policy. This includes cleaning regime, scheduling and any changes to these duties. Monitors and requests building safety equipment and supplies as needed.	1

Director of Facilities	Coordinates functions with the Superintendent of Schools, Assistant Superintendent for Administrative Services, Administration, and Staff. Responsible for staffing, maintenance activities, custodial duties including ordering supplies, training, scheduling to meet the needs of the district. Instructs and informs staff of district policy and procedures including personal protection, cleaning procedures, and methods of reporting and receiving issues and concerns that may affect or enhance safety procedures. Responsible for communication and updating employees in district policy, cleaning regime, schedules and constant changes to these duties. Maintains a current inventory of supplies and safety equipment and provides staff and services as needed. Inventory includes maintaining a cache of necessary supplies and equipment through reordering and replenishing stock so as not to fall short of critical supplies. Adjusts schedules to meet current needs, updates, and trains staff on proper handling and use of tools and chemicals as per manufacturer, CDC, DOL, and DOH requirements. Coordinates deliveries and ensures delivery agents know and follow district policy when on site. Schedules outside maintenance activities. Ensures third party contractors know and follow all school, CDC, DOL, and DOH policies while on school district property.	**1**
Head of Maintenance	Coordinates activities with and updates the Director of Facilities regularly. Provides employees with proper direction for performing necessary cleaning equipment, cleaning products, and protocols. Provides a direct line of communication from custodial staff to the Director of Facilities. Keeps records of and controls inventory, communicates directly with suppliers for ordering and receiving material and supplies to maintain an adequate cache of necessary products and materials. Coordinates all deliveries including deliveries from suppliers and deliveries to building staff. Assists with building schedules and arranging custodial staff and staff schedules to meet district needs. Responsible for communication and updating employees in district policy, cleaning regime, schedules and constant changes to these duties.	**1**
Office of the Superintendent and District Clerk	Assists the Superintendent of Schools and the Board of Education with maintaining critical and vital services. Provides record keeping and administrative support. As the District Clerk will continue to provide all vital services and maintain all Board records.	**1**

Business Office	Assists the Superintendent of Schools and the Assistant Superintendent for Administrative Services with maintaining critical functions and Administration oversight. Provides needed guidance and advice with logistical and financial obligation; as well as record keeping. Provides purchasing support to ensure that necessary safety equipment and supply inventory can be maintained for education, maintenance, nursing, and custodial functions.	**1**
Technology Department	Director of Technology and Data provides support to ensure critical infrastructure is in place to provide effective building support and educational support securely. Works directly with the Superintendent of Schools and Administration staff to ensure communication and internet stability. Provides the necessary equipment and approved software to staff and students to perform the functions of each necessary school sector to maintain building maintenance, day to day operations, and educational needs.	**1**
School Nurses	Assists with the goals of the district. Provide medical insight and support to help maintain a healthy school population. Assists with planning and achieving district goals. Provides support and assistance to carry out orders from the School Physician, CDC, DOH, and NYSED regulations. Maintains a sanitary environment. Monitors quarantine area. Keeps accurate records. Makes immediate and necessary notifications to building administrators when necessary. Coordinates activities with parents. Offers guidance to building occupants and parents. Communicates regularly with the building administration and the Assistant Superintendent for Administrative Services.	**1**
Building Secretaries	Staff will continue to perform vital services as directed by the Superintendent of Schools and directed by their building administrator. The district will determine need based on individual circumstances and can be utilized in school or remotely. Administration will provide services necessary for staff to operate in a safe and clean environment on site. Administration will ensure all staff will be informed of and are required to adhere to district safety policy while on site. Administration will provide necessary means and materials to safely and effectively work in a remote setting as well.	**1**

Maintenance Staff	Maintenance staff will perform vital services to keep and maintain essential equipment for onsite and remote learning. Maintenance staff and work will be overseen by the Director of Facilities. Staff will be informed of school procedures and adhere to all personal safety protocols required by the CDC, DOL, (PESH), and DOH at all times. The Director of Facilities will supervise and schedule maintenance personnel for the purpose of keeping vital services operating and functional.	**1**
Custodial Staff	Custodial staff will work as directed by the Director of Facilities and Head of Maintenance. The Director of Facilities and Head of Maintenance will oversee and ensure school buildings are being cleaned properly. Building Administration will also assist with notification and information about building conditions and issues that need to be discussed or addressed. Custodial staff has received pandemic awareness training. Training provided essential information about communicable diseases. Training also included information about personal protective equipment, cleaning products, proper disinfection and sanitation, and product use, product labels, Safety Data Sheets, and manufacturers' requirements for use. The district will provide custodial staff with the required personal protective equipment and cleaning supplies to maintain a safe working environment. Staff shifts and personnel will be scheduled accordingly based on the needs of the district. As with all staff, custodial personnel will follow district protocols required by the CDC, DOL, (PESH), DOH, and district while providing services and on breaks.	**1**
Outside Contractors	Outside contractors will be scheduled and work will be performed with the oversight of the Director of Facilities. All outside contractors will notify the Director of Facilities when they arrive on-site. Outside contractors will be informed of district procedures and policy before they are allowed to work on the premises. Companies performing work on-site will provide their employees with the proper PPE to comply with district policy. Outside contractors who do not or cannot work safely will not be allowed on district property.	**1**
Food Service	All Food Service operations will be determined by the Assistant Superintendent for Administrative Services. All district protocols will be initiated by the District Food Service contractor.	**1**

Transportation	Transportation will provide services directed by the Assistant Superintendent for Administrative Services. The Transportation Coordinator will supervise operations. The district will provide safe and secure transportation based on the needs of the district and learning environment. Protocols will be established and the Transportation Contractor has received proper training for cleaning and sanitizing buses. The Transportation Contractor will provide their employees with the training and proper PPE and disinfection equipment to effectively maintain the transportation fleet. Records will be maintained accurately to ensure bus safety procedures are being followed. The Transportation Coordinator will schedule staff and bussing pickup and drop off according to the needs of the district. The district will continually inform staff and parents of changes to procedures as necessary.	**1**
Outside Deliveries	Deliveries will be coordinated with the Director of Facilities, the Head of Maintenance, custodians. The Director of Facilities will inform companies of district policy and procedures in advance. All delivery agents will be required to notify the district prior to arrival at the district and strictly adhere to district policy while on site. Employers will be required to provide their employees with the proper PPE to work safely while on site.	**1**

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Information Technology	Director of Technology & Data Technology Coordinator Network Managers	The Director of Technology and Data establishes all priorities for the IT task and organizes staff. IT staff members provide support in setting up hardware and software, network management, and help desk support.
Administration and Oversight	Superintendent of Schools	The Superintendent is the decision-maker for the entire district.
Operations	Assistant Superintendent for Administrative Services	The Assistant Superintendent for Administrative Services ensures all essential functions are maintained.
Education	Director of Curriculum, Instruction, Technology & Data	The Director of Curriculum, Instruction, Technology & Data determines the educational plan.
Facilities	Director of Facilities	The Director of Facilities maintains the necessary level of cleaning and sanitizing.
Administration	Principals, Assistant Principals, Directors	The Principals, Assistant Principals and Directors are the liaisons between students, families, and employees in the building.
Cleaning and Sanitizing	Buildings and Grounds Staff, Custodial Maintenance and Laborers and Grounds Staff	Performs all cleaning and sanitization and necessary upkeep of the buildings.
Support	Secretary to the Superintendent/District Clerk	Provides necessary support to the Superintendent of Schools and the Board of Education.
Support	District Clerical Staff	Provides necessary support for all Administrators.
Health Services	School Nurses	Directs all Health Services.

Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
    a. Internet capable laptop
    b. Necessary peripherals
    c. Access to VPN and/or secure network drives
    d. Access to software and databases necessary to perform their duties
    e. A solution for telephone communications
        i. Note that phone lines may need to be forwarded to off-site staff

The Superintendent of Schools and the Assistant Superintendent for Administrative Services will determine the level of remote working for all district employees in conjunction with all NYSDOH guidelines.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, **Lewiston-Porter Central School District** will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

The Director of Facilities will work with the Superintendent of Schools/designee to formulate a calendar that schedules employees based on the needs of the District.

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns or aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location

2. Procurement of PPE
   a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
   b. Public employers must be able to mitigate supply chain disruptions to meet this requirement

3. Storage of, access to, and monitoring of PPE stock
   a. PPE must be stored in a manner which will prevent degradation
   b. Employees and contractors must have immediate access to PPE in the event of an emergency
   c. The supply of PPE must be monitored to ensure integrity and to track usage rates

The Director of Facilities and the Head of Maintenance will be responsible for ensuring the proper PPE is available at all buildings for required applications. The District will work to ensure we maintain a six month supply of PPE as directed above for all faculty, students. An extra supply of PPE will be available in all buildings with the Principals, Nurses and Custodial staff. The **Lewiston-Porter Central School District** participates in the Orleans-Niagara Corporative Bid Purchasing Agreement. They provide a comprehensive list of suppliers and products used for maintaining employee safety, disinfecting and sanitization protocols.

Surplus PPE will be stored in a dry, secured central location. Access to the surplus of PPE can only be made by the Director of Facilities and Head of Maintenance as this will ensure the accurate accountability of all supplies on hand. The Head of Maintenance will be responsible for keeping accurate records and reporting.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based on the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):

   1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
      a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
      b. All necessary parties will be notified of staff exposure through contact tracing.
      c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.

   2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
      a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
      b. In-person interactions with the subject employee or contractor will be limited as much as possible.
      c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
      d. If at any time they exhibit symptoms, refer to item B below.
      e. The Superintendent of Schools/designee, in the organization is the decision-maker in these circumstances and who is responsible for ensuring these protocols are followed.

B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:

   1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.

   2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.

3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.

4. Niagara County's criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 72 hours have passed since the instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, Niagara County and other public guidance shall be referenced.

5. The Assistant Superintendent for Administrative Services in the organization must be informed in these circumstances and who is responsible for ensuring these protocols are followed.

C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:

1. Apply the steps identified in item B, above, as applicable.

2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
   a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
   b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
   c. See the section on Cleaning and Disinfection for additional information on that subject.

3. Identification of potential employee and contractor exposures will be conducted.
   a. If an employee or contractor is confirmed to have the disease in question, the Superintendent of Schools/designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
   b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum, in conjunction with District custodial staff.
   a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.

b. The Head of Maintenance under the supervision from the Director of Facilities will coordinate and establish cleaning guidelines and schedules for all cleaners to cover the common areas listed above.

2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.

3. Soiled surfaces will be cleaned with soap and water before being disinfected.

4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.

5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Provision of Leave and Designation and Recording of Absences from Work

Provision of leave for employees and/or contractors, and designation and recording of absences from work, shall be handled consistent with applicable law, applicable contracts, and guidance from regulatory authorities having jurisdiction.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits.

This information may be used by **Lewiston-Porter Central School District** to support contact tracing within the organization and may be shared with local public health officials.

Lewiston-Porter Central School District

Emergency Remote Instruction Plan

Reviewed June 2025

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Introduction

Lewiston-Porter Central School District developed the following **Emergency Remote Instruction Plan** to address the instruction of students if extraordinary circumstances prevent students and staff from physically attending school. The **Emergency Remote Instruction Plan** meets the requirements of New York State Education Commissioner's Regulations for inclusion in the District-Wide School Safety Plan.

Background Information

The NYS Education Department (NYSED) authorized a "snow day pilot" program during the Covid-19 pandemic 2020-2021 and 2021-2022 school years. This program allowed school districts to deliver instruction remotely on days in which they would otherwise have closed due to an emergency.

To give districts greater predictability, in September 2022, the NYSED Board of Regents amended section 175.5(e) of the Commissioner's regulations to codify this flexibility. Districts that would otherwise close due to an emergency may, **but are not required to,** remain in session and provide instruction through remote learning and count these instructional days towards the annual hours requirement for State Aid purposes. Instruction must be provided to all students and be consistent with the definition of remote instruction, as explained below. In addition, beginning with the 2023-2024 school year, such instruction must be consistent with the school district's **Emergency Remote Instruction Plan**.

NYSED also amended section 155.17 of the Commissioner's regulations to require public schools, BOCES, and county vocational education and extension boards amend their **District-Wide School Safety Plans** to include plans for remote instruction beginning with the 2023-2024 school year. This gives the public an opportunity to provide feedback on such plans for remote instruction prior to their adoption. The **Emergency Remote Instruction Plan** must include the methods that the school district will ensure the availability of: devices; internet access; provision of special education and related services for students with disabilities; the expectations for time spent in different remote modalities.

Such plans also require that each chief executive officer of each educational agency located within a public school district report information on student access to computing devices and access to the internet each year.

NYSED additions to section 100.1 of the Commissioner's regulations define the term "remote instruction." This definition identifies various ways in which remote instruction may be delivered, but which must include, in all situations, regular and substantive teacher-student interaction with an appropriately certified teacher.

The NYS Board of Regents adopted the amendments noted above that became effective as a permanent rule on September 28, 2022. Sections 200.7, 200.16, and 200.20 of the Regulations of the Commissioner of Education were amended, and became effective September 13, 2022, and December 12, 2022, as an emergency action for the preservation of the general welfare to permit approved special education providers to provide remote instruction in the 2022-2023 school year on days they would otherwise close due to an emergency and to count such instructional days towards 14 minimum requirements and to identify the ways in which such

remote instruction may be delivered. These amendments relate to remote instruction and its delivery under emergency conditions for students in approved private schools for the education of students with disabilities, state-supported schools, state-operated schools, and approved preschool special education programs. These updated regulations now provide the same flexibility for remote instruction under emergency conditions that was given to school districts. The effective date of the final rule was January 25, 2023.

Remote Instruction

The Commissioner's regulations define remote instruction as "instruction provided by an appropriately certified teacher, or in the case of a charter school an otherwise qualified teacher pursuant to Education Law §2854(3)(a-1), who is not in the same in-person physical location as the student(s) receiving the instruction, where there is regular and substantive daily interaction between the student and teacher." For the purpose of this plan, remote instruction means the instruction occurring when the student and the instructor are in different locations due to the closure of one or more of the district's school buildings due to emergency conditions as determined by the Superintendent of Schools. Emergency conditions include, but are not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficient water supply, prolonged disruption of electrical power, shortage of fuel, destruction of a school building, shortage of transportation vehicles, or a communicable disease outbreak, and the school district would otherwise close due to such an emergency.

Unscheduled School Delays and Early Releases

Instructional hours that a school district scheduled but did not execute, either because of a delay to the start of a school day or an early release, due to emergency conditions, may still be considered as instructional hours for State Aid purposes for up to two instructional hours per session day, provided the School Superintendent certifies such to NYSED, on the prescribed NYSED form, that an extraordinary condition existed on a previously scheduled session day and that school was in session on that day (NYSED Part 175.5).

The **Emergency Remote Instruction Plan** shall identify various ways in which instruction may be delivered, including synchronous and asynchronous instruction. In all situations, remote instruction requires regular and substantive teacher-student interaction with an appropriately certified teacher.

Synchronous instruction engages students in learning in the direct presence (remote or in-person) of a teacher in real time. During remote instruction, students and teachers attend together from different locations using technology. Asynchronous instruction is self-directed learning that students engage in learning without the direct presence (remote or in-person) of a teacher. Students access class materials during different hours and from different locations. During an emergency closing, synchronous instruction is the preferred method of instruction, whereas asynchronous instruction is considered supplementary instruction.

Ensuring Accessibility and Availability (Internet, Computers / Devices)

Lewiston-Porter Central School District shall survey families to find out who has a reliable high-speed internet connection. A survey conducted in 2020 identified families who live in the district that do not have access, therefore remote learning is a challenge, if not impossible, for these students. Since 2020, every student who enrolls in the district provides information on internet access and computer accessibility. All survey information is stored and available in the **Powerschool and DataWarehouse.** When students do not have internet access, the district works with the families to develop a plan to provide instructional materials for them as well as a process for recording attendance and grading. The district works with the community to provide locations where internet access could be used if they are able to use these locations.

Commissioner's regulation 115.17(f) outlines the annual data collection that districts must submit to SED every year by June 30. It requires the school district to survey families regarding internet and device access at the student's place(s) of residence. The chief executive officer (School Superintendent) shall survey students and parents and persons in parental relation to such students to obtain information on student access to computing devices and access to internet connectivity.

District policy 7150 Remote Learning and 8270 Instructional Technology and procedures are followed to ensure computing devices are made available to students or other means by which students will participate in synchronous instruction.

Lewiston-Porter Central School District
Emergency Remote Instruction Plan

POLICIES	The plan adheres to guidance set forth in the following Board of Education policies: • Policy 6410 Staff Use of Computerized Information Resources • Regulation 6410R Staff Acceptable Use Policy, Form Staff Acceptable Use Policy Agreement Form • Policy 7100 Attendance • Policy 7110 Compressive Student Attendance Policy • Policy 7150 Remote Learning • Policy 7315 Student Use of Computerized Information Resources (Acceptable Use) • Regulation 7315R Student Acceptable Use (AUP) Guidelines • Regulation 7315R.1 PEC Acceptable Use Policy • Regulation 7215R.2 IEC Acceptable Use Policy • Regulation 7315R.3 MS/HS Acceptable Use Policy • Manual 7315M Student Use of Technology Policies and Agreements Manual • Lewiston-Porter Code of Conduct Please click this LINK to view the Lewiston-Porter Policy Manual.
INTERNET AND DIGITAL DEVICE ACCESS	The school district provides all students in grades K-12 access to a personal computing device. Specifically, students in K-2 are provided iPads and students in 3-12 are provided Chromebooks. In the event of an emergency, closing provisions will be made to the greatest extent possible to ensure that all students have their device at home for instruction. The school district participates fully in the SED Digital Access Survey along with locally developed surveys to assess how many students have internet access at home. The district provides hotspots to any families that indicate a need for reliable internet to facilitate access to learning at home. All faculty should have an alternative general activity for students in the instance that widespread power outages or other disruptions to connectivity occur preventing synchronous connection. If students lose connectivity, then the expectation is they will complete the alternate assignment provided.
PEDAGOGY	All teachers in grades K-12 will use Google Meet for virtual instruction; however, they may use SeeSaw or Goggle Classroom as their learning management system. Several district provided instructional technology software programs are available to support instruction along with a wide array of other resources curated by faculty. Teachers will utilize these programs to

	differentiate instruction, accessing a variety of delivery methods that best suit their course, grade level, and teaching style. The instructional approach **may include a combination of:** **Synchronous "Live" Instruction** - Using Google Meet, along with other digital platforms, teachers will deliver real-time instruction to a full group or subset of students. Teachers may incorporate asynchronous or project-based opportunities within this model. Teachers will make personal connections with all students during scheduled class times via Google Meet. These connections will allow teachers to take attendance, introduce new content or skills and will allow students to connect with their teachers and peers in order to be guided through lessons, ask questions, and maintain personal relationships. The duration of these synchronous connections depends on the grade level and daily instructional plan but should be the primary mode of instruction and substantial enough to guide learning. **Asynchronous "Flipped" Instruction** - Using a variety of digital platforms, teachers will deliver captured or recorded lessons with associated expectations for students' participation and assignment completion (i.e., "Flipped Classroom"). These activities may include teacher/student synchronous interactions for a portion of the lesson. **Authentic Independent Instruction** - Using a variety of methods, teachers will engage students in high-quality learning activities. These activities must engage students in the learning process. Teachers will provide assistance to students in this mode of instruction through asynchronous and synchronous methods outlined above.
STUDENT EXPECTATIONS	All students will receive information on how to access course material and instruction from their teachers. Students are expected to follow all directions and requests to participate in instruction to the fullest extent possible. During synchronous instruction, students are expected to be school-ready. This includes being on time for class, engaging fully through video and audio as directed by their teacher, and presenting themselves in a manner that is in accordance with school expectations. All students are expected to practice appropriate digital etiquette and responsible behavior during assigned synchronous instruction. • Mute yourself on meets as directed by your teacher • **Cameras are to be kept on during classroom meets** unless directed specifically by your teacher to do otherwise. During synchronous instruction, students are expected to work in a setting that is conducive to learning where distractions are minimized, e.g.: a desk, table, kitchen counter, etc. Spaces generally considered

	private (such as a bedroom) are discouraged and bathrooms should not be used as a workspace under any circumstances. Student dress must be appropriate in all platforms; the Student Dress Code section of the Student Handbook / Code of Conduct applies to students in all platforms. If there are any circumstances preventing full and appropriate participation, the student should let the teacher know. As this is a required attendance day, students must fulfill expectations for satisfactory participation as determined by their teacher.
DAILY SCHEDULE	The virtual day can be found on the district website here. Since it is not developmentally appropriate for elementary students to be on electronic devices for a full school day, their schedule allows for synchronous and asynchronous learning opportunities with many breaks and optional 1:1 interactions with the teachers. At the secondary level, students will follow their regular schedule with appropriate breaks will be included for students and faculty, including time for lunch. Students will attend all assigned classes at their scheduled times. The method of instructional delivery will vary to facilitate appropriate screen time per age level within these parameters. All students will have optional 1:1 interactions with the teachers during office hours for any questions or support. As well, students who receive interventions and/or related services will have access to those services. Elementary students will access these services asynchronously (unless optional office hours are requested) and secondary students will follow their schedules and receive synchronous services according to their schedule.
COMMUNICATION PROTOCOL: INTERVENTION	Teachers will follow the same communication protocols that are established in school for addressing areas of academic or behavioral need. This includes a combination of email, phone calls, and academic/behavioral referrals to the administration. All effective strategies should be accessed to maintain effective communication.
SPECIAL SERVICES	School districts are required to implement supports, services and accommodations, as indicated in students' IEPs or 504 Accommodation Plans, to the best of their ability. NYSED recognizes that there may be limitations to implementing certain services or accommodations through remote instruction and as a result, encourages districts to apply a "lens of reasonableness" to their approach. Students who receive reading and/or math interventions and/or related services (such as Speech, OT/PT, etc.) will be provided with asynchronous work according to their Day 1-6 schedule. Any student who would like to have synchronous conferencing with an intervention or related service provider may do so by reaching out to schedule an appointment.

NON- INSTRUCTIONAL SERVICES • **TRANSPORTATION** • **FOOD SERVICE** • **MAINTENANCE** • **CUSTODIAL** • **CLERICAL/ ADMINISTRATIVE SUPPORT**	When a school district is in remote session, non-instructional services may still be required to report to work to perform critical services related to their area of expertise. In the event that the change to remote instruction is due to a snow or other weather emergency, such change will likely impact transportation and other critical services. Decisions whether or not non-instructional employees should report to work will be made and communicated in real-time by the appropriate supervisor or administrator based on whether services can be provided in a safe and efficient manner.