



JAMES FROIO
JORDAN-ELBRIDGE CSD
PO BOX 902
JORDAN, NY 13080

FINGERPRINT CLEARANCE

FOR EMPLOYMENT

This is a notice that on 10/17/2019, **THERESE M CRAVER** filed his/her fingerprints with the New York State Education Department and has been cleared for employment in your school. Please note that this clearance is valid only for your school and may not be used for any other purpose, including but not limited to, employment at another school or institution. If your school no longer employs **THERESE M CRAVER**, you are required pursuant to Education Law and Regulations to notify OSPRA. Such notice should be made by submitting an online employment termination request or by filing a paper OSPRA 105 form, which is available on the OSPRA website.

DEBORAH A. MARRIOTT
OSPRA Fingerprinting Unit

Office of School Personnel Review and Accountability
NYS Education Department
89 Washington Avenue
Albany, NY 12234
(518)473-2998 -- Fax (518)473-8812
OSPRA@mail.nysed.gov
www.highered.nysed.gov/tcert/ospra/

Close

Print



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JORDAN-ELBRIDGE CSD
PO BOX 902
JORDAN, NY 13080

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FINGERPRINT CLEARANCE

FOR EMPLOYMENT

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This is a notice that on 10/30/2019, **ALLISON S BRADY** filed his/her fingerprints with the New York State Education Department and has been cleared for employment in your school. Please note that this clearance is valid only for your school and may not be used for any other purpose, including but not limited to, employment at another school or institution. If your school no longer employs **ALLISON S BRADY**, you are required pursuant to Education Law and Regulations to notify OSPRA. Such notice should be made by submitting an online employment termination request or by filing a paper OSPRA 105 form, which is available on the OSPRA website.

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JAMES FROIO
JORDAN-ELBRIDGE CSD
PO BOX 902
JORDAN, NY 13080

FINGERPRINT CLEARANCE

FOR EMPLOYMENT

This is a notice that on 10/29/2019, **BRENDA METZLER** filed his/her fingerprints with the New York State Education Department and has been cleared for employment in your school. Please note that this clearance is valid only for your school and may not be used for any other purpose, including but not limited to, employment at another school or institution. If your school no longer employs **BRENDA METZLER**, you are required pursuant to Education Law and Regulations to notify OSPRA. Such notice should be made by submitting an online employment termination request or by filing a paper OSPRA 105 form, which is available on the OSPRA website.

DEBORAH A. MARRIOTT
OSPRA Fingerprinting Unit

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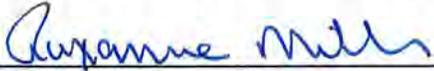
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Jordan-Elbridge Central School District
 Summary of all Accounts
 Treasurer's Monthly Report
 For the Period - August 1, 2019 -August 31, 2019

Fund	Balance 7/31/2019	Balance 8/31/2019
General Fund-Lyons	135,333.34	135,522.73
General Fund-NOW-CCTC	490,123.96	13,839.64
General Fund-Tax Acct-CCTC	-	-
General Fund-ICS-CCTC	2,107,284.77	1,370.55
General Fund-Reserve-CCTC	4,305,445.31	3,612,112.05
School Food Service Fund-Lyons	57,297.42	27,292.40
Debt Service Fund-CCTC	1,129,881.02	1,131,801.75
Capital Fund-CCTC	2,018.90	318.01
Capital Fund-ICS-CCTC	756,988.45	673,232.29
Special Aid Fund-CCTC	10,224.80	1,965.05
Payroll Account-CCTC	(465.12)	335.23
Trust & Agency-CCTC	27,245.94	132,192.65
Private Purpose Trust-Checking-Lyons	24,354.71	24,355.75
Extraclassroom Activity Acct-High School-Lyons	60,603.97	60,150.30
Extraclassroom Activity Acct-Middle School-Lyons	15,538.77	13,682.45
	\$ 9,121,876.24	\$ 5,828,170.85

This is to certify that the cash balances above are in agreement with the bank statements, as reconciled.


 Treasurer

10/7/19
 Date

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

 Clerk of Board of Education

 Date

Jordan-Elbridge Central School District
 General Fund
 Treasurer's Monthly Report
 For the Period - August 1, 2019 -August 31, 2019

Internal books - A 205	
Total available balance, prior month	135,336.21
Receipts during month:	0.00
Taxes collected	0.00
Receipts (cash)	183.65
Interest earned	2.87
Subtotal -	186.52
Total Receipts, plus beginning balance	135,522.73
Disbursements during month:	
Transfer to School Food Service account	0.00
Transfer to General Fund - CCTC	0.00
NSF checks and fees	0.00
Total Disbursements	0.00
Cash Balance, per books	135,522.73

Lyons xxxx4460	
Reconciliation with bank statement:	
Balance per bank statement	135,522.73
Less outstanding checks	0.00
Plus deposits in transit	0.00
Other items	0.00
Available balance	135,522.73
Reconciled bank Balance	135,522.73

Jordan-Elbridge Central School District
 General Fund-NOW
 Treasurer's Monthly Report
 For the Period - August 1, 2019 -August 31, 2019

Internal books - A 203	CCTC xxxx5859
Total available balance, prior month	242,827.37
Receipts during month:	
Transfers from district accounts	157,000.00
Cash receipts	10,419.44
Retiree health insurance	8,165.18
Title I '18-19	63,522.00
Title II 18-19	6,673.00
3YP '18-19 Revenue	95,264.00
611 '18-19	40,187.00
619 '18-19	4,590.00
Medicaid	5,270.05
Excess Cost Aid	234,756.75
Interest earned	23.72
Subtotal -	625,871.14
Total Receipts, plus beginning balance	868,698.51
Disbursements during month:	
Warrants #A-9,11, 12, 14 & F-3	(424,298.87)
Transfer to district accounts	(430,500.00)
Postage machine fee & postage	(60.00)
Total Disbursements	(854,858.87)
Cash Balance, per books	13,839.64
	Reconciled bank Balance 13,839.64

Jordan-Elbridge Central School District
General Fund-Tax Account
Treasurer's Monthly Report
For the Period - August 1, 2019 -August 31, 2019

Internal books - A 204	CCTC xxxx5824
Total available balance, prior month 0.00	Reconciliation with bank statement:
Receipts during month:	Balance per bank statement 0.00
Taxes collected 0.00	Less outstanding checks 0.00
	Plus deposits in transit 0.00
	Other items 0.00
Total Receipts, plus beginning balance 0.00	Available balance 0.00
Disbursements during month:	
Transfer to other District accounts 0.00	
NSF checks 0.00	
Total Disbursements 0.00	
Cash Balance, per books 0.00	Reconciled bank Balance 0.00

Jordan-Elbridge Central School District
 General Fund - ICS
 Treasurer's Monthly Report
 For the Period - August 1, 2019 -August 31, 2019

Internal books - A 230.1	CCTC Bank xxx319
Total available balance, prior month	Reconciliation with bank statement:
158,249.02	Balance per bank statement 1,370.55
Receipts during month:	Less outstanding checks 0.00
Transfer from General Fund- Now-CCTC	Plus deposits in transit 0.00
0.00	Other items 0.00
Interest earned	Available balance
121.53	1,370.55
Subtotal -	
121.53	
Total Receipts, plus beginning balance	
158,370.55	
Disbursements during month:	
Transfer to other District accounts	
(157,000.00)	
Total Disbursements	
Cash Balance, per books	Reconciled bank Balance
1,370.55	1,370.55

Jordan-Elbridge Central School District
 General Fund Reserve - ICS
 Treasurer's Monthly Report
 For the Period - August 1, 2019 -August 31, 2019

Internal books - A 230	CCTC Bank xxx5514
Total available balance, prior month	Reconciliation with bank statement:
3,609,045.72	Balance per bank statement 3,612,112.05
Receipts during month:	Less outstanding checks 0.00
Transfer from General Fund-CCTC 0.00	Plus deposits in transit 0.00
Interest earned 3,066.33	Other items 0.00
Subtotal - 3,066.33	Available balance 3,612,112.05
Total Receipts, plus beginning balance	
3,612,112.05	
Disbursements during month:	
Transfer to district accounts 0.00	
Total Disbursements 0.00	
Cash Balance, per books 3,612,112.05	Reconciled bank Balance 3,612,112.05

Jordan-Elbridge Central School District
School Food Service Fund
Treasurer's Monthly Report
For the Period - August 1, 2019 -August 31, 2019

Internal books - C 201

<u>Total available balance, prior month</u>	\$ 27,146.82
Receipts during month:	
School Food Service Deposits	
Online School Food Service Payments	145.00
Transfers from other accounts	-
Interest earnings	0.58
<u>Subtotal</u>	<u>145.58</u>
Total Receipts, plus beginning balance	<u>27,292.40</u>

Disbursements during month:

Total Disbursements	<u>0.00</u>
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<u>Cash Balance, per books</u>	<u>27,292.40</u>
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Lyons Bank - account xxxx4478

Reconciliation with bank statement:

Balance per bank statement	27,292.40
Less outstanding checks	0.00
Plus deposits in transit	0.00

<u>Other items</u>	<u>0.00</u>
<u>Available balance</u>	<u>27,292.40</u>

<u>Reconciled bank Balance</u>	<u>27,292.40</u>
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Jordan-Elbridge Central School District
 Debt Service Fund
 Treasurer's Monthly Report
 For the Period - August 1, 2019 -August 31, 2019

Internal books - V 202	CCTC - ICS account xxx5492
Total available balance, prior month	Reconciliation with bank statement:
1,130,840.96	Balance per bank statement 1,131,801.75
Receipts during month:	Less outstanding checks 0.00
Transfer from other funds 0.00	Plus deposits in transit 0.00
Interest earned 960.79	Other items 0.00
Subtotal - 960.79	Available balance 1,131,801.75
Total Receipts, plus beginning balance 1,131,801.75	
Disbursements during month:	
Interfund transfer to General Fund per budget 0.00	
Total Disbursements 0.00	
Cash Balance, per books 1,131,801.75	Reconciled bank Balance 1,131,801.75

Jordan-Elbridge Central School District
 Capital Fund
 Treasurer's Monthly Report
 For the Period - August 1, 2019 -August 31, 2019

Internal books - H 202	CCTC - Capital fund account xxxx5913
Total available balance, prior month	Reconciliation with bank statement:
2,020.13	Balance per bank statement 318.01
Receipts during month:	Less outstanding checks 0.00
Transfer from other accounts 85,000.00	Plus deposits in transit 0.00
Receipts 0.00	Other items 0.00
Interest 0.44	Available balance 318.01
Subtotal - 85,000.44	
Total Receipts, plus beginning balance 87,020.57	
Disbursements during month:	
Warrant #H-1 & H-2 (86,702.56)	
Transfer to General Now 0.00	
Total Disbursements (86,702.56)	
Cash Balance, per books 318.01	Reconciled bank Balance 318.01

Jordan-Elbridge Central School District
 Capital Fund - ICS
 Treasurer's Monthly Report
 For the Period - August 1, 2019 -August 31, 2019

Internal books - H 203	CCTC Bank xxx859
Total available balance, prior month	Reconciliation with bank statement:
757,631.60	Balance per bank statement 673,232.29
Receipts during month:	Less outstanding checks 0.00
Transfer from Capital Fund Checking 0.00	Plus deposits in transit 0.00
Interest earned 600.69	Other items 0.00
<u>Subtotal - 600.69</u>	<u>Available balance 673,232.29</u>
Total Receipts, plus beginning balance <u>758,232.29</u>	
Disbursements during month:	
Transfer to Capital Fund Checking <u>(85,000.00)</u>	
Total Disbursements <u>(85,000.00)</u>	
Cash Balance, per books 673,232.29	Reconciled bank Balance 673,232.29

Jordan-Elbridge Central School District
Special Aid Fund
Treasurer's Monthly Report
For the Period - August 1, 2019 -August 31, 2019

Internal books - F 201	CCTC - Special Aid fund account xxxx5875
Total available balance, prior month	Reconciliation with bank statement:
6,832.92	Balance per bank statement 7,966.57
Receipts during month:	Less outstanding checks (6,001.52)
Transfers 0.00	Plus deposits in transit 0.00
Interest income 0.00	Other items 0.00
Subtotal - 0.00	Available balance 1,965.05
Total Receipts, plus beginning balance	
6,832.92	
Disbursements during month:	
Warrant #F-4 (4,867.87)	
Total Disbursements (4,867.87)	
Cash Balance, per books	Reconciled bank Balance
1,965.05	1,965.05

Jordan-Elbridge Central School District
 Payroll Account
 Treasurer's Monthly Report
 For the Period - August 1, 2019 -August 31, 2019

Internal books - T 202	
Total available balance, prior month	139.31
Receipts during month:	0.00
Transfer from other accounts	220,500.00
Void check	0.00
Direct Deposit returned	0.00
Deposits	0.00
Interest income	0.62
Subtotal -	220,500.62
Total Receipts, plus beginning balance	220,639.93
Disbursements during month:	
08/15/19 payroll (net)	(100,620.77)
08/30/19 payroll (net)	(119,683.93)
Total Disbursements	(220,304.70)
Cash Balance, per books	335.23

CCTC - Payroll Account xxxx5891	
Reconciliation with bank statement:	
Balance per bank statement	15,034.25
Less outstanding checks	(14,699.02)
Plus deposits in transit	0.00
Other items	
Available balance	335.23
Reconciled bank Balance	335.23

Jordan-Elbridge Central School District
Trust & Agency Account
Treasurer's Monthly Report
For the Period - August 1, 2019 -August 31, 2019

Internal books - T 201	CCTC - Trust & Agency Account xxxx5476																																																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Total available balance, prior month</td> <td style="text-align: right; border-bottom: 1px solid black;">15,471.34</td> </tr> <tr> <td colspan="2">Receipts during month:</td> </tr> <tr> <td style="padding-left: 20px;">Transfer from other accounts</td> <td style="text-align: right;">210,000.00</td> </tr> <tr> <td style="padding-left: 20px;">Receipts</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td style="padding-left: 20px;">Interest income</td> <td style="text-align: right;">0.94</td> </tr> <tr> <td style="padding-left: 40px;">Subtotal -</td> <td style="text-align: right; border-bottom: 1px solid black;">210,000.94</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td style="padding-left: 40px;">Total Receipts, plus beginning balance</td> <td style="text-align: right; border-bottom: 1px solid black;">225,472.28</td> </tr> <tr> <td colspan="2">Disbursements during month:</td> </tr> <tr> <td style="padding-left: 20px;">ProFlex Disbursements</td> <td style="text-align: right;">(3,828.06)</td> </tr> <tr> <td style="padding-left: 20px;">Warrant #T3</td> <td style="text-align: right;">(309,793.21)</td> </tr> <tr> <td style="padding-left: 20px;">Less net payroll</td> <td style="text-align: right;">220,304.70</td> </tr> <tr> <td style="padding-left: 20px;">ERS Refund</td> <td style="text-align: right;">36.94</td> </tr> <tr> <td style="padding-left: 40px;">Total Disbursements</td> <td style="text-align: right; border-bottom: 1px solid black;">(93,279.63)</td> </tr> <tr> <td style="padding-left: 40px;">Cash Balance, per books</td> <td style="text-align: right; border-bottom: 3px double black;">132,192.65</td> </tr> </table>	Total available balance, prior month	15,471.34	Receipts during month:		Transfer from other accounts	210,000.00	Receipts	0.00	Interest income	0.94	Subtotal -	210,000.94			Total Receipts, plus beginning balance	225,472.28	Disbursements during month:		ProFlex Disbursements	(3,828.06)	Warrant #T3	(309,793.21)	Less net payroll	220,304.70	ERS Refund	36.94	Total Disbursements	(93,279.63)	Cash Balance, per books	132,192.65	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Reconciliation with bank statement:</td> </tr> <tr> <td style="padding-left: 20px;">Balance per bank statement</td> <td style="text-align: right;">132,826.77</td> </tr> <tr> <td style="padding-left: 40px;">Less outstanding checks</td> <td style="text-align: right;">(634.12)</td> </tr> <tr> <td style="padding-left: 40px;">Plus deposits in transit</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td style="padding-left: 40px;">Other items</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td style="padding-left: 20px;">Available balance</td> <td style="text-align: right; border-bottom: 3px double black;">132,192.65</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td style="padding-left: 40px;">Reconciled bank Balance</td> <td style="text-align: right; border-bottom: 3px double black;">132,192.65</td> </tr> </table>	Reconciliation with bank statement:		Balance per bank statement	132,826.77	Less outstanding checks	(634.12)	Plus deposits in transit	0.00			Other items	0.00	Available balance	132,192.65			Reconciled bank Balance	132,192.65
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Jordan-Elbridge Central School District
Private Purpose Trust Account
Treasurer's Monthly Report
For the Period - August 1, 2019 -August 31, 2019

Internal books - TE 200

<u>Total available balance, prior month</u>	<u>\$ 24,355.23</u>
Receipts during month:	
Interest earnings	0.60
<u>Subtotal</u>	<u>\$0.52</u>
Total Receipts, plus beginning balance	<u>\$24,355.75</u>
Disbursements during month:	
	0.00
Total Disbursements	<u>0.00</u>
<u>Cash Balance, per books</u>	<u>\$24,355.75</u>

Lyons Bank - Scholarship account xxxx4616

Reconciliation with bank statement:	
Balance per bank statement	\$24,355.75
Less outstanding checks	
Plus deposits in transit	0.00
Other items	0.00
<u>Available balance</u>	<u>\$24,355.75</u>
<u>Reconciled bank Balance</u>	<u>\$24,355.75</u>

Jordan-Elbridge Central School District
 Extra-Classroom Activity Account - High School
 Treasurer's Monthly Report
 For the Period - August 1, 2019 -August 31, 2019

Internal books

	\$ 60,605.27
Receipts during month:	0.00
Interest earnings	1.28
Subtotal	1.28
Total Receipts, plus beginning balance	60,606.55
Disbursements during month:	(456.25)
NSF & Fees	0.00
Total Disbursements	(456.25)
Cash Balance, per books	60,150.30

Lyons Bank - H.S. ECA account xxxx9325

Reconciliation with bank statement:

Balance per bank statement	60,186.30
Less outstanding checks	(36.00)
Plus deposits in transit	0.00
Other items	0.00
Available balance	60,150.30

Reconciled bank Balance	60,150.30
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Jordan-Elbridge Central School District
Extra-Classroom Activity Account - Middle School
Treasurer's Monthly Report
For the Period - August 1, 2019 -August 31, 2019

Internal books -

<u>Total available balance, prior month</u>	<u>13,682.16</u>
Receipts during month:	0.00
Interest earnings	0.29
<u>Subtotal</u>	<u>0.29</u>
Total Receipts, plus beginning balance	<u>13,682.45</u>
 Disbursements during month:	 0.00
<u>Total Disbursements</u>	<u>0.00</u>
 <u>Cash Balance, per books</u>	 <u>13,682.45</u>

Lyons Bank - M.S. ECA account xxxx0693

Reconciliation with bank statement:	
Balance per bank statement	13,682.45
Less outstanding checks	0.00
Plus deposits in transit	0.00
Other items	0.00
<u>Available balance</u>	<u>13,682.45</u>
 <u>Reconciled bank Balance</u>	 <u>13,682.45</u>

Jordan-Elbridge Central School District
Summary of all Accounts
Treasurer's Monthly Report
For the Period - September 1, 2019 -September 30, 2019

Fund	Balance 8/31/2019	Balance 9/30/2019
General Fund-Lyons	135,522.73	1,477,098.14
General Fund-NOW-CCTC	13,839.64	376,598.25
General Fund-Tax Acct-CCTC	-	560,385.89
General Fund-ICS-CCTC	1,370.55	3,550,811.02
General Fund-Reserve-CCTC	3,612,112.05	3,614,710.54
School Food Service Fund-Lyons	27,292.40	31,555.14
Debt Service Fund-CCTC	1,131,801.75	1,132,615.89
Capital Fund-CCTC	318.01	355.38
Capital Fund-ICS-CCTC	673,232.29	627,197.08
Special Aid Fund-CCTC	1,965.05	173.07
Payroll Account-CCTC	335.23	34.24
Trust & Agency-CCTC	132,192.65	19,569.33
Private Purpose Trust-Checking-Lyons	24,355.75	24,356.25
Extraclassroom Activity Acct-High School-Lyons	60,150.30	54,690.83
Extraclassroom Activity Acct-Middle School-Lyons	13,682.45	13,539.39
	\$ 5,828,170.85	\$ 11,483,690.44

This is to certify that the cash balances above are in agreement with the bank statements, as reconciled.



Treasurer

10/29/19

Date

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

Clerk of Board of Education

Date

Jordan-Elbridge Central School District
 General Fund
 Treasurer's Monthly Report
 For the Period - September 1, 2019 -September 30, 2019

Internal books - A 205	
Total available balance, prior month	135,522.73
Receipts during month:	0.00
Taxes collected	1,345,179.89
Receipts (cash)	2,359.88
Interest earned	13.94
Subtotal -	1,347,553.71

Total Receipts, plus beginning balance	1,483,076.44
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Disbursements during month:	
Transfer to School Food Service account	0.00
Transfer to General Fund - CCTC	0.00
NSF checks and fees	(5,978.30)
Total Disbursements	(5,978.30)

Cash Balance, per books	1,477,098.14
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Lyons xxxx4460	
Reconciliation with bank statement:	
Balance per bank statement	1,475,926.38
Less outstanding checks	
Plus deposits in transit	1,171.76
Other items	0.00
Available balance	1,477,098.14

Reconciled bank Balance	1,477,098.14
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Jordan-Elbridge Central School District
 General Fund-NOW
 Treasurer's Monthly Report
 For the Period - September 1, 2019 -September 30, 2019

Internal books - A 203	CCTC xxxx5859
Total available balance, prior month	13,839.64
Receipts during month:	
Transfers from district accounts	1,637,000.00
Cash receipts	857,774.06
Retiree health insurance	8,140.29
Excess Cost Aid	63,441.00
SSBA Payment #1 Phase 1	442,691.25
VLT Lottery Aid	63,155.09
Lottery Aid	1,647,393.72
611 '19-20	62,575.00
619 '19-20	2,567.00
Medicaid	874.82
Interest earned	28.82
Subtotal -	4,785,641.05
Total Receipts, plus beginning balance	4,799,480.69
Disbursements during month:	
Warrants #A-12, 15, 17	(1,472,782.44)
Transfer to district accounts	(2,950,100.00)
Postage machine fee & postage	0.00
Total Disbursements	(4,422,882.44)
Cash Balance, per books	376,598.25
	Reconciled bank Balance 376,598.25

Jordan-Elbridge Central School District
 General Fund-Tax Account
 Treasurer's Monthly Report
 For the Period - September 1, 2019 -September 30, 2019

Internal books - A 204	CCTC xxxx5824
Total available balance, prior month	Reconciliation with bank statement:
0.00	Balance per bank statement 1,556.58
Receipts during month:	Less outstanding checks 0.00
Taxes collected	Plus deposits in transit 558,829.31
4,046,385.89	Other items 0.00
Total Receipts, plus beginning balance	Available balance
4,046,385.89	560,385.89
Disbursements during month:	
Transfer to other District accounts	(3,486,000.00)
NSF checks	0.00
Total Disbursements	(3,486,000.00)
Cash Balance, per books	Reconciled bank Balance
560,385.89	560,385.89

Jordan-Elbridge Central School District
 General Fund - ICS
 Treasurer's Monthly Report
 For the Period - September 1, 2019 -September 30, 2019

Internal books - A 230.1	CCTC Bank xxx319
Total available balance, prior month	Reconciliation with bank statement:
1,370.55	Balance per bank statement 1,840,811.02
Receipts during month:	Less outstanding checks 0.00
Transfer from General Fund- Now-CCTC 3,549,000.00	Plus deposits in transit 1,710,000.00
Interest earned 440.47	Other items 0.00
Subtotal - 3,549,440.47	Available balance 3,550,811.02
Total Receipts, plus beginning balance 3,550,811.02	
Disbursements during month:	
Transfer to other District accounts 0.00	
Total Disbursements	
Cash Balance, per books 3,550,811.02	Reconciled bank Balance 3,550,811.02

Jordan-Elbridge Central School District
 General Fund Reserve - ICS
 Treasurer's Monthly Report
 For the Period - September 1, 2019 -September 30, 2019

Internal books - A 230	CCTC Bank xxx5514
Total available balance, prior month	Reconciliation with bank statement:
3,612,112.05	Balance per bank statement 3,614,710.54
Receipts during month:	Less outstanding checks 0.00
Transfer from General Fund-CCTC	Plus deposits in transit 0.00
0.00	Other items 0.00
Interest earned	Available balance 3,614,710.54
2,598.49	
Subtotal -	
2,598.49	
Total Receipts, plus beginning balance	
3,614,710.54	
Disbursements during month:	
Transfer to district accounts	0.00
0.00	0.00
Total Disbursements	
0.00	
Cash Balance, per books	Reconciled bank Balance
3,614,710.54	3,614,710.54

Jordan-Elbridge Central School District
School Food Service Fund
Treasurer's Monthly Report
For the Period - September 1, 2019 -September 30, 2019

Internal books - C 201

Total available balance, prior month	\$ 27,292.40
Receipts during month:	
School Food Service Deposits	8,613.08
Online School Food Service Payments	7,864.45
Transfers from other accounts	-
Interest earnings	0.71
Subtotal	16,478.24
Total Receipts, plus beginning balance	43,770.64
Disbursements during month:	
Warrants #C-2, C-3	(12,215.50)
Total Disbursements	(12,215.50)
Cash Balance, per books	31,555.14

Lyons Bank - account xxxx4478

Reconciliation with bank statement:	
Balance per bank statement	41,057.22
Less outstanding checks	(10,560.00)
Plus deposits in transit	1,057.92
Other items	0.00
Available balance	31,555.14
Reconciled bank Balance	31,555.14

Jordan-Elbridge Central School District
 Debt Service Fund
 Treasurer's Monthly Report
 For the Period - September 1, 2019 -September 30, 2019

Internal books - V 202	CCTC - ICS account xxx5492
Total available balance, prior month	Reconciliation with bank statement:
1,131,801.75	Balance per bank statement 1,132,615.89
Receipts during month:	Less outstanding checks 0.00
Transfer from other funds 0.00	Plus deposits in transit 0.00
Interest earned 814.14	Other items 0.00
Subtotal - 814.14	Available balance 1,132,615.89
Total Receipts, plus beginning balance	
1,132,615.89	
Disbursements during month:	
Interfund transfer to General Fund per budget 0.00	
Total Disbursements 0.00	
Cash Balance, per books 1,132,615.89	Reconciled bank Balance 1,132,615.89

Jordan-Elbridge Central School District
 Capital Fund
 Treasurer's Monthly Report
 For the Period - September 1, 2019 -September 30, 2019

Internal books - H 202	CCTC - Capital fund account xxxx5913
Total available balance, prior month	Reconciliation with bank statement:
318.01	Balance per bank statement 355.38
Receipts during month:	Less outstanding checks 0.00
Transfer from other accounts	Plus deposits in transit 0.00
46,500.00	Other items 0.00
Receipts	Available balance <u>355.38</u>
0.00	
Interest	
0.38	
Subtotal -	
46,500.38	
Total Receipts, plus beginning balance	
46,818.39	
Disbursements during month:	
Warrant #H-3	(46,463.01)
Transfer to General Now	0.00
Total Disbursements	<u>(46,463.01)</u>
Cash Balance, per books	<u>Reconciled bank Balance 355.38</u>
355.38	

Jordan-Elbridge Central School District
 Capital Fund - ICS
 Treasurer's Monthly Report
 For the Period - September 1, 2019 -September 30, 2019

Internal books - H 203	CCTC Bank xxx859
Total available balance, prior month	Reconciliation with bank statement:
673,232.29	Balance per bank statement 627,197.08
Receipts during month:	Less outstanding checks 0.00
Transfer from Capital Fund Checking 0.00	Plus deposits in transit 0.00
Interest earned 464.79	Other items 0.00
Subtotal - 464.79	Available balance 627,197.08
Total Receipts, plus beginning balance	
673,697.08	
Disbursements during month:	
Transfer to Capital Fund Checking (46,500.00)	
Total Disbursements (46,500.00)	
Cash Balance, per books	Reconciled bank Balance
627,197.08	627,197.08

Jordan-Elbridge Central School District
Special Aid Fund
Treasurer's Monthly Report
For the Period - September 1, 2019 -September 30, 2019

Internal books - F 201	CCTC - Special Aid fund account xxxx5875
Total available balance, prior month	Reconciliation with bank statement:
1,965.05	Balance per bank statement 5,954.44
Receipts during month:	Less outstanding checks (5,781.37)
Transfers 6,000.00	Plus deposits in transit 0.00
Interest income 0.00	Other items 0.00
Subtotal - 6,000.00	Available balance 173.07
Total Receipts, plus beginning balance 7,965.05	
Disbursements during month:	
Warrant #F-5, F-6 (7,791.98)	
Total Disbursements (7,791.98)	
Cash Balance, per books 173.07	Reconciled bank Balance 173.07

Jordan-Elbridge Central School District
 Payroll Account
 Treasurer's Monthly Report
 For the Period - September 1, 2019 -September 30, 2019

Internal books - T 202	CCTC - Payroll Account xxxx5891
Total available balance, prior month	Reconciliation with bank statement:
335.23	Balance per bank statement 33,167.88
Receipts during month:	Less outstanding checks (33,133.64)
Transfer from other accounts	Plus deposits in transit 0.00
909,100.00	
Void check	
0.00	
Direct Deposit returned	Other items
0.00	Available balance
Deposits	34.24
0.00	
Interest income	
5.25	
Subtotal -	
909,105.25	
Total Receipts, plus beginning balance	
909,440.48	
Disbursements during month:	
09/13/19 payroll (net)	(452,761.86)
09/16/19 payroll (net)	(1,316.94)
09/30/19 payroll (net)	(455,327.44)
Total Disbursements	(909,406.24)
Cash Balance, per books	Reconciled bank Balance
34.24	34.24

Jordan-Elbridge Central School District
Trust & Agency Account
Treasurer's Monthly Report
For the Period - September 1, 2019 -September 30, 2019

Internal books - T 201	CCTC - Trust & Agency Account xxxx5476
Reconciliation with bank statement:	
Total available balance, prior month	Balance per bank statement
132,192.65	41,758.29
Receipts during month:	Less outstanding checks
Transfer from other accounts	(21,275.92)
Receipts	Plus deposits in transit
0.00	0.00
Interest income	Other items
7.06	913.04
Subtotal -	Available balance
335,007.06	19,569.33
Total Receipts, plus beginning balance	
467,199.71	
Disbursements during month:	
ProFlex Disbursements	(8,149.87)
Warrant #T4, T5	(1,349,015.32)
Less net payroll	909,406.24
ERS Refund	128.57
Total Disbursements	(447,630.38)
Cash Balance, per books	Reconciled bank Balance
19,569.33	19,569.33

Jordan-Elbridge Central School District
Private Purpose Trust Account
Treasurer's Monthly Report
For the Period - September 1, 2019 -September 30, 2019

Internal books - TE 200

<u>Total available balance, prior month</u>	<u>\$ 24,355.75</u>
Receipts during month:	
Interest earnings	0.50
<u>Subtotal</u>	
Total Receipts, plus beginning balance	<u>\$24,356.25</u>
Disbursements during month:	
	0.00
Total Disbursements	<u>0.00</u>
<u>Cash Balance, per books</u>	<u>\$24,356.25</u>

Lyons Bank - Scholarship account xxxx4616

Reconciliation with bank statement:	
Balance per bank statement	\$24,356.13
Less outstanding checks	
Plus deposits in transit	0.12
Other items	0.00
<u>Available balance</u>	<u>\$24,356.25</u>
<u>Reconciled bank Balance</u>	<u>\$24,356.25</u>

Jordan-Elbridge Central School District
 Extra-Classroom Activity Account - High School
 Treasurer's Monthly Report
 For the Period - September 1, 2019 -September 30, 2019

Internal books			
			Reconciliati
	\$	60,150.30	
Receipts during month:		143.34	
Interest earnings		1.16	
		144.50	
Subtotal		144.50	
Total Receipts, plus beginning balance		60,294.80	
Disbursements during month:		(5,603.97)	
NSF & Fees		0.00	
		(5,603.97)	
Total Disbursements		(5,603.97)	
		54,690.83	Reconcile
Cash Balance, per books			

Lyons Bank - H.S. ECA account xxxx9325

Reconciliation with bank statement:

Balance per bank statement	54,726.55
Less outstanding checks	(36.00)
Plus deposits in transit	0.28
Other items	0.00
Available balance	54,690.83

Adjusted bank Balance	54,690.83
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Jordan-Elbridge Central School District
Extra-Classroom Activity Account - Middle School
Treasurer's Monthly Report
For the Period - September 1, 2019 -September 30, 2019

Internal books -

<u>Total available balance, prior month</u>	<u>13,682.45</u>
Receipts during month:	0.00
Interest earnings	0.28
<u>Subtotal</u>	<u>0.28</u>
Total Receipts, plus beginning balance	<u>13,682.73</u>
 Disbursements during month:	 (143.34)
<u>Total Disbursements</u>	<u>(143.34)</u>
 <u>Cash Balance, per books</u>	 <u>13,539.39</u>

Lyons Bank - M.S. ECA account xxxx0693

Reconciliation with bank statement:

Balance per bank statement	13,539.32
Less outstanding checks	0.00
Plus deposits in transit	0.07
Other items	0.00
<u>Available balance</u>	<u>13,539.39</u>

<u>Reconciled bank Balance</u>	<u>13,539.39</u>
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JORDAN - ELBRIDGE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 9/30/2019



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1010.400-00-000</u>	BOE Contractual Expenses		7,800.00	500.00	8,300.00	1,809.99	0.00	6,490.01
<u>A 1010.450-00-000</u>	BOE Materials & Supplies		1,100.00	0.00	1,100.00	431.95	0.00	668.05
1010	BOARD OF EDUCATION	*	8,900.00	500.00	9,400.00	2,241.94	0.00	7,158.06
<u>A 1040.160-00-000</u>	District Clerk Salary		5,500.00	0.00	5,500.00	1,375.02	4,124.98	0.00
<u>A 1040.400-00-000</u>	District Clerk Contractual Expenses		2,500.00	0.00	2,500.00	10.00	1,740.00	750.00
<u>A 1040.450-00-000</u>	District Clerk Materials & Supplies		450.00	0.00	450.00	0.00	0.00	450.00
1040	DISTRICT CLERK	*	8,450.00	0.00	8,450.00	1,385.02	5,864.98	1,200.00
<u>A 1060.400-00-000</u>	District Meeting Contractual Expense		2,450.00	800.00	3,250.00	0.00	800.00	2,450.00
<u>A 1060.450-00-000</u>	District Meeting Materials & Supplies		300.00	0.00	300.00	0.00	0.00	300.00
1060	DISTRICT MEETING	*	2,750.00	800.00	3,550.00	0.00	800.00	2,750.00
10		**	20,100.00	1,300.00	21,400.00	3,626.96	6,664.98	11,108.06
<u>A 1240.150-00-000</u>	Superintendent Salary		170,350.00	0.00	170,350.00	41,378.52	124,135.48	4,836.00
<u>A 1240.152-00-000</u>	Superintendent Mileage/Insurance		6,000.00	0.00	6,000.00	0.00	6,000.00	0.00
<u>A 1240.160-00-000</u>	Superintendent Office Salaries		47,260.00	0.00	47,260.00	12,652.80	575.00	34,032.20
<u>A 1240.164-00-000</u>	Superintendent Non Instructional OT		200.00	0.00	200.00	0.00	0.00	200.00
<u>A 1240.400-00-000</u>	Superintendent Contractual		9,000.00	448.00	9,448.00	3,073.78	3,003.10	3,371.12
<u>A 1240.450-00-000</u>	Superintendent Materials & Supplies		1,200.00	0.00	1,200.00	193.98	0.00	1,006.02
1240	CHIEF SCHOOL ADMINISTRATOR	*	234,010.00	448.00	234,458.00	57,299.08	133,713.58	43,445.34
12		**	234,010.00	448.00	234,458.00	57,299.08	133,713.58	43,445.34
<u>A 1310.160-00-000</u>	Business Office Support Salaries		147,500.00	0.00	147,500.00	34,585.26	56,031.90	56,882.84
<u>A 1310.164-00-000</u>	Business Non Instructional Overtime		300.00	0.00	300.00	0.00	0.00	300.00
<u>A 1310.400-00-000</u>	Business Contractual Expenses		3,000.00	1,200.00	4,200.00	40.00	2,500.00	1,660.00
<u>A 1310.450-00-000</u>	Business Office Materials & Supplies		2,600.00	59.09	2,659.09	196.28	27.00	2,435.81
<u>A 1310.490-00-000</u>	BOCES Business Office Services		59,500.00	0.00	59,500.00	5,077.31	45,695.76	8,726.93
1310	BUSINESS ADMINISTRATION	*	212,900.00	1,259.09	214,159.09	39,898.85	104,254.66	70,005.58
<u>A 1320.400-00-000</u>	Auditing Contractual Expenses		34,500.00	13,195.00	47,695.00	525.00	14,770.00	32,400.00
1320	AUDITING	*	34,500.00	13,195.00	47,695.00	525.00	14,770.00	32,400.00
<u>A 1325.160-00-000</u>	Treasurer Salaries		27,050.00	0.00	27,050.00	6,761.70	20,285.10	3.20
<u>A 1325.400-00-000</u>	Treasurer Contractual Expenses		500.00	0.00	500.00	0.00	0.00	500.00
1325	TREASURER	*	27,550.00	0.00	27,550.00	6,761.70	20,285.10	503.20
<u>A 1330.160-00-000</u>	Tax Collector Salaries		1,500.00	0.00	1,500.00	1,000.02	499.98	0.00
<u>A 1330.400-00-000</u>	Tax Collector Contractual Expense		15,000.00	0.00	15,000.00	514.00	4,086.00	10,400.00
1330	TAX COLLECTOR	*	16,500.00	0.00	16,500.00	1,514.02	4,585.98	10,400.00

JORDAN - ELBRIDGE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 9/30/2019



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1345.160-00-000</u>	Purchasing Salaries		4,500.00	0.00	4,500.00	1,125.00	3,375.00	0.00
<u>A 1345.400-00-000</u>	Purchasing Contractual Expenses		200.00	0.00	200.00	0.00	0.00	200.00
<u>A 1345.490-00-000</u>	BOCES Purchasing Services		4,020.00	0.00	4,020.00	393.00	3,537.00	90.00
1345	PURCHASING	*	8,720.00	0.00	8,720.00	1,518.00	6,912.00	290.00
13		**	300,170.00	14,454.09	314,624.09	50,217.57	150,807.74	113,598.78
<u>A 1420.400-00-000</u>	Legal Services		70,000.00	8,000.14	78,000.14	983.75	57,016.39	20,000.00
<u>A 1420.401-00-000</u>	Financial Advisor		7,000.00	0.00	7,000.00	0.00	0.00	7,000.00
<u>A 1420.490-00-000</u>	BOCES Legal Services		37,000.00	0.00	37,000.00	3,120.29	28,082.63	5,797.08
1420	LEGAL	*	114,000.00	8,000.14	122,000.14	4,104.04	85,099.02	32,797.08
<u>A 1430.160-00-000</u>	Personnel Support Salaries		54,825.00	0.00	54,825.00	12,530.28	3,574.98	38,719.74
<u>A 1430.400-00-000</u>	Personnel Support Contractual		31,000.00	4,230.23	35,230.23	8,432.94	19,601.54	7,195.75
<u>A 1430.450-00-000</u>	Personnel Materials & Supplies		1,400.00	107.98	1,507.98	107.98	0.00	1,400.00
<u>A 1430.490-00-000</u>	BOCES Personnel Services		23,000.00	0.00	23,000.00	1,888.70	16,998.30	4,113.00
1430	PERSONNEL	*	110,225.00	4,338.21	114,563.21	22,959.90	40,174.82	51,428.49
<u>A 1460.450-00-000</u>	Records Management Materials		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
1460	RECORDS MANAGEMENT OFFICER	*	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 1480.400-00-000</u>	Public Info Contractual Expenses		1,000.00	2,000.00	3,000.00	2,000.00	0.00	1,000.00
<u>A 1480.450-00-000</u>	Public Info Materials & Supplies		500.00	0.87	500.87	0.87	0.00	500.00
<u>A 1480.490-00-000</u>	BOCES Public Info Services		98,800.00	-2,000.00	96,800.00	9,523.86	85,714.74	1,561.40
1480	PUBLIC INFORMATION & SERVICES	*	100,300.00	0.87	100,300.87	11,524.73	85,714.74	3,061.40
14		**	325,525.00	12,339.22	337,864.22	38,588.67	210,988.58	88,286.97
<u>A 1620.160-00-000</u>	Operation of Plant Salaries		674,900.00	0.00	674,900.00	148,854.66	159,567.00	366,478.34
<u>A 1620.164-00-000</u>	Operation of Plant Overtime		40,500.00	0.00	40,500.00	7,146.92	0.00	33,353.08
<u>A 1620.167-00-000</u>	Operation of Plant Summer Help		48,000.00	0.00	48,000.00	31,099.45	0.00	16,900.55
<u>A 1620.200-00-000</u>	Operation of Plant Equipment		47,000.00	4,000.00	51,000.00	49,594.95	0.00	1,405.05
<u>A 1620.400-00-000</u>	Operation of Plant Contractual Expense		123,000.00	9,531.50	132,531.50	44,571.75	34,638.85	53,320.90
<u>A 1620.420-00-000</u>	Electricity		275,000.00	0.00	275,000.00	76,380.78	152,761.56	45,857.66
<u>A 1620.421-00-000</u>	Natural Gas		125,000.00	0.00	125,000.00	33,629.56	67,259.12	24,111.32
<u>A 1620.422-00-000</u>	Water & Sewer		18,500.00	0.00	18,500.00	0.00	17,400.00	1,100.00
<u>A 1620.425-00-000</u>	Trash Removal		22,000.00	4,530.52	26,530.52	2,969.36	18,226.44	5,334.72
<u>A 1620.450-00-000</u>	Operations of Plant Materials & Supply		85,000.00	34,764.00	119,764.00	82,218.88	17,697.37	19,847.75
1620	OPERATION OF PLANT	*	1,458,900.00	52,826.02	1,511,726.02	476,466.31	467,550.34	567,709.37
<u>A 1621.160-00-000</u>	Maintenance Salaries		188,500.00	0.00	188,500.00	45,183.34	287.50	143,029.16

JORDAN - ELBRIDGE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 9/30/2019



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1621.163-00-000</u>	O&M-Substitute Salaries		42,000.00	0.00	42,000.00	980.90	0.00	41,019.10
<u>A 1621.164-00-000</u>	Maintenance Overtime		23,000.00	0.00	23,000.00	6,444.61	0.00	16,555.39
<u>A 1621.168-00-000</u>	Maintenance Snow Removal		12,500.00	0.00	12,500.00	0.00	0.00	12,500.00
<u>A 1621.200-00-000</u>	Maintenance Equipment		138,500.00	-2,800.00	135,700.00	123,202.25	7,641.00	4,856.75
<u>A 1621.400-00-000</u>	Maintenance Contractual		145,000.00	11,540.39	156,540.39	81,406.28	26,417.46	48,716.65
<u>A 1621.450-00-000</u>	Maintenance Materials & Supplies		75,000.00	55,834.03	130,834.03	56,061.25	56,579.90	18,192.88
<u>A 1621.500-00-000</u>	Maintenance-Fuel		15,000.00	0.00	15,000.00	3,267.66	11,732.34	0.00
1621	MAINTENANCE OF PLANT	*	639,500.00	64,574.42	704,074.42	316,546.29	102,658.20	284,869.93
<u>A 1660.160-00-000</u>	Central Storeroom Salaries		8,900.00	0.00	8,900.00	0.00	0.00	8,900.00
1660	CENTRAL STOREROOM	*	8,900.00	0.00	8,900.00	0.00	0.00	8,900.00
<u>A 1670.160-00-000</u>	Central Printing & Mailing Salaries		8,900.00	0.00	8,900.00	3,700.78	0.00	5,199.22
<u>A 1670.400-00-000</u>	Central Printing Contractual		10,500.00	0.00	10,500.00	2,322.66	6,300.00	1,877.34
<u>A 1670.450-00-000</u>	Central Printing Materials & Supplies		800.00	0.00	800.00	0.00	0.00	800.00
<u>A 1670.451-00-000</u>	Postage & Express Delivery		27,500.00	560.77	28,060.77	1,392.34	23,568.43	3,100.00
1670	CENTRAL PRINTING & MAILING	*	47,700.00	560.77	48,260.77	7,415.78	29,868.43	10,976.56
<u>A 1680.160-00-000</u>	Central Data Processing Salaries		4,000.00	0.00	4,000.00	1,500.00	4,500.00	-2,000.00
<u>A 1680.220-00-000</u>	Central Data Processing Hardware		3,500.00	2,014.00	5,514.00	2,014.00	577.08	2,922.92
<u>A 1680.400-00-000</u>	Computer Contractual Expenses		20,000.00	15,450.00	35,450.00	2,608.15	27,799.40	5,042.45
<u>A 1680.450-00-000</u>	Computer Materials & Supplies		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 1680.490-00-000</u>	BOCES Central Data Processing Service		490,000.00	13,184.00	503,184.00	86,906.07	337,057.33	79,220.60
1680	CENTRAL DATA PROCESSING	*	518,500.00	30,648.00	549,148.00	93,028.22	369,933.81	86,185.97
16		**	2,673,500.00	148,609.21	2,822,109.21	893,456.60	970,010.78	958,641.83
<u>A 1910.426-00-000</u>	Liability Insurance		129,000.00	0.00	129,000.00	113,830.51	0.00	15,169.49
1910	UNALLOCATED INSURANCE	*	129,000.00	0.00	129,000.00	113,830.51	0.00	15,169.49
<u>A 1920.400-00-000</u>	School Association Dues		10,000.00	0.00	10,000.00	0.00	250.00	9,750.00
1920	SCHOOL ASSOCIATION DUES	*	10,000.00	0.00	10,000.00	0.00	250.00	9,750.00
<u>A 1930.400-00-000</u>	Judgements & Claims		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
1930	JUDGMENTS & CLAIMS	*	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 1981.490-00-000</u>	BOCES Administrative Services		242,000.00	0.00	242,000.00	210,152.50	28,171.80	3,675.70
1981	BOCES ADMINISTRATIVE COSTS	*	242,000.00	0.00	242,000.00	210,152.50	28,171.80	3,675.70
19		**	382,000.00	0.00	382,000.00	323,983.01	28,421.80	29,595.19
1		***	3,935,305.00	177,150.52	4,112,455.52	1,367,171.89	1,500,607.46	1,244,676.17
<u>A 2010.150-00-000</u>	Curriculum Development-Professional Salaries		0.00	0.00	0.00	24,764.00	37,146.00	-61,910.00

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2010.400-00-000</u>	Curriculum Development Contractual	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2010.450-00-000</u>	Curriculum Develop Materials & Supply	1,400.00	0.00	1,400.00	0.00	0.00	1,400.00
2010	CURRICULUM DEVEL & SUPERVISION *	1,900.00	0.00	1,900.00	24,764.00	37,146.00	-60,010.00
<u>A 2020.150-00-000</u>	Principal & Ass't Supt Salaries	114,020.00	0.00	114,020.00	0.00	0.00	114,020.00
<u>A 2020.150-10-000</u>	Supervision-Professional Salaries-EE	103,395.00	0.00	103,395.00	22,827.24	68,481.76	12,086.00
<u>A 2020.150-15-000</u>	Supervision-Professional Salaries-JEDIS	69,000.00	0.00	69,000.00	5,443.10	59,873.90	3,683.00
<u>A 2020.150-20-000</u>	Supervision-Professional Salaries-MS	128,510.00	0.00	128,510.00	31,410.24	94,230.76	2,869.00
<u>A 2020.150-30-000</u>	Supervision-Professional Salaries-HS	146,675.00	0.00	146,675.00	35,635.46	106,906.54	4,133.00
<u>A 2020.160-00-000</u>	Principal Office Salaries	0.00	0.00	0.00	0.00	0.00	0.00
<u>A 2020.160-10-000</u>	Supervision-Support Salaries-EE	57,750.00	0.00	57,750.00	14,071.34	40,480.82	3,197.84
<u>A 2020.160-15-000</u>	Supervision-Support Salaries-JEDIS	19,185.00	0.00	19,185.00	1,989.12	15,664.32	1,531.56
<u>A 2020.160-20-000</u>	Supervision-Support Salaries-MS	29,700.00	0.00	29,700.00	7,094.85	20,142.70	2,462.45
<u>A 2020.160-30-000</u>	Supervision-Support Salaries-HS	32,865.00	0.00	32,865.00	7,679.82	22,990.86	2,194.32
<u>A 2020.163-00-000</u>	Clerical Sub. Salaries	9,000.00	0.00	9,000.00	148.35	0.00	8,851.65
<u>A 2020.164-00-000</u>	Principal Office Non Instructional OT	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
<u>A 2020.165-00-000</u>	SRO Salaries	0.00	0.00	0.00	0.00	0.00	0.00
<u>A 2020.165-10-000</u>	SRO Salaries-EE	49,600.00	0.00	49,600.00	4,102.50	0.00	45,497.50
<u>A 2020.165-20-000</u>	SRO Salaries-MS	49,600.00	0.00	49,600.00	4,342.50	0.00	45,257.50
<u>A 2020.165-30-000</u>	SRO Salaries-HS	50,000.00	0.00	50,000.00	9,140.00	45,000.00	-4,140.00
<u>A 2020.400-00-000</u>	Supervision Contractual	17,000.00	0.00	17,000.00	0.00	475.00	16,525.00
<u>A 2020.400-10-000</u>	Supervision Elbridge Elem Contractual	1,670.00	0.00	1,670.00	166.26	1,184.66	319.08
<u>A 2020.400-15-000</u>	Supervision-JEDI-Contractual	835.00	0.00	835.00	-12.14	400.62	446.52
<u>A 2020.400-20-000</u>	Supervision Middle School Contractual	3,000.00	0.00	3,000.00	167.71	985.23	1,847.06
<u>A 2020.400-30-000</u>	Supervision High School Contractual	3,000.00	0.00	3,000.00	330.68	1,723.60	945.72
<u>A 2020.407-00-000</u>	Supervision Conference	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2020.450-00-000</u>	Supervision Materials & Supplies	19,000.00	890.40	19,890.40	1,734.40	890.40	17,265.60
<u>A 2020.450-10-000</u>	Supervision Elbridge Materials	2,670.00	166.75	2,836.75	1,369.19	78.88	1,388.68
<u>A 2020.450-15-000</u>	Supervision-JEDI-Materials & Supplies	1,335.00	0.00	1,335.00	101.70	170.99	1,062.31
<u>A 2020.450-20-000</u>	Supervision Middle School Materials	7,500.00	195.99	7,695.99	7,321.77	230.00	144.22
<u>A 2020.450-30-000</u>	Supervision High School Materials	5,500.00	555.69	6,055.69	4,214.89	1,144.19	696.61
2020	SUPERVISION-REGULAR SCHOOL *	922,510.00	1,808.83	924,318.83	159,278.98	481,055.23	283,984.62
<u>A 2060.490-00-000</u>	BOCES Research Plan Service	130,000.00	-22,586.00	107,414.00	9,565.57	91,090.12	6,758.31
2060	RESEARCH, PLANNING & EVALUAT *	130,000.00	-22,586.00	107,414.00	9,565.57	91,090.12	6,758.31

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<u>A 2070.151-00-000</u>	Inservice Training Salaries	20,300.00	0.00	20,300.00	18,693.37	-1,920.00	3,526.63	
<u>A 2070.400-00-000</u>	Inservice Training Contractual	25,000.00	0.00	25,000.00	1,615.94	945.68	22,438.38	
<u>A 2070.401-00-000</u>	Inservice Staff Develop Contractual	25,000.00	-355.70	24,644.30	8,919.67	2,813.81	12,910.82	
<u>A 2070.450-00-000</u>	Inservice Materials & Supplies	4,000.00	0.00	4,000.00	835.44	1,756.50	1,408.06	
<u>A 2070.490-00-000</u>	BOCES Inservice Training Service	55,000.00	0.00	55,000.00	3,145.52	28,309.67	23,544.81	
2070	INSERVICE TRAINING-INSTRUCTION	*	129,300.00	-355.70	128,944.30	33,209.94	31,905.66	63,828.70
20		**	1,183,710.00	-21,132.87	1,162,577.13	226,818.49	641,197.01	294,561.63
<u>A 2110.120-00-000</u>	Tchg Reg School Salaries K - 6	0.00	0.00	0.00	199.20	-199.20	0.00	
<u>A 2110.120-10-000</u>	Teacher Salaries-Gr K-6-EE	1,650,000.00	0.00	1,650,000.00	141,122.20	1,453,494.02	55,383.78	
<u>A 2110.120-15-000</u>	Teacher Salaries-Gr K-6-JEDIS	782,800.00	0.00	782,800.00	67,180.06	682,104.64	33,515.30	
<u>A 2110.120-20-000</u>	Teacher Salaries-Gr K-6-MS	454,000.00	0.00	454,000.00	38,587.82	375,834.48	39,577.70	
<u>A 2110.127-00-000</u>	Reg School-TA's Gr K-6	0.00	0.00	0.00	0.00	0.00	0.00	
<u>A 2110.130-00-000</u>	Teacher Salaries 7 - 12	0.00	0.00	0.00	8,248.14	-8,248.14	0.00	
<u>A 2110.130-20-000</u>	Reg School-Teacher Salaries-Gr 7-12-MS	987,000.00	0.00	987,000.00	91,838.82	880,638.14	14,523.04	
<u>A 2110.130-30-000</u>	Reg School-Teacher Salaries-Gr 7-12-HS	2,170,000.00	0.00	2,170,000.00	188,133.88	1,924,147.94	57,718.18	
<u>A 2110.137-00-000</u>	Reg School-TA's Gr 7-12	0.00	0.00	0.00	15.88	0.00	-15.88	
<u>A 2110.137-20-000</u>	Reg School-TA Salaries-Gr 7-12-MS	19,000.00	0.00	19,000.00	0.00	0.00	19,000.00	
<u>A 2110.137-30-000</u>	Reg School-TA Salaries-Gr 7-12-HS	23,300.00	0.00	23,300.00	2,055.16	19,104.49	2,140.35	
<u>A 2110.140-00-000</u>	Substitute Teacher Salaries	0.00	0.00	0.00	0.00	-91.50	91.50	
<u>A 2110.140-10-000</u>	Substitute Teacher & TA Salaries-EE	106,000.00	0.00	106,000.00	6,244.00	0.00	99,756.00	
<u>A 2110.140-15-000</u>	Substitute Teacher & TA Salaries-JEDIS	17,000.00	0.00	17,000.00	546.25	0.00	16,453.75	
<u>A 2110.140-20-000</u>	Substitute Teacher & TA Salaries-MS	80,000.00	0.00	80,000.00	6,668.25	0.00	73,331.75	
<u>A 2110.140-30-000</u>	Substitute Teacher & TA Salaries-HS	64,000.00	0.00	64,000.00	4,889.50	0.00	59,110.50	
<u>A 2110.144-00-000</u>	Other Instruction Sal Outside WD	33,000.00	0.00	33,000.00	8,173.47	-3,614.05	28,440.58	
<u>A 2110.150-00-000</u>	Team Leaders Salaries	24,000.00	0.00	24,000.00	3,222.20	28,667.80	-7,890.00	
<u>A 2110.151-00-000</u>	Mentors Salaries	7,600.00	0.00	7,600.00	63.20	568.80	6,968.00	
<u>A 2110.200-00-000</u>	Tchg Reg School Equipment	50,000.00	19,148.88	69,148.88	9,083.45	42,528.18	17,537.25	
<u>A 2110.400-00-000</u>	Tchg Reg School Contractual	80,000.00	0.00	80,000.00	0.00	0.00	80,000.00	
<u>A 2110.400-10-000</u>	TchgReg School-Contractual-EE	8,670.00	906.25	9,576.25	519.00	2,439.25	6,618.00	
<u>A 2110.400-15-000</u>	Tchg-Reg School-Contractual-JEDIS	6,330.00	-3,382.00	2,948.00	0.00	170.00	2,778.00	
<u>A 2110.400-20-000</u>	Tchg Reg School-Contractual-MS	20,000.00	2,244.56	22,244.56	2,123.69	4,238.98	15,881.89	
<u>A 2110.400-28-000</u>	Tchg-Reg School-IB Contractual-MS	13,000.00	983.00	13,983.00	5,934.80	983.00	7,065.20	
<u>A 2110.400-30-000</u>	Tchg-Reg School-Contractual-HS	30,000.00	-730.22	29,269.78	2,791.65	3,449.80	23,028.33	

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<u>A 2110.450-00-000</u>	Tchg Reg School Materials & Supplies	23,000.00	0.00	23,000.00	-0.54	0.00	23,000.54
<u>A 2110.450-10-000</u>	Reg School-Supplies-EE	34,250.00	12,359.22	46,609.22	22,938.77	18,267.39	5,403.06
<u>A 2110.450-10-222</u>	Reg School-PBIS Supplies-EE	1,670.00	190.58	1,860.58	169.79	817.75	873.04
<u>A 2110.450-15-000</u>	Reg School-Supplies-JEDIS	16,100.00	5,572.60	21,672.60	14,234.66	3,059.37	4,378.57
<u>A 2110.450-15-222</u>	Reg School-PBIS Supplies-JEDIS	835.00	0.00	835.00	0.00	162.65	672.35
<u>A 2110.450-20-000</u>	Reg School-Supplies-MS	36,000.00	25,072.42	61,072.42	17,350.95	11,236.95	32,484.52
<u>A 2110.450-30-000</u>	Reg School-Supplies-HS	69,000.00	27,447.18	96,447.18	17,578.07	23,607.23	55,261.88
<u>A 2110.471-00-000</u>	Tuition Paid NYS Public School-Regular Ed	4,000.00	3,206.00	7,206.00	0.00	3,206.00	4,000.00
<u>A 2110.480-10-000</u>	Reg School-Textbooks-EE	33,350.00	65,610.88	98,960.88	95,636.07	3,264.13	60.68
<u>A 2110.480-15-000</u>	Reg School-Textbooks-JEDIS	16,650.00	4,288.00	20,938.00	13,248.03	5,991.50	1,698.47
<u>A 2110.480-20-000</u>	Reg School-Textbooks-MS	25,000.00	5,069.33	30,069.33	13,309.60	15,300.35	1,459.38
<u>A 2110.480-30-000</u>	Reg School-Textbooks-HS	23,300.00	3,754.20	27,054.20	1,152.84	4,635.68	21,265.68
<u>A 2110.489-00-000</u>	Private School Textbooks	2,500.00	493.55	2,993.55	162.66	632.07	2,198.82
<u>A 2110.490-00-000</u>	BOCES Tchg Reg School Service	318,200.00	5,000.00	323,200.00	31,541.98	283,877.74	7,780.28
2110	TEACHING-REGULAR SCHOOL	7,229,555.00	177,234.43	7,406,789.43	814,963.50	5,780,275.44	811,550.49
21		7,229,555.00	177,234.43	7,406,789.43	814,963.50	5,780,275.44	811,550.49
<u>A 2250.150-00-000</u>	SWD Teacher Salaries	0.00	0.00	0.00	166.00	-357.97	191.97
<u>A 2250.150-10-000</u>	SWD-Teacher Salaries-EE	444,000.00	0.00	444,000.00	40,476.34	427,870.35	-24,346.69
<u>A 2250.150-15-000</u>	SWD-Teacher Salaries-JEDIS	76,300.00	0.00	76,300.00	4,145.50	45,600.50	26,554.00
<u>A 2250.150-20-000</u>	SWD-Teacher Salaries-MS	175,000.00	0.00	175,000.00	13,298.94	131,413.06	30,288.00
<u>A 2250.150-30-000</u>	SWD-Teacher Salaries-HS	153,700.00	0.00	153,700.00	13,146.82	132,249.05	8,304.13
<u>A 2250.157-00-000</u>	SWD Teaching Assistants	0.00	0.00	0.00	0.00	0.00	0.00
<u>A 2250.157-10-000</u>	SWD-TA Salaries-EE	158,000.00	0.00	158,000.00	13,787.36	123,139.71	21,072.93
<u>A 2250.157-15-000</u>	SWD-TA Salaries-JEDIS	87,000.00	0.00	87,000.00	7,684.84	69,364.50	9,950.66
<u>A 2250.157-20-000</u>	SWD-TA Salaries-MS	46,000.00	0.00	46,000.00	3,848.83	35,003.69	7,147.48
<u>A 2250.157-30-000</u>	SWD-TA Salaries-HS	28,000.00	0.00	28,000.00	3,827.25	34,347.29	-10,174.54
<u>A 2250.160-00-000</u>	SWD Support Salaries	500.00	0.00	500.00	663.23	-663.23	500.00
<u>A 2250.400-00-000</u>	SWD Contractual Expense	140,000.00	15,030.56	155,030.56	3,698.79	13,122.10	138,209.67
<u>A 2250.450-00-000</u>	SWD Materials & Supplies	18,000.00	3,130.92	21,130.92	7,755.07	4,866.93	8,508.92
<u>A 2250.471-00-000</u>	SWD Tuition Paid NYS Public School	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
<u>A 2250.472-00-000</u>	SWD Tuition Paid Other	240,000.00	23,563.26	263,563.26	16,442.77	3,454.92	243,665.57
<u>A 2250.490-00-000</u>	BOCES SWD Service	1,840,000.00	0.00	1,840,000.00	167,722.39	1,509,501.40	162,776.21
2250	PROGRAMS-STUDENTS W/ DISABIL	3,416,500.00	41,724.74	3,458,224.74	296,664.13	2,528,912.30	632,648.31

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<u>A 2280.490-00-000</u>	Career & Technical Ed -BOCES Services		740,000.00	11,921.00	751,921.00	75,192.01	676,728.11	0.88
2280	OCCUPATIONAL EDUCATION	*	740,000.00	11,921.00	751,921.00	75,192.01	676,728.11	0.88
22		**	4,156,500.00	53,645.74	4,210,145.74	371,856.14	3,205,640.41	632,649.19
<u>A 2330.490-00-000</u>	BOCES Special Schools Services		58,000.00	0.00	58,000.00	4,260.00	38,340.00	15,400.00
2330	TEACHING-SPECIAL SCHOOLS	*	58,000.00	0.00	58,000.00	4,260.00	38,340.00	15,400.00
23		**	58,000.00	0.00	58,000.00	4,260.00	38,340.00	15,400.00
<u>A 2610.150-00-000</u>	Librarian Salaries		0.00	0.00	0.00	0.00	0.00	0.00
<u>A 2610.150-10-000</u>	Librarian Salaries-Elbridge Elem		72,389.00	0.00	72,389.00	5,990.76	65,898.24	500.00
<u>A 2610.150-15-000</u>	Librarian Salaries-JEDIS		26,696.00	0.00	26,696.00	2,191.32	24,104.68	400.00
<u>A 2610.150-20-000</u>	Librarian Salaries-Middle School		39,844.00	0.00	39,844.00	3,287.02	36,156.98	400.00
<u>A 2610.150-30-000</u>	Librarian Salaries-High School		68,421.00	0.00	68,421.00	6,797.70	61,179.30	444.00
<u>A 2610.157-20-000</u>	Library-Teaching Assistant Salaries-MS		0.00	0.00	0.00	2,055.16	-2,055.16	0.00
<u>A 2610.450-10-000</u>	Library & AV Elbridge Materials		335.00	0.00	335.00	0.00	0.00	335.00
<u>A 2610.450-15-000</u>	Library & AV-Supplies-JEDI		170.00	0.00	170.00	0.00	0.00	170.00
<u>A 2610.450-20-000</u>	Library & AV Middle School Materials		250.00	10.00	260.00	0.00	256.89	3.11
<u>A 2610.450-30-000</u>	Library & AV High School Materials		500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2610.460-10-000</u>	Library EE State Aid Library Materials		8,000.00	-4,350.00	3,650.00	77.99	0.00	3,572.01
<u>A 2610.460-15-000</u>	Library Books-JEDI		4,000.00	-1,500.00	2,500.00	0.00	345.84	2,154.16
<u>A 2610.460-20-000</u>	Library MS State Aid Library Materials		2,500.00	0.00	2,500.00	0.00	278.00	2,222.00
<u>A 2610.460-30-000</u>	Library HS State Aid Library Materials		7,215.00	0.00	7,215.00	0.00	1,485.70	5,729.30
<u>A 2610.490-00-000</u>	BOCES Library & AV Service		66,400.00	8,700.00	75,100.00	-4,350.82	75,753.35	3,697.47
<u>A 2610.490-10-000</u>	BOCES Library & AV- Elbridge		2,000.00	0.00	2,000.00	1,458.03	0.00	541.97
<u>A 2610.490-15-000</u>	Library & AV-BOCES Service-JEDI		1,000.00	0.00	1,000.00	729.01	0.00	270.99
<u>A 2610.490-20-000</u>	BOCES Library & AV Middle School		3,800.00	0.00	3,800.00	1,927.44	0.00	1,872.56
<u>A 2610.490-30-000</u>	BOCES Library & AV High School		9,600.00	0.00	9,600.00	8,653.38	0.00	946.62
2610	SCHOOL LIBRARY & AUDIOVISUAL	*	313,120.00	2,860.00	315,980.00	28,816.99	263,403.82	23,759.19
<u>A 2630.150-00-000</u>	CAI Salaries		6,195.00	0.00	6,195.00	0.00	0.00	6,195.00
<u>A 2630.160-00-000</u>	CAI Support Salaries		0.00	0.00	0.00	24,969.57	-22,366.62	-2,602.95
<u>A 2630.160-10-000</u>	CAI-Salaries-EE		50,000.00	0.00	50,000.00	11,669.96	-503.17	38,833.21
<u>A 2630.160-15-000</u>	CAI-Salaries-JEDIS		36,000.00	0.00	36,000.00	0.00	35,786.56	213.44
<u>A 2630.160-20-000</u>	CAI-Salaries-MS		56,300.00	0.00	56,300.00	0.00	53,679.84	2,620.16
<u>A 2630.160-30-000</u>	CAI-Salaries-HS		62,700.00	0.00	62,700.00	14,905.98	44,718.02	3,076.00
<u>A 2630.162-00-000</u>	Director of IT-Mileage		0.00	0.00	0.00	124.98	-124.98	0.00

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<u>A 2630.162-20-000</u>	Director of IT-Mileage		500.00	0.00	500.00	0.00	500.00	0.00
<u>A 2630.164-00-000</u>	CAI Non Instructional Overtime		0.00	0.00	0.00	0.00	0.00	0.00
<u>A 2630.164-10-000</u>	CAI-Non-Insructional Overtime-EE		200.00	0.00	200.00	0.00	0.00	200.00
<u>A 2630.200-00-000</u>	CAI Equipment		3,500.00	321.02	3,821.02	68.98	251.82	3,500.22
<u>A 2630.220-00-000</u>	Computer Hardware		27,000.00	0.00	27,000.00	5,964.00	398.90	20,637.10
<u>A 2630.400-00-000</u>	CAI-Contractual		0.00	63,586.01	63,586.01	0.00	0.00	63,586.01
<u>A 2630.450-00-000</u>	CAI Materials & Supplies		20,000.00	99.74	20,099.74	3,243.17	4,846.33	12,010.24
<u>A 2630.460-00-000</u>	Computer Software		25,000.00	3,749.32	28,749.32	10,907.32	522.50	17,319.50
<u>A 2630.490-00-000</u>	BOCES CAI Technology Service		575,000.00	24,715.00	599,715.00	60,746.43	546,717.86	-7,749.29
2630	COMPUTER ASSISTED INSTRUCTION	*	862,395.00	92,471.09	954,866.09	132,600.39	664,427.06	157,838.64
26		**	1,175,515.00	95,331.09	1,270,846.09	161,417.38	927,830.88	181,597.83
<u>A 2810.150-00-000</u>	Guidance Instructional Salaries		0.00	0.00	0.00	13,379.13	-13,379.13	0.00
<u>A 2810.150-10-000</u>	Guidance-Prof Salaries-EE		110,000.00	0.00	110,000.00	8,934.14	98,658.50	2,407.36
<u>A 2810.150-15-000</u>	Guidance-Prof Salaries-JEDIS		26,850.00	0.00	26,850.00	2,678.12	24,103.08	68.80
<u>A 2810.150-20-000</u>	Guidance-Prof Salaries-MS		48,000.00	0.00	48,000.00	4,017.18	39,618.13	4,364.69
<u>A 2810.150-30-000</u>	Guidance-Prof Salaries-HS		147,000.00	0.00	147,000.00	15,039.38	174,965.11	-43,004.49
<u>A 2810.160-00-000</u>	Guidance Support Salaries		0.00	0.00	0.00	0.00	0.00	0.00
<u>A 2810.160-30-000</u>	Guidance-Support Staff-HS		29,900.00	0.00	29,900.00	7,242.04	21,886.38	771.58
<u>A 2810.400-30-000</u>	Guidance High School Contractual		500.00	0.00	500.00	0.00	170.00	330.00
<u>A 2810.450-10-000</u>	Guidance-Supplies-EE		300.00	0.00	300.00	0.00	0.00	300.00
<u>A 2810.450-15-000</u>	Guidance-Supplies-JEDIS		200.00	0.00	200.00	0.00	0.00	200.00
<u>A 2810.450-20-000</u>	Guidance -Supplies-MS		250.00	719.92	969.92	719.92	0.00	250.00
<u>A 2810.450-30-000</u>	Guidance-Supplies-HS		500.00	3,027.69	3,527.69	3,472.78	0.00	54.91
2810	GUIDANCE-REGULAR SCHOOL	*	363,500.00	3,747.61	367,247.61	55,482.69	346,022.07	-34,257.15
<u>A 2815.160-00-000</u>	Nurses Salaries		0.00	0.00	0.00	2,644.99	-2,644.99	0.00
<u>A 2815.160-10-000</u>	Nurses Salaries-EE		41,850.00	0.00	41,850.00	3,849.52	36,753.91	1,246.57
<u>A 2815.160-15-000</u>	Nurses Salaries-JEDIS		14,975.00	0.00	14,975.00	1,247.86	13,726.54	0.60
<u>A 2815.160-20-000</u>	Nurses Salaries-MS		24,475.00	0.00	24,475.00	1,871.80	20,705.99	1,897.21
<u>A 2815.160-30-000</u>	Nurses Salaries-HS		41,700.00	0.00	41,700.00	3,757.50	36,482.26	1,460.24
<u>A 2815.400-00-000</u>	Health Services Contractual		14,500.00	974.68	15,474.68	150.00	5,024.68	10,300.00
<u>A 2815.400-10-000</u>	Health Services-Contractual-EE		0.00	95.00	95.00	0.00	95.00	0.00
<u>A 2815.400-20-000</u>	Health Services-Contractual-MS		100.00	0.00	100.00	95.00	0.00	5.00
<u>A 2815.400-30-000</u>	Health Services-Contractual-HS		100.00	0.00	100.00	95.00	0.00	5.00

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<u>A 2815.450-00-000</u>	Health Services Materials	2,800.00	1,443.05	4,243.05	0.00	0.00	4,243.05
<u>A 2815.450-10-000</u>	Nurses-Supplies-EE	800.00	0.00	800.00	575.47	0.00	224.53
<u>A 2815.450-20-000</u>	Nurses-Supplies-MS	2,500.00	461.62	2,961.62	463.44	95.38	2,402.80
<u>A 2815.450-30-000</u>	Nurses-Supplies-HS	500.00	285.94	785.94	0.00	285.94	500.00
2815	HEALTH SERVICES-REGULAR SCHOOL *	144,300.00	3,260.29	147,560.29	14,750.58	110,524.71	22,285.00
<u>A 2820.150-00-000</u>	Psychologist Salaries	0.00	0.00	0.00	0.00	0.00	0.00
<u>A 2820.150-10-000</u>	Psychologist-Salaries-EE	75,615.00	0.00	75,615.00	6,219.52	69,547.04	-151.56
<u>A 2820.150-20-000</u>	Psychologist-Salaries-MS	44,680.00	0.00	44,680.00	3,641.46	40,056.04	982.50
<u>A 2820.150-30-000</u>	Psychologist-Salaries-HS	19,705.00	0.00	19,705.00	1,560.64	17,166.86	977.50
<u>A 2820.450-10-000</u>	Psychologist Elbridge Materials	500.00	0.00	500.00	151.77	0.00	348.23
2820	PSYCHOLOGICAL SRVC-REG SCHOOL *	140,500.00	0.00	140,500.00	11,573.39	126,769.94	2,156.67
<u>A 2825.150-00-000</u>	Social Worker Salaries	0.00	0.00	0.00	0.00	0.00	0.00
<u>A 2825.150-15-000</u>	Social Worker Salaries-JEDIS	29,000.00	0.00	29,000.00	2,855.28	25,697.52	447.20
<u>A 2825.150-20-000</u>	Social Worker Salaries-MS	43,750.00	0.00	43,750.00	3,569.10	32,121.90	8,059.00
<u>A 2825.150-30-000</u>	Social Worker Salaries-HS	65,200.00	0.00	65,200.00	0.00	0.00	65,200.00
<u>A 2825.400-30-000</u>	Social Worker High School Contractual	250.00	0.00	250.00	0.00	0.00	250.00
<u>A 2825.450-15-000</u>	Social Worker-Supplies-JEDI	100.00	0.00	100.00	0.00	0.00	100.00
<u>A 2825.450-30-000</u>	Social Worker-High School-Materials	400.00	0.00	400.00	0.00	0.00	400.00
2825	SOCIAL WORK SRVC-REG SCHOOL *	138,700.00	0.00	138,700.00	6,424.38	57,819.42	74,456.20
<u>A 2850.150-00-000</u>	Cocurricular Instructional Salaries	102,265.00	0.00	102,265.00	6,582.14	56,264.86	39,418.00
<u>A 2850.150-10-000</u>	Cocurricular Instructional Salaries-EE	0.00	0.00	0.00	0.00	949.00	-949.00
<u>A 2850.150-33-000</u>	Marching Band Salaries	40,000.00	0.00	40,000.00	19,436.35	7,374.65	13,189.00
<u>A 2850.156-00-000</u>	Proctor Pay	15,600.00	0.00	15,600.00	0.00	0.00	15,600.00
<u>A 2850.156-10-000</u>	Co-Curricular-Proctor Pay-Elbridge	2,350.00	0.00	2,350.00	2,352.48	0.00	-2.48
<u>A 2850.156-15-000</u>	Co-Curricular-Proctor Pay-JEDI	525.00	0.00	525.00	131.04	0.00	393.96
<u>A 2850.156-20-000</u>	Co-Curricular-Proctor Pay-Middle School	8,780.00	0.00	8,780.00	823.58	0.00	7,956.42
<u>A 2850.156-30-000</u>	Co-Curricular-Proctor Pay-High School	8,780.00	0.00	8,780.00	389.52	0.00	8,390.48
<u>A 2850.160-00-000</u>	CoCurricular Support Salaries	3,400.00	0.00	3,400.00	499.98	2,764.02	136.00
<u>A 2850.400-00-000</u>	CoCurricular Contractual Expenses	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 2850.400-30-000</u>	CoCurricular High School Contractual	0.00	1,700.00	1,700.00	1,700.00	0.00	0.00
<u>A 2850.400-33-000</u>	Marching Band Contractual	20,000.00	0.00	20,000.00	8,535.00	2,870.00	8,595.00
<u>A 2850.450-30-000</u>	CoCurricular High School Materials	2,500.00	6,000.00	8,500.00	6,000.00	0.00	2,500.00
<u>A 2850.450-33-000</u>	Marching Band Materials & Supplies	12,375.00	2,101.66	14,476.66	1,795.99	4,283.66	8,397.01

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Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2850	CO-CURRICULAR ACTIV-REG SCHL	*	218,575.00	9,801.66	228,376.66	48,246.08	74,506.19	105,624.39
<u>A 2855.150-00-000</u>	Interscholastic Instructional Salaries		0.00	0.00	0.00	1,559.61	-1,559.61	0.00
<u>A 2855.150-20-000</u>	Coaches Salaries-Modified		59,200.00	0.00	59,200.00	7,588.23	26,053.04	25,558.73
<u>A 2855.150-30-000</u>	Coaches Salaries-Varsity & JV		200,000.00	0.00	200,000.00	33,099.81	123,698.07	43,202.12
<u>A 2855.151-00-000</u>	Interscholastic Director Salary		0.00	0.00	0.00	0.00	0.00	0.00
<u>A 2855.151-30-000</u>	Interscholastic Athletics-AD Salary		42,325.00	0.00	42,325.00	10,537.00	31,611.00	177.00
<u>A 2855.156-00-000</u>	Interscholastic Athletics-Proctor & SRO Pay		29,565.00	0.00	29,565.00	3,489.34	0.00	26,075.66
<u>A 2855.160-00-000</u>	Interscholastic Athletics Support Sal		0.00	0.00	0.00	0.00	0.00	0.00
<u>A 2855.160-30-000</u>	Interscholastic Athletics-Support Salaries-HS		82,040.00	0.00	82,040.00	14,918.39	64,065.87	3,055.74
<u>A 2855.400-00-000</u>	Interscholastic Athletics Contractual		68,500.00	-127.00	68,373.00	12,932.09	3,466.82	51,974.09
<u>A 2855.450-00-000</u>	Interscholastic Athletic Materials		60,000.00	20,564.09	80,564.09	22,019.91	24,786.66	33,757.52
2855	INTERSCHOL ATHLETICS-REG SCHL	*	541,630.00	20,437.09	562,067.09	106,144.38	272,121.85	183,800.86
28		**	1,547,205.00	37,246.65	1,584,451.65	242,621.50	987,764.18	354,065.97
2		***	15,350,485.00	342,325.04	15,692,810.04	1,821,937.01	11,581,047.92	2,289,825.11
<u>A 5510.160-00-000</u>	Transportation Salaries		1,150,000.00	-4,055.00	1,145,945.00	101,910.43	0.00	1,044,034.57
<u>A 5510.160-00-001</u>	Transportation Supervisor & Office Salary		113,900.00	0.00	113,900.00	22,719.53	50,347.48	40,832.99
<u>A 5510.161-00-000</u>	Transportation Extra Trip Salaries		53,300.00	0.00	53,300.00	5,373.62	0.00	47,926.38
<u>A 5510.163-00-000</u>	Transportation Substitutes		77,000.00	0.00	77,000.00	2,870.24	0.00	74,129.76
<u>A 5510.164-00-000</u>	Transportation Overtime		14,600.00	0.00	14,600.00	417.74	0.00	14,182.26
<u>A 5510.167-00-000</u>	Transportation Summer Help		17,200.00	0.00	17,200.00	17,667.89	0.00	-467.89
<u>A 5510.200-00-000</u>	Transportation - Equipment		34,000.00	0.00	34,000.00	0.00	0.00	34,000.00
<u>A 5510.210-00-000</u>	Transportation-Bus Purchases		465,000.00	0.00	465,000.00	105,142.90	0.00	359,857.10
<u>A 5510.400-00-000</u>	Transportation Contractual Expenses		44,000.00	8,278.32	52,278.32	6,714.34	25,344.24	20,219.74
<u>A 5510.426-00-000</u>	Transportation Insurance		35,000.00	4,000.00	39,000.00	34,274.37	1,132.00	3,593.63
<u>A 5510.438-00-000</u>	Transportation Physicals		5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 5510.439-00-000</u>	Transportation Repairs on Buses		8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
<u>A 5510.450-00-000</u>	Transportation Materials & Supplies		12,000.00	10,464.07	22,464.07	281.95	10,484.43	11,697.69
<u>A 5510.500-00-000</u>	Vehicle Fuel		168,000.00	0.00	168,000.00	-1,709.23	90,694.68	79,014.55
<u>A 5510.501-00-000</u>	Oil, Lubricants, Additives, DEF...		5,500.00	33.97	5,533.97	0.00	33.97	5,500.00
<u>A 5510.502-00-000</u>	Vehicle Parts		21,500.00	0.00	21,500.00	2,220.11	1,815.48	17,464.41
<u>A 5510.503-00-000</u>	Vehicle Tires		10,000.00	3,450.10	13,450.10	3,509.60	642.00	9,298.50
<u>A 5510.504-00-000</u>	Transportation-Snow Removals Salt/Sand		6,500.00	0.00	6,500.00	0.00	0.00	6,500.00
5510	DISTRICT TRANSPORT-MEDICAID	*	2,240,500.00	22,171.46	2,262,671.46	301,393.49	180,494.28	1,780,783.69

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Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 5530.160-00-000</u>	Mechanic Salaries		106,900.00	0.00	106,900.00	24,152.51	575.00	82,172.49
<u>A 5530.168-00-000</u>	Bus Garage Snow Removal Stipends		6,900.00	0.00	6,900.00	0.00	6,900.00	0.00
<u>A 5530.400-00-000</u>	Bus Garage Contractual & Insurance		15,000.00	-4,000.00	11,000.00	1,906.11	2,482.68	6,611.21
<u>A 5530.420-00-000</u>	Bus Garage Electric & Gas		16,000.00	0.00	16,000.00	4,190.88	8,381.76	3,427.36
5530	GARAGE BUILDING	*	144,800.00	-4,000.00	140,800.00	30,249.50	18,339.44	92,211.06
<u>A 5581.490-00-000</u>	BOCES Transportation Services		15,000.00	4,055.00	19,055.00	1,905.50	17,149.50	0.00
5581	TRANSPORTATION FROM BOCES	*	15,000.00	4,055.00	19,055.00	1,905.50	17,149.50	0.00
55		**	2,400,300.00	22,226.46	2,422,526.46	333,548.49	215,983.22	1,872,994.75
5		***	2,400,300.00	22,226.46	2,422,526.46	333,548.49	215,983.22	1,872,994.75
<u>A 7140.160-00-000</u>	Community Service Salaries		20,000.00	0.00	20,000.00	1,855.11	0.00	18,144.89
<u>A 7140.200-00-000</u>	Community Srvc-Recreation-Equipment		8,000.00	0.00	8,000.00	0.00	8,000.00	0.00
<u>A 7140.400-00-000</u>	Community Service Contractual		2,800.00	0.00	2,800.00	0.00	550.00	2,250.00
<u>A 7140.450-00-000</u>	Community Service-Supplies		1,800.00	0.00	1,800.00	0.00	0.00	1,800.00
7140	RECREATION	*	32,600.00	0.00	32,600.00	1,855.11	8,550.00	22,194.89
71		**	32,600.00	0.00	32,600.00	1,855.11	8,550.00	22,194.89
7		***	32,600.00	0.00	32,600.00	1,855.11	8,550.00	22,194.89
<u>A 9010.800-00-000</u>	Employee Retirement System		381,000.00	0.00	381,000.00	0.00	0.00	381,000.00
9010	STATE RETIREMENT	*	381,000.00	0.00	381,000.00	0.00	0.00	381,000.00
<u>A 9020.800-00-000</u>	Teacher Retirement System		990,735.00	0.00	990,735.00	391,117.21	0.00	599,617.79
9020	TEACHERS' RETIREMENT	*	990,735.00	0.00	990,735.00	391,117.21	0.00	599,617.79
<u>A 9030.800-00-000</u>	FICA Social Security Medicare		1,032,133.00	0.00	1,032,133.00	135,206.77	856,793.23	40,133.00
9030	SOCIAL SECURITY	*	1,032,133.00	0.00	1,032,133.00	135,206.77	856,793.23	40,133.00
<u>A 9040.800-00-000</u>	Workers Compensation		232,000.00	0.00	232,000.00	217,308.00	9,750.00	4,942.00
9040	WORKERS COMP	*	232,000.00	0.00	232,000.00	217,308.00	9,750.00	4,942.00
<u>A 9050.800-00-000</u>	Unemployment Insurance		29,000.00	0.00	29,000.00	0.00	10,000.00	19,000.00
9050	UNEMPLOYMENT INSURANCE	*	29,000.00	0.00	29,000.00	0.00	10,000.00	19,000.00
<u>A 9060.800-00-000</u>	Health Insurance		3,658,000.00	0.00	3,658,000.00	948,482.32	2,699,517.68	10,000.00
<u>A 9060.801-00-000</u>	Dental Insurance		101,800.00	0.00	101,800.00	10,794.34	89,921.66	1,084.00
<u>A 9060.802-00-000</u>	Vision Insurance		45,600.00	0.00	45,600.00	12,312.24	33,287.76	0.00
<u>A 9060.803-00-000</u>	Medicare Part B Payment to GF Retirees		1,160.00	0.00	1,160.00	289.20	867.60	3.20
<u>A 9060.804-00-000</u>	403B Administration		2,000.00	0.00	2,000.00	1,752.00	0.00	248.00
<u>A 9060.805-00-000</u>	Flex Spending Plan		4,000.00	0.00	4,000.00	773.85	2,467.75	758.40
9060	HOSPITAL, MEDICAL & DENTAL INS	*	3,812,560.00	0.00	3,812,560.00	974,403.95	2,826,062.45	12,093.60

JORDAN - ELBRIDGE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 9/30/2019



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 9080.800-00-000	Employee Tuition		7,500.00	10,693.00	18,193.00	0.00	10,693.00	7,500.00
9080		*	7,500.00	10,693.00	18,193.00	0.00	10,693.00	7,500.00
90		**	6,484,928.00	10,693.00	6,495,621.00	1,718,035.93	3,713,298.68	1,064,286.39
A 9711.600-00-000	Serial Bonds - Principal - School		1,920,000.00	0.00	1,920,000.00	1,455,000.00	465,000.00	0.00
A 9711.700-00-000	Serial Bonds - Interest - School		678,150.00	0.00	678,150.00	163,156.25	514,993.75	0.00
9711		*	2,598,150.00	0.00	2,598,150.00	1,618,156.25	979,993.75	0.00
A 9713.600-00-000	Serial Bonds - Principal - BOCES		205,000.00	0.00	205,000.00	0.00	205,000.00	0.00
A 9713.700-00-000	Serial Bonds - Interest - BOCES		93,250.00	0.00	93,250.00	0.00	93,250.00	0.00
9713		*	298,250.00	0.00	298,250.00	0.00	298,250.00	0.00
A 9789.600-00-000	Energy Perf. Contract-Principal		195,086.00	0.00	195,086.00	0.00	195,085.38	0.62
A 9789.700-00-000	Energy Perf. Contract-Interest		19,896.00	0.00	19,896.00	0.00	19,895.36	0.64
9789		*	214,982.00	0.00	214,982.00	0.00	214,980.74	1.26
97		**	3,111,382.00	0.00	3,111,382.00	1,618,156.25	1,493,224.49	1.26
A 9901.930-00-000	Transfer to School Food Service Fund		10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
A 9901.950-00-000	Transfer to Special Aid Fund		55,000.00	0.00	55,000.00	0.00	0.00	55,000.00
A 9901.950-3Y-000	Transfer to Special Aid Fund - 3 Yr Old Pre-K		185,000.00	0.00	185,000.00	0.00	0.00	185,000.00
A 9901.950-4Y-000	Transfer to Special Aid Fund-4 Yr Old Pre-K		160,000.00	0.00	160,000.00	0.00	0.00	160,000.00
9901	TRANSFER TO SPECIAL AID	*	410,000.00	0.00	410,000.00	0.00	0.00	410,000.00
A 9950.900-00-000	Transfer to Capital-Capital Outlay		100,000.00	0.00	100,000.00	0.00	0.00	100,000.00
9950	TRANSFER TO CAPITAL	*	100,000.00	0.00	100,000.00	0.00	0.00	100,000.00
99		**	510,000.00	0.00	510,000.00	0.00	0.00	510,000.00
9		***	10,106,310.00	10,693.00	10,117,003.00	3,336,192.18	5,206,523.17	1,574,287.65
Fund A Totals:			31,825,000.00	552,395.02	32,377,395.02	6,860,704.68	18,512,711.77	7,003,978.57
Grand Totals:			31,825,000.00	552,395.02	32,377,395.02	6,860,704.68	18,512,711.77	7,003,978.57

JORDAN - ELBRIDGE CSD

Revenue Status Report From 7/1/2019 To 9/30/2019



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>A 1001</u>	Real Property Taxes School	12,471,747.00	25,540.00	12,497,287.00	10,552,213.05	1,945,073.95
<u>A 1081</u>	Other Payments in Lieu of Taxes	485,360.00	-25,540.00	459,820.00	0.00	459,820.00
<u>A 1085</u>	School Tax Relief (STAR)	0.00	0.00	0.00	1,946,173.22	-1,946,173.22
<u>A 1090</u>	Interest & Penalties School Taxes	15,000.00	0.00	15,000.00	0.00	15,000.00
<u>A 1120</u>	Non Property Tax Distribution Counties	34,000.00	0.00	34,000.00	11,342.85	22,657.15
<u>A 1335</u>	Other Student Fees/Charges from Indiv	9,500.00	0.00	9,500.00	2,258.79	7,241.21
<u>A 1410</u>	Admissions from Individuals	1,500.00	0.00	1,500.00	2,349.00	-849.00
<u>A 2291</u>	Narcotic Control Services for BOCES	20,000.00	0.00	20,000.00	25,000.00	-5,000.00
<u>A 2401</u>	Interest & Earnings	12,000.00	0.00	12,000.00	10,955.86	1,044.14
<u>A 2412</u>	Rental of Real Property Other Gov'ts	0.00	0.00	0.00	6,000.00	-6,000.00
<u>A 2413</u>	Rental of Real Property BOCES	6,500.00	0.00	6,500.00	6,500.00	0.00
<u>A 2450</u>	Commissions	0.00	0.00	0.00	226.98	-226.98
<u>A 2680</u>	Insurance Recoveries	0.00	0.00	0.00	515.80	-515.80
<u>A 2690</u>	Other Compensation for Loss	0.00	0.00	0.00	13.95	-13.95
<u>A 2701</u>	Refund Prior Year BOCES Expenditures	150,000.00	0.00	150,000.00	296,643.53	-146,643.53
<u>A 2703</u>	Refund Prior Year Other Expenditures	20,000.00	0.00	20,000.00	28,211.03	-8,211.03
<u>A 2705</u>	Gifts & Donations	0.00	1,700.00	1,700.00	1,700.00	0.00
<u>A 2770</u>	Misc Revenue from Local Sources	90,000.00	0.00	90,000.00	377,455.31	-287,455.31
<u>A 2773</u>	Misc Revenue Transportation	5,000.00	0.00	5,000.00	2,985.60	2,014.40
<u>A 3101.0</u>	State Aid Basic Formula Aid	13,098,000.00	0.00	13,098,000.00	432,781.21	12,665,218.79
<u>A 3101.1</u>	State Aid Excess Cost Aid	203,630.00	0.00	203,630.00	11,902.97	191,727.03
<u>A 3102</u>	State Aid Lottery	1,468,000.00	0.00	1,468,000.00	1,629,288.72	-161,288.72
<u>A 3102.1</u>	State Aid VLT Lottery	574,000.00	0.00	574,000.00	63,155.09	510,844.91
<u>A 3103</u>	State Aid BOCES	1,588,000.00	0.00	1,588,000.00	0.00	1,588,000.00
<u>A 3260</u>	State Aid Textbook Aid (Inc Lottery Ai	70,210.00	0.00	70,210.00	18,105.00	52,105.00
<u>A 3262</u>	State Aid Computer Software/Hardware	39,800.00	0.00	39,800.00	0.00	39,800.00
<u>A 3263</u>	State Aid Library	7,500.00	0.00	7,500.00	0.00	7,500.00
<u>A 3289</u>	State Aid Other	15,000.00	0.00	15,000.00	0.00	15,000.00
<u>A 4601</u>	Federal Aid Medicaid	20,000.00	0.00	20,000.00	9,562.42	10,437.58
A Totals:		30,404,747.00	1,700.00	30,406,447.00	15,435,340.38	14,971,106.62
Grand Totals:		30,404,747.00	1,700.00	30,406,447.00	15,435,340.38	14,971,106.62

JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT
Middle School ECA Accounts
Activity through 9/30/19

	<u>Balance</u> <u>7/1/2019</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance</u> <u>9/30/2019</u>
Misc/Sales Tax	\$ 100.50	\$ 52.22	\$ 143.34	\$ 9.38
Honor Society	\$ 39.45	\$ -	\$ -	\$ 39.45
Musical	\$ 8,688.68	\$ -	\$ -	\$ 8,688.68
Student Council	\$ 2,821.48	\$ 371.46	\$ -	\$ 3,192.94
Yearbook	\$ 3,888.66	\$ -	\$ 2,279.72	\$ 1,608.94
TOTAL	<u><u>\$ 15,538.77</u></u>	<u><u>\$ 423.68</u></u>	<u><u>\$ 2,423.06</u></u>	<u><u>\$ 13,539.39</u></u>

BALANCE PER LEDGER

\$ 13,539.39

JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT
High School ECA Accounts
Activity through 9/30/19

	<u>Balance</u> <u>7/1/2019</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance</u> <u>9/30/2019</u>
Misc/Sales Tax	\$ 2,167.18	\$ 147.08	\$ 192.77	\$ 2,121.49
Class of 2019	\$ 332.33	\$ -	\$ -	\$ 332.33
Class of 2020	\$ 11,067.70	\$ -	\$ -	\$ 11,067.70
Class of 2021	\$ 9,927.92	\$ -	\$ -	\$ 9,927.92
Class of 2022	\$ 2,788.24	\$ -	\$ -	\$ 2,788.24
Class of 2023	\$ -	\$ -	\$ -	\$ -
Art Club	\$ 965.19	\$ -	\$ -	\$ 965.19
Drama Club	\$ 5,127.50	\$ -	\$ 2,911.20	\$ 2,216.30
Honor Society	\$ 103.59	\$ -	\$ -	\$ 103.59
JE Literary Magazine	\$ 203.35	\$ -	\$ -	\$ 203.35
JE Musical Players	\$ 18,430.99	\$ -	\$ 2,500.00	\$ 15,930.99
Ski Club	\$ 831.29	\$ -	\$ -	\$ 831.29
Student Council	\$ 6,191.94	\$ -	\$ 456.25	\$ 5,735.69
Teen Library Council	\$ 1,285.52	\$ -	\$ -	\$ 1,285.52
Varsity Club	\$ -	\$ -	\$ -	\$ -
Yearbook	\$ 1,181.23	\$ -	\$ -	\$ 1,181.23
	<u>\$ 60,603.97</u>	<u>\$ 147.08</u>	<u>\$ 6,060.22</u>	<u>\$ 54,690.83</u>
Cash Balance				<u>\$ 54,690.83</u>

Jordan Elbridge Central Schools

Date	Activity Warrant Number	Checks	Transactions	Check No's	Findings	Recommendations
9/11/2019	A-15	25	25	24205-24229	No Discrepancies Noted	Checks Released
9/11/2019	A-15	1	1	24230	PO dated 08/15/2019 order date 07/24/2019	Check Released
9/11/2019	A-15	34	34	24231-24264	No Discrepancies Noted	Checks Released
9/11/2019	A-15	1	1	24265	PO dated 08/29/2019 Invoice dated 08/19/2019	Check Released
9/11/2019	A-15	2	2	24266-24267	No Discrepancies Noted	Checks Released
9/11/2019	A-15	1	1	24268	PO dated 08/07/2019 order dated 07/15/2019	Check Released
9/11/2019	A-15	23	23	24269-24291	No Discrepancies Noted	Checks Released
9/11/2019	C-2	1	1	117	No Discrepancies Noted	Check Released
9/11/2019	F-5	1	1	330	Check Voided -Reissued check 340	
9/11/2019	F-5	3	3	339-341	No Discrepancies Noted	Checks Released
9/11/2019	H-3	2	2	50424-50425	No Discrepancies Noted	Checks Released
9/25/2019	A-17	1	1	24154	Check Voided	
9/25/2019	A-17	1	1	24292	PO Dated 08/21/19 for advertisement 08/04-08/29 2019- Billing Date 08/31	Check Released
9/25/2019	A-17	9	9	24293-24301	No Discrepancies Noted	Checks Released
9/25/2019	A-17	1	1	24302	2 POs - 1 dated 08/20/19- Invoice dated 08/19/2019	Check Released
9/25/2019	A-17	22	22	24303-24324	No Discrepancies Noted	Checks Released
9/25/2019	A-17	1	1	24325	2 Invoices- 1 dated 09/14/2019 , PO Dated 09/16/2019	Check Released
9/25/2019	A-17	5	5	24326-24330	No Discrepancies Noted	Checks Released
9/25/2019	A-17	1	1	24331	PO Dated 09/16- Invoice for travel exp dated 06/26/2019	Check Released
9/25/2019	A-17	12	12	24332-24343	No Discrepancies Noted	Checks Released
9/25/2019	A-17	1	1	24344	PO Dated 09/04/2019 Routine Elevator inspection invoice dated 08/21/2019	Check Released
9/25/2019	A-17	20	20	24345-24364	No Discrepancies Noted	Checks Released
9/25/2019	A-17	1	1	24365	9 Invoice- 2 dated 07/01/2019- PO dated 07/02/2019	Check Released
9/25/2019	A-17	10	10	24366-24375	No Discrepancies Noted	Checks Released
9/25/2019	A-17	1	1	24376	6 Pos- 1 invoice dated 05/28/2019 PO dated 07/31/2019	Check Released
9/25/2019	A-17	4	4	24377-24380	No Discrepancies Noted	Checks Released
9/25/2019	C-3	1	1	118	No Discrepancies Noted	Check Released
9/25/2019	F-6	3	3	342-344	No Discrepancies Noted	Checks Released

Jordan Elbridge Central School						
Date	Activity Warrant Number	Checks	Transactions	Check No's	Findings	Recommendations
10/10/2019	A-19	1	1	1633615	No Discrepancies Noted	CC Payment
10/10/2019	A-21	4	4	24381-24384	No Discrepancies Noted	Checks Released
10/10/2019	A-21	1	1	24385	PO dated 10/02/2019 invoice dated 09/26/2019	Check Released
10/10/2019	A-21	23	23	24386-24408	No Discrepancies Noted	Checks Released
10/10/2019	A-21	1	1	24409	PO dated 09/13/2019 invoice dated 09/12/2019	Check Released
10/10/2019	A-21	15	15	24410-24424	No Discrepancies Noted	Checks Released
10/10/2019	A-21	1	1	24425	PO dated 09/10/2019 invoice dated 09/03/2019	Check Released
10/10/2019	A-21	6	6	24426-24431	No Discrepancies Noted	Checks Released
10/10/2019	A-21	1	1	24432	PO dated 09/27/19 'date service provided 09/26/2019 invoice dated 10/02/2019	Check Released
10/10/2019	A-21	28	28	24433-24460	No Discrepancies Noted	Checks Released
10/10/2019	A-21	1	1	24461	PO dated 10/02/2019 , date of labor charges were 09/20; 10/02 and 10/03 invoice dated 10/03/2019	Check Released
10/10/2019	A-21	22	22	24462-24483	No Discrepancies Noted	Checks Released
10/10/2019	A-21	1	1	24484	PO Dated 07/01/2019- 3 invoices - 1 dated 06/28/2019 in the amount of 36.00	Check Released
10/10/2019	A-21	13	13	24485-24497	No Discrepancies Noted	Checks Released
10/10/2019	C-4	2	2	119-120	No Discrepancies Noted	Checks Released
10/10/2019	F-7	2	2	345-346	No Discrepancies Noted	Checks Released
10/10/2019	H-4	1	1	50426	No Discrepancies Noted	Check Released
10/23/2019	A-23	3	3	24498-24500	No Discrepancies Noted	Checks Released
10/23/2019	A-23	1	1	24501	PO dated 10/09/2019 invoice dated 09/25/2019	Check Released
10/23/2019	A-23	21	21	24502-24522	No Discrepancies Noted	Checks Released
10/23/2019	A-23	1	1	24523	PO dated 09/30/2019 work completed 09/12/2109 invoice dated 10/18/2019	Check Released
10/23/2019	A-23	94	94	24524-24617	No Discrepancies Noted	Check Released
10/23/2019	F-8	5	5	347-351	No Discrepancies Noted	Check Released
10/23/2019	H-5	3	3	50427-50429	No Discrepancies Noted	Check Released

JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Appointment and Training of Committee
On Preschool Education (CPSE) Members

Policy Number: 7632

Date of Original Policy: 07/10/2002

Date Revision Adopted 10/19/2016

Reviewed by Policy Committee: 09/20/2019

Date of Next Review: 05/18/2022

Replacement of Policy Number: _____

The Board of Education shall appoint a Committee on Preschool Special Education (CPSE) whose membership shall include, but not be limited to, the following members:

Committee on Preschool Special Education (CPSE) Membership

- a) The parent(s) of the preschool child
- b) At least one regular education teacher of such child(if the child is, or may be participating in the regular education environment)
- c) At least one special education teacher of the child or, where appropriate, at least one special education provider (i.e., related service provider) of such child
- d) A representative of the School District who is qualified to provide, or supervise the provision of, special education and who is knowledgeable about general curriculum and about the availability of preschool special education programs and services and other resources of the District and the municipality (who shall serve as Chairperson of the CPSE)
- e) An individual who can interpret the instructional implications of evaluation results, who may be a member of the team selected from the regular education teacher, the special education teacher or provider, the school psychologist, the School District representative described above, or a person having knowledge or special expertise regarding the student as determined by the District
- f) At the discretion of the parent or the District, other individuals who have knowledge or special expertise regarding the child, including related services personnel as appropriate

- g) An additional parent of a student with a disability (may be a parent of a student declassified or graduated within the past 5 years), residing in the district or a neighboring school district is also a required member, if specifically requested by the parent of the student, the student, or a member of the committee, if requested at least 72 hours prior to the meeting.
- h) For a child's transition from early intervention programs and services (Infant and Toddler Programs), the appropriately licensed or certified professional from the County Early Intervention Program. This professional must attend all meetings of the CPSE conducted prior to the child's initial receipt of services
- i) A representative from the municipality. Attendance of the appointee of the municipality is not required for a quorum

Training

The training of qualified personnel is essential to the effective implementation of the Regulations of the Commissioner of Education regarding the education of all students with disabilities. The Superintendent's designee shall be responsible to the Superintendent for establishing administrative practices and procedures for training all District personnel responsible for carrying out the provisions of Part 200 of the Commissioner's Regulations as well as members of the committee on Special Education and members appointed by the Board of Education to the Committee on Preschool Special Education.

Education Law Section 4410

20 United States Code (USC) Sections 1400-1485

Individuals with Disabilities Education Act (IDEA)

34 Code of Federal Regulations (CFR) Sections 300

8 New York Code of Rules and Regulations (NYCRR) Sections 200.2(b)(3) and 200.3

JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Appointment and Training of Committee Policy Number: 7631
Of Committee on Special Education (CSE)
/Subcommittee on Special Education Members

Date of Original Policy: 07/10/2002 Date Revision Adopted 10/19/2016

Reviewed by Policy Committee: 09/20/2019 Date of Next Review: 05/18/2022

Replacement of Policy Number: _____

The Board of Education shall appoint a Committee on Special Education (CSE) whose membership shall include, but not be limited to, the following members:

Committee on Special Education (CSE) Membership

- a) The parent(s) of the student
- b) At least one regular education teacher of such student (if the student is, or may be, participating in the regular education environment)
- c) At least one special education teacher of the student, or, where appropriate, at least one special education provider (i.e. related service provider) of such student
- d) A representative of the School District who is qualified to provide or administer or supervise special education and who is knowledgeable about the general curriculum and about the availability of resources of the District
- e) An individual who can interpret the instructional implications of evaluation results, who may be a CSE member selected from the regular education teacher, the special education teacher or provider, the school psychologist, or the School District representative described above, or a person having knowledge or special expertise regarding the student as determined by the District
- f) At the discretion of the parent or the District, other individuals who have knowledge or special expertise regarding the student, including related services personnel as appropriate
- g) An additional parent of a student with a disability (may be a parent of a student declassified or graduated within the past 5 years), residing in the district or a neighboring school district is also a required member, if specifically requested by the parent of the student, the student, or a member of the committee, if requested at least 72 hours prior to the meeting.

- h) Whenever appropriate, the student with a disability
- i) A school psychologist
- j) A school physician, if requested in writing at least seventy-two (72) hours prior to the meeting by the parents of the student or the School District

Subcommittee on Special Education Membership

The Board of Education shall appoint, as necessary, a Subcommittee on Special Education whose membership shall include, but not be limited to, the following members:

- a) The parent(s) of the student
- b) At least one regular education teacher of such student (if the student is, or may be, participating in the regular education environment)
- c) At least one special education teacher of the student, or, where appropriate, at least one special education provider (i.e. related service provider) of such student
- d) A representative of the School District who is qualified to provide or administer or supervise special education and who is knowledgeable about the general curriculum and about the availability of resources of the District
- e) A school psychologist, whenever a new psychological evaluation is reviewed or a change to a program option with a more intensive staff/student ratio, as set forth in Section 200.6(f)(4) of the Regulations of Commissioner, is considered
- f) At the discretion of the parent or the District, other individuals who have knowledge or special expertise regarding the student, including related service personnel as appropriate
- g) An individual who can interpret the instructional implications of evaluation results, who may be a member described in letters "b" through "f" of this subheading
- h) Whenever appropriate, the student with a disability

Training

The training of qualified personnel is essential to the effective implementation of the Regulations of the Commissioner of Education regarding the education of all students with disabilities.

The Superintendent's designee shall be responsible to the Superintendent for establishing administrative practices and procedures for training all District personnel responsible for carrying out the provisions of Part 200 of the Commissioner's Regulations as well as members of the committee on Special Education and members appointed by the Board of Education to the Committee on Preschool Special Education.

Education Law Section 4402

8 New York Code of Rules and Regulations (NYCRR) Sections 200.2(b)(3) and 200.3

20 United States Code (USC) Sections 1400-1485

Individuals with Disabilities Education Act (IDEA)

34 Code of Federal Regulations (CFR) Sections 300.342-344

JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Flag Display _____ Policy Number: 3140 _____

Date of Original Policy: 07/10/2002 _____ Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019 _____ Date of Next Review: 09/28/2022 _____

Replacement of Policy Number: _____

In keeping with State Education Law and Executive Law, the District accepts its duty to display the United States flag upon or near each public school building during school hours, weather permitting, and such other times as the states may require or the Board may direct.

When ordered by the President, Governor, or local official, to commemorate a tragic event or the death of an outstanding individual, the flag shall be flown at half-staff. The Superintendent's approval shall be required for the flag to be flown at half-staff upon any other occasion. Regulations for seeking such approval shall be established in the Administrative Manual of the District.

The flag shall be displayed in every assembly room (i.e. the auditorium) including the room where the Board of Education meetings are conducted, as well as, displayed in all rooms used for instruction.

JORDAN- ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Statewide Uniform Violent Incident Reporting System

Policy Number: 3414

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019

Date of Next Review: 09/28/2022

Replacement of Policy Number: _____

Statewide Uniform Violent Incident Reporting System

In compliance with the Uniform Violent Incident Reporting System, the District will record each violent or disruptive incident that occurs on school property or at a school function. On or before September 30 of each year the District will submit an annual report of violent or disruptive incident to the Commissioner in the manner prescribed.

The District will establish local procedures for the reporting of violent or disruptive incidents by each building or program under its jurisdiction. Copies of such incident reports will be retained for the time prescribed by the Commissioner in the applicable records retention schedule. These reports will be available for inspection by the State Education Department upon request.

All personally identifiable information included in a violent or disruptive incident report will be confidential and will not be disclosed except for a purpose specified in Section 2802 of the Education Law or as otherwise authorized by law.

The District will include a summary of the District's annual violent or disruptive incident report in its School District Report Card in the format prescribed by the Commissioner.

Section 2802 – Chapter 16, Title II, Article 55 http://www.p12.nysed.gov/sss/lawsregs/2802_000.html

JORDAN -ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Threats of Violence in School Policy Number: 3412

Date of Original Policy: 07/10/2002 Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019 Date of Next Review: 09/28/2022

Replacement of Policy Number: _____

Threats of Violence in School

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

Any acts or threats of violence, including bomb threats, whether made orally, in writing, or by email, shall be subject to appropriate discipline in accordance with applicable law, District policies and regulations, as well as, the District's Code of Conduct or collective bargaining agreements.

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

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

Students are to report all acts or threats of violence, including threats of suicide, of which they are aware to a faculty member, or the building principal.

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

This policy will be enforced in accordance with applicable laws and regulations, as well as, collective bargaining agreements, District-wide Safety Plan, and the District's Code of Conduct as may be necessary. Additionally, this policy will be disseminated, as appropriate, to students, staff, and parents and will be available to the general public upon request.

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

JORDAN- ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Advertising in the Schools Policy Number: 3272

Date of Original Policy: 07/10/2002 Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019 Date of Next Review: 09/28/2022

Replacement of Policy Number: _____

Neither the facilities, the staff, nor the students of the School District shall be employed in any manner for advertising or otherwise promoting the interest of any commercial, political , or other non school agency, individual or organization, except that:

1. Schools may cooperate in furthering the work of any non profit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools or conflict with Section 19.6 of the Rules of the Board of Regents
2. The schools may use media or other educational materials bearing only simple mention of the producing firm
3. The Superintendent of Schools may, at his/her discretion, announce or authorize to be announced, any lecture or other community activity of particular educational merit
4. The schools may, upon approval of the Superintendent of Schools, cooperate with any agency in promoting activities in the general public interest that are non-partisan and non-controversial, and that promote the education and other best interest of the students.

No materials of a commercial nature shall be distributed through the children in attendance in the Jordan-Elbridge Central Schools except as authorized by law or the commissioner's Regulations.

However, this policy does not prevent the following types of fund raising activities allowed per Board Policy pertaining to fundraising.

The Board of Education shall ultimately decide which organizations, groups, etc. can solicit charitable donations and for what purposes, as long as the activities comply with the terms of this policy and the Rules of Board of Regents.

JORDAN- ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Organizations & Booster Clubs Policy Number: 3251

Date of Original Policy: 03/26/2014 Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019 Date of Next Review: 09/28/2022

Replacement of Policy Number: 3250 & 3260

Parent-Teacher Association; Organization; Partnership

There are various Parent-Teacher membership groups names, the most widely know are Parent-Teacher Associations (PTA); Parent-Teacher Organizations (PTO); and Parent-Teacher Partnership (PTP). All agree on the common interest to develop a united effort between educators and the general public to secure the highest achievement on physical, academic and social education for every child.

The Board of Education recognizes the goal of such membership groups and therefore, encourages staff members and parents to join and participate actively in its programs. These groups may not discriminate on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (gender identity) or sex.

The following guidelines have been developed for such membership groups:

1. Operate as a self-governing body;
2. Plan programs and activities to meet child and community needs;
3. Work at school site, at home and in the community for all children;
4. Ensure confidentiality at all times regarding student information and comply with the Family Educational Rights and Privacy Act (FERPA) ;
5. Comply with Internal Revenue Service (IRS) regulations and be identified by a unique taxpayer identification number;
6. Be aware of all Board policies or administrative regulations and operate within those policies and regulations;
7. Maintain financial records and make available, upon request, for Board or public inspection; and
8. Accept contributions according to the District's policy and regulations regarding the acceptance of gifts.

The Board of Education does not assume any financial responsibility for the Parent-Teacher membership group and excludes itself from any liability the group may incur.

Booster Clubs

Booster clubs or other related organizations may be created to promote community support and to raise funds for specific school activities or programs. The groups must receive official Board approval and may not discriminate on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (gender identity) or sex.

Rules and regulations will be established to govern the activities of booster clubs and other related organizations. The Board further requires that:

1. Financial records be maintained and made available, upon request, for Board or public inspection; and an annual financial audit be performed;
2. Groups wishing to make a contribution adhere to the District's policy and regulations regarding acceptance of gifts; and
3. Booster groups must comply with Internal Revenue Service (IRS) regulations and be identified by a unique taxpayer identification number.
4. Operate as a self-governing body;
5. Plan programs and activities to meet child and community needs;
6. Work at school site, at home and in the community for all children;
7. Ensure confidentiality at all times regarding student information and comply with the Family Educational Rights and Privacy Act (FERPA) ;
8. Be aware of all Board policies or administrative regulations and operate within those policies and regulations;
9. Maintain financial records and make available, upon request, for Board or public inspection; and
10. Accept contributions according to the District's policy and regulations regarding the acceptance of gifts.

Violations to District policy or regulations may result in the dissolution of the club or organization.

The Board of Education does not assume any financial responsibility for a booster group and excludes itself from any liability a booster group may incur.

JORDAN- ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Soliciting Funds from School Personnel Policy Number: 3273

Date of Original Policy: 07/10/2002 Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019 Date of Next Review: 09/28/2022

Replacement of Policy Number: _____

Soliciting Funds from School Personnel

Soliciting of funds from school personnel by persons or organizations representing public or private organizations shall be prohibited. The Superintendent of Schools shall have the authority to make exceptions to this policy in cases where such solicitation is considered to be in the District's best interest. The Board of Education shall be notified of these instances.

Distribution of information about worthwhile area charities may be made through the office of the Superintendent of schools as a service to school district personnel.

JORDAN -ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Unlawful Possession of a Weapon
Upon School Grounds

Policy Number: 3411

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019

Date of Next Review: 09/28/2022

Replacement of Policy Number: _____

Unlawful Possession of a Weapon upon School Grounds and at School Functions

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

A weapon, for purposes of the Gun-Free Schools Act, shall mean a "firearm" as such term is defined in 18 USC §921. For purposes of this Code, a "weapon" 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, jack knife, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary device, or other device, instrument, material or substance capable of causing physical injury or death.

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

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

JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Visitors to Schools & Volunteers Policy Number: 3211

Date of Original Policy: 02/11/2013 Date Revision Adopted: 02/11/2015

Reviewed by Policy Committee: 09/20/2019 Date of Next Review: 09/28/2022

Replacement of Policy Number: 3150 & 3210

Visitors to the School

All visitors shall be required to report to the main office upon arrival at any school building. Visitors must have picture identification and they shall state their business and follow the procedures for “signing in” and “signing out”. Visitors must wear the school district’s identification badge throughout their stay and return the badge to the office upon departure. Visitations to classrooms for any purpose require permission in advance from the building principal in order to allow teachers the opportunity to arrange their schedules to accommodate such requests.

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

School Volunteers

The Board recognizes the need to develop a school volunteer program to support the District instructional programs and extracurricular activities. The purpose of the volunteer program will be to:

1. Assist employees in providing more individualization and enrichment of instruction
2. Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in the total educational process
3. Strengthen school and community relations through positive participation

Volunteers are persons who are willing to donate their time and energies to assist principals, teachers or any other school personnel in implementing various phases of school programs. Volunteers shall serve in that capacity without compensation or employee benefits except for liability protection under the District’s insurance program.

An application shall be completed by each prospective volunteer and forwarded to the District Office for evaluation. The building principal will forward his/her recommendations concerning selection, placement and replacement of volunteers to the Superintendent for final decision. Following approval from the Superintendent of Schools, volunteers selected for work in the District shall be placed on the list of approved volunteers. However, the Superintendent retains the right to approve or reject any volunteer applications submitted for consideration.

Education law Section 2801; 3023 & 3028

Penal Law Sections 140.10 and 240.35

Volunteer Protection Act of 1997

42 United States Code (U.S.C.) Section 14501 et seq.

Public Officers Law Section 18

JORDAN -ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Senior Citizens _____ Policy Number: 3130 _____

Date of Original Policy:07/10/2002 _____ Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019 _____ Date of Next Review:09/28/2022 _____

Replacement of Policy Number: _____

The Board of Education will consider school related programs for senior citizens in accordance with Education Law and regulations of the Commissioner of Education. Such programs include special use of school buildings, school buses or school lunches and partial tax exemptions.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: School Sponsored Media &
Student Participation

Policy Number: 3111

Date of Original Policy: 01/16/2013

Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019

Date of Next Review: 09/16/2020

Replacement of Policy Number: 3110 & 3240 (from 2002) _____

School Sponsored Media

Copies of all final news releases will be sent to the Superintendent for review and release. As the official spokesperson, the Superintendent or his/her designee shall issue all news releases concerning the District. All statements of the Board will be released through the office of the Superintendent and/or the District Clerk.

In addition, a periodic newsletter may be prepared and mailed to each resident of the school district or posted on the District's website. The newsletter may include information regarding school activities, a calendar and /or other items of interest to the community. The District accepts the funding obligation for the necessary staff and production costs. Other electronic methods to distribute information may be used at the administration's discretion.

Student Participation

Students provide an important channel of communication with parents and the entire community. Information concerning the schools may be properly disseminated through students. The school district's administrators shall review all messages and materials prior to authorizing their dispersal through the student body.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Board of Education Member Qualification, Policy Number: 1211
Term & Quorum

Date of Original Policy: 2 May 2012 (Effective 1 July 2012) Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019 Date of Next Review: 09/28/2022

Replacement of Policy Number: 1130, 1210, 1710

BOARD OF EDUCATION MEMBERS: QUALIFICATIONS

A Board of Education member of the Jordan-Elbridge Central School District must meet the following qualifications:

- a) A citizen of the United States;
- b) Eighteen (18) years of age or older;
- c) Able to read and write;
- d) A legal resident of the District for a continuous and uninterrupted period of at least one (1) year prior to the election;
- e) Cannot be an employee of the Jordan-Elbridge Central School District;
- f) The only member of his/her family (that is, cannot be a member of the same household) on the Jordan-Elbridge Central School District Board;
- g) May not simultaneously hold another, incompatible public office, including, but not limited to Superintendent, clerk, tax collector, treasurer, librarian, or an employee of the Board.
 1. In central school districts, however, a Board member may be appointed clerk of the Board and of the District.
 2. A Board member of a BOCES may not be employed by any of that BOCES' component districts.
- h) Must not have been removed from a school district office within one year preceding the date of election to the Board.

Education Law Sections 1804(1), 1950(9), 2102,
2103, 2103-a, 2130(1), and 2502(7)
Public Officers Law Section 3

NUMBER OF MEMBERS AND TERMS OF OFFICE

The Board of Education of the Jordan-Elbridge Central School District shall consist of seven (7) members elected by the qualified voters of the School District at the annual election as prescribed by law.

Members of the Board of Education shall serve for three (3) years beginning July 1 following their election and each term shall expire on the thirtieth day of June of the third year.

7 Member Board - Education Law Section 1804(1)
Term of Office - Education Law Section 2105

QUORUM

The quorum for any meeting of the Board shall be four (4) members. No formal action shall be taken at any meeting at which a quorum is not present. When only a quorum exists, the Board shall act by unanimous vote unless otherwise required by the laws of the State of New York.

General Construction Law Section 41

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Board of Education Code of Ethics & Conduct Policy Number: 1221

Date of Original Policy: 07/10/2002 Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019 Date of Next Review: 09/17/2020

Replacement of Policy Number: _____

The Jordan Elbridge Central School District Board of Education is committed to the following:

- a. Assure the opportunity for high quality education for every student and make the well being of the students the fundamental principle in all decisions and actions;
- b. Represent the entire District without fear or favor, while not using these positions for personal gain and accepting all responsibilities as means of unselfish service.
- c. Maintain high standards and the effectiveness of education through continuing professional development.
- d. Preserve the obligation of having all issues considered fairly and without bias.

Based on these commitments, the Board hereby establishes the following code of ethics and Conduct for each of its members:

- a. Instill respect for community, state and nation.
- b. To observe and enforce state laws and regulations pertaining to education.
- c. To accept office as a Board Member as a means of unselfish service.
- d. To transact school business only in regular sessions.
- e. To represent the entire community without fear or favor.
- f. To remember at all times that he/she is one of a team.
- g. To accept all Board decisions once they are made and assist in carrying them out effectively.
- h. To delegate action to the Chief School Administrator as the Board executive and to confine Board action to policy making, planning and appraisal.

- i. To employ only competent, trained personnel, considering the recommendation of the Chief School Administrator.
- j. To preserve the right and obligation of teachers to teach controversial issues fairly and without bias.

The rules of ethical conduct of this policy shall not conflict with, but be in addition to the prohibitions of Article 18 of the New York State General Municipal Law relating to conflicts of interest of school district officers and employees.

Definitions-

“Interest”- A pecuniary or material benefit accruing to a Board member.

Gifts- A Board member, officer or employee shall not , directly or indirectly, solicit any gift or receive any gift having a value of \$75.00 or more, whether in the form of money, services, loans, travel, entertainment, hospitality, or promise, or any other form, under circumstances in which it could reasonably be inferred that: the gift was intended to influence the individual or could reasonably be expected to influence the performance of official duties; or was intended as a reward for any official action on the individual’s part.

This shall not be construed as prohibiting the traditional exchange of holiday gifts provided discretion is used to insure that gifts of value are not accepted by staff, employees, or officers. Gifts from children that are principally sentimental in nature and or insignificant financial value may be accepted in the spirit in which they are given.

Confidential Information- A Board member or it’s committees, officer or employee shall not disclose confidential information acquired in the course of official duties, or use such information to further a personal interest or obtain an advantage for friends or supporters. Confidential information includes information protected by law, and information obtained in Executive Sessions of the Board or its committees.

To ensure the confidentiality of information obtained, executive sessions will not be taped, nor will the information obtained be reduced to any form of writing.

Representation Before the Board- A Board member, officer or employee shall not receive, or enter into any agreement, express or implied, for compensation (contingent or otherwise) for services to be rendered in relation to any matter before the Board of Education.

Disclosure of Interest in Matters Before the Board

- a. Any Board member, officer or employee, whether paid or unpaid, who participates in discussions or gives an official opinion to the Board of Education on any matter before it, shall publicly disclose on the official record the nature and extent of any

direct or indirect financial or other private interest he/she has with respect to the matter under discussion.

- b. Any Board member who has any direct or indirect financial interest, or other private interest, in any matter before the Board of Education, shall publicly disclose on the official record the nature and extent of the interest prior to any discussion on the matter, presuming the matter can legally come before the Board for action.

Conflict of Interest- A Board member, officer or employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with Board responsibilities and duties, unless permitted by law. Education Law §3016 requires a two-thirds vote by the board to employ a teacher who is related by blood or marriage to a school board member. The two-thirds vote requirement does not apply or have an effect on the continued employment of a tenured teacher who is hired before his/her relative is elected or appointed to the school board.

Private Employment- A Board member, officer or employee shall not engage in, solicit, negotiate for or promise to accept employment from or service private interests when it creates a conflict with or impairs the proper discharge of official school district duties.

General Conduct

- a) As part of the educational team each Board member, officer shall act with mutual respect and regard for each other's responsibility and duties, recognizing that the strength of a Board of Education is action as a board, not as individuals. Board members only have authority to act when acting at a duly called meeting of the Board. A vote of the majority shall determine any action, unless otherwise required by law, and the action then becomes the action of the entire Board. Board members shall not hold themselves out as speaking on behalf of the Board unless directly authorized by appropriate action of the Board. Individually, a Board member's rights are not greater or different than those of any qualified voter of the school district. If speaking in their individual capacity about school district matters, Board members shall directly indicate that they are not speaking on behalf of the Board nor are they acting in their capacity as a Board member.
- b) Board members and officers shall become familiar with state, federal and local laws affecting the educational goals and objective of the Jordan-Elbridge Central School District and shall abide by all laws and regulations pertaining to education and municipal entities.
- c) In order to increase their knowledge of the school district's operations, Board responsibilities and legal obligations, Board members and officers shall take advantage of opportunities to participate in applicable conferences, seminars, lectures, and/or webinars.

Distribution/Posting of Code of Ethics

The Superintendent of the Jordan-Elbridge Central School District shall cause a copy of this code of ethics to be distributed to every Board member of the School District within

thirty (30) days after the effective date of this resolution. Each Board member elected thereafter shall be furnished a copy before entering upon the duties of his/her office by the District Clerk. The Superintendent shall also cause a copy of Article 18 of the General Municipal Law to be kept posted in each building in the District in a place conspicuous to its Board members. Failure to distribute any such copy of this code of ethics or failure of any Board member to receive such copy, as well as failure to post any such copy of General Municipal Law, Article 18, shall have no effect on the duty of compliance with such code or Article 18, nor with the enforcement of provisions thereof.

Penalties

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any provision of this code may be fined, suspended, or removed from office or employment, in the manner provided by law.

General Municipal Law, Article 18
Public Officers Law, Article 7
Education Law, §1701, §1804

JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Duties of Board of Education President
& Vice President

Policy Number: 1323

Date of Original Policy: _____

Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019

Date of Next Review: 09/28/2022

Replacement of Policy Number: 1321 & 1322

The Jordan-Elbridge Central School Board of Education is committed to having an effective and productive Board. Based on this commitment the Board recognizes the need to have strong leadership and shall, at its annual organizational meeting nominate and elect one of its Board Members as President.

The duties of the Board of Education President include, but are not limited to the following:

- a) Presides at all meeting of the Board
- b) Calls special meetings as necessary or upon request
- c) Appoints members to all committees of the Board
- d) Serves ex-officio as member of all committees
- e) Executes documents on behalf of the Board
- f) Performs the usual and ordinary duties of the office
- g) Act as a “Mentor” to its Vice President and/or other members that may succeed him/her
- h) Meet with the Superintendent on a weekly or bi-weekly basis and report all pertinent information to the remaining board

The Board of Education may, in its discretion, nominate and elect one of its Board Members as Vice President who shall have the power to exercise the duties of the President in case of the absence or disability of the President. In case of a vacancy in the office of the President, the Vice President shall act as President until a President is nominated and elected.

JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Board Self Evaluation

Policy Number: 2340

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019

Date of Next Review: 09/28/2022

Replacement of Policy Number: _____

The Board of Education shall review the effectiveness of its internal operations by completing a Board Self Evaluation. The Evaluation will be completed by the Board in its entirety and will be completed at least once annually. Based on the results of the evaluation the Board will have the ability to identify areas of strengths and weakness and establish objectives for the upcoming year in order to formulate a plan for improving its performance and meet their objective goal (s).

The Superintendent and/or others who work regularly with the Board may be invited to participate in this review process and will be allowed to offer suggestions to improve the Board functioning as a legislative body.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Suicide Policy Number: 7540

Date of Original Policy: 07/10/2002 Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019 Date of Next Review: 02/24/2022

Replacement of Policy Number: _____

The suicide of a student has an extremely disturbing effect on the school and the local community. Unfortunately, there has been a significant increase in the number of adolescents who choose suicide as a way to resolve their problems. It is the intent of the District to alert school personnel to the implications of suicide by a student, to help the school and the community cope with the aftermath of such a tragic event should it occur, to recommend ways to identifying children and adolescents at risk of attempting suicide and to suggest ways to prevent such occurrences.

Suicide prevention will be incorporated into the curriculum to make students aware of this growing problem.

The administration is responsible for information, staff regulations and procedures of suicide prevention, intervention, and post-intervention that has been developed by the administration.

JORDAN- ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Budget Transfers Policy Number: 5330

Date of Original Policy: 07/10/2002 Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019 Date of Next Review: 09/28/2022

Replacement of Policy Number: _____

Within monetary limits as established by the Jordan-Elbridge Board of Education at its reorganizational meeting, the Superintendent is authorized to make transfers between and within functional unit appropriations for teachers' salaries and ordinary contingent expenses. Whenever changes are made, they are to be incorporated in the next budget status report.

JORDAN- ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Revenues & District Investments Policy Number: 5221

Date of Original Policy: 05/22/2013 Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019 Date of Next Review: 09/28/2022

Replacement of Policy Number: 5210, 5220

Revenues

The School District treasurer will have custody of all District funds in accordance with the provisions of state law. The treasurer will be authorized and directed by the Jordan-Elbridge Board of Education to invest the balances available in various District funds in accordance with regulations set forth in state law.

District Investments

Whenever the District has funds (including operating funds, reserve funds and proceeds of obligations) that exceed those necessary to meet current expenses, the Board of Education shall authorize the School Treasurer to invest such funds in accordance with all applicable laws and regulations and in conformity with the guidelines established by this policy.

Objectives

The objectives of this investment policy are four-fold:

- a) Investments shall be made in a manner that safeguards the funds of the District
- b) Bank deposits shall be made in a manner that safeguards the funds of the District
- c) Investments shall be sufficiently liquid to allow funds to be available as needed to meet the obligations of the District
- d) Funds shall be invested in such a way as to earn the maximum yield possible given the first three (3) investment objectives

Authorization

The authority to deposit and invest funds is delegated to the District Treasurer. These functions shall be performed in accordance with the applicable sections of the General Municipal Law and the Local Finance Law of the State of New York.

The District Treasurer may invest funds in the following eligible investments:

- a) Obligations of the State of New York
- b) Obligations of the United States Government, or any obligations for which principal and interest are fully guaranteed by the United States Government
- c) Time Deposit Accounts placed in a commercial bank authorized to do business in the State of New York, providing the accounts is collateralized as required by law. {Banking Law Section 237(2) prohibits a savings bank from accepting a deposit from a local government. This also applies to savings and loan associations.}
- d) Transaction accounts (demand deposits) both interest bearing and non-interest bearing that do not require notice of withdrawal placed in a commercial bank authorized to do business in the State of New York, providing the account is collateralized as required by law
- e) Certificates of Deposits placed in a commercial bank authorized to do business in the State of New York providing the Certificates are collateralized as required by law
- f) Securities purchased pursuant to a repurchase agreement whereby one party purchases securities from a second party and the second party agrees to repurchase those same securities on a specific future date at an agreed rate of return (the interest rate).

Implementation

Using the policy as a framework, regulations and procedures shall be developed which reflect:

- a) A list of authorized investments
- b) Procedures including a signed agreement to ensure the school district's financial interest in investments
- c) Standards for written agreements consistent with legal requirements
- d) Procedures for the monitoring, control, deposit and retention of investments and collateral which shall be done at least once a month
- e) Standards for security agreements and custodial agreements consistent with legal requirements
- f) Standards for diversification of investments including diversification as to type of investments, and firms and banks with whom the District transacts business
- g) Standard for qualification of investment agents which transact business with the District including, at minimum, the Annual Report of the Trading Partner

This policy shall be reviewed and re-adopted at least annually or whenever new investment legislation becomes law, as staff capabilities change, or whenever external or internal issues warrant modification.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Procurement Policy Policy Number: 5410
Date of Original Policy: 07/14/2005 Date Revision Adopted _____
Reviewed by Policy Committee: 09/20/2019 Date of Next Review: 11/19/2020
Replacement of Policy Number: _____

Procurement Policy

This policy applied to all purchases of goods and services by the Jordan Elbridge School District (the "District")

The primary objectives of the District procurement policies are:

- a) To conform with all applicable legal requirements.
- b) To effectively supply all administrative unites in the District with needed materials, supplies and contracted services.
- c) To purchase competitively, without prejudice or favoritism.
- d) To obtain materials, supplies and contracted services at the lowest prices possible consistent with required standards of quality.
- e) To ensure that all purchases are within the framework of budgetary limitations and that they are consistent with the educational goals and programs of the District.
- f) To seek maximum educational value for every dollar expended

Delegation of Authority

The school business official shall have primary responsibility to establish written procedures to support the District's procurement policies. The acquisition of services, equipment and supplies shall be centralized under the School Business Office and shall be the responsibility of a person designated by the Board as Purchasing Agent.

No contracts for goods and services shall be made by individuals or organizations in the school that involve expenditures without first securing approval for such contract from the Purchasing Agent.

This policy does not apply to the use of legal services, which requires the formal approval of the Board of Education.

Competitive Bids

As required by law, the District will follow required competitive bidding procedures when it is known or can be reasonably expected that the aggregate amount to be spent on purchases of the same or similar commodities, or the same type of public work, will exceed the dollar thresholds over the course of the fiscal year. As a general guide, items of the same or similar nature which are customarily handled by the same vendor will be treated as single item for the purposes of determining whether the dollar threshold will be exceeded. By law, any agreement by the District for the lease of personal property is subject to competitive bidding requirements.

A statement of "General Conditions" which has been approved by the Board of Education shall be included with all specifications submitted to suppliers for their bids and shall be incorporated in all contracts awarded. All Contracts which require public advertising and competitive bidding shall be awarded by resolution of the Board. Contracts shall be awarded to the lowest responsible bidder who meets specifications. The Board, however, may choose to reject any bid.

Apparel and Sports Equipment Purchases

Competitive Bidding Purchases

The Board of Education will only accept bids from "responsible bidders." A determination that a bidder on a contract for the purchase of apparel for sports equipment is not a responsible bidder shall be based upon either or both of the following considerations:

- a) The labor standards applicable to the manufacture of the apparel, or sports equipment, including but not limited to employee compensations, working conditions, employees rights to form unions, and the use of child labor; or
- b) The bidder's failure to provide information sufficient for the Board of Education to determine the labor standards applicable to the manufacture of the apparel or sports equipment
- c) All purchases will be consistent with the district's Graphics Standards Manual

Non Competitive Bidding Purchases

The Boards internal policies and procedures governing procurement of apparel or sports equipment, where such procurement is not required to be made pursuant to competitive bidding requirements, shall prohibit the purchase of apparel or sports equipment, from any vendor based upon either or both of the following considerations:

- a) The labor standards applicable to the manufacture of the apparel or sports equipment including but not limited to employee compensation, working conditions, employees rights to form unions, and the use of child labor; or
- b) The bidder's failure to provide information sufficient for the Board of Education to determine the labor standards applicable to the manufacture of the apparel or sports equipment.

Cooperative Bidding

The District may join together with others to purchase materials and supplies in bulk to the benefit of lower prices. Any agreement for joint purchasing entered into by the District shall contain provisions relative to the manner of making and awarding these contracts and must conform to the competitive bidding law. All proposals and contracts for cooperative purchasing shall be submitted to the Board of Educations for consideration and approval. The board, at its discretion, may approve annually the District's participation in cooperative bids with one or more BOCES.

Procurements Not Subject to Competitive Bidding

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys, in the best interest of the taxpayers, to facilitate the acquisition of goods and services of appropriate quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

The Purchasing Agent shall have primary responsibility to determine whether a procurement of goods or services is subject to competitive bidding. The basis for any determination that competitive bidding is not required by law will be documented in writing and shall include such evidence as written or verbal quotes that substantiate that the price of the item or service would not exceed the bidding limits, documentation that amounts expended in previous years for similar procurements did not exceed bidding thresholds, documentation to support the determination whether the procurement is a purchase or contract for public work, and other relevant information of support. Supporting documentation will be kept on file in the District's Business Office.

Except for procurements made pursuant to General Municipal Law, Section 103(3) (through County Contracts) or Section 104 (through state contract), State Finance Law Section 175-b (from agencies for the blind or other severely handicapped, special employment programs for the mentally ill or veteran's workshops, Correction Law Section 186 (articles manufactured in correctional institutions), or the items excepted herein, alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of General Municipal Law, Section 104-b. Appendix A provides a decision-making matrix of procedures to be followed for non-bid procurements. Documentation will be maintained in support of each method of procurement.

Whenever any contract is awarded to other than the lowest responsible dollar offer or, the reasons such an award furthers the purpose of General Municipal Law Section 104-b will be documented in writing. The documentation must summarize the facts supporting the decision as to why the decision is in the best interest of the District. The Purchasing Agent shall be responsible for ensuring the appropriate documentation for the decision is prepared and kept on file in the District's Business Office.

The Board of Education sets forth the following circumstances when, or types of procurements for which, in the sole discretion of the Board, the solicitation of alternative proposals or quotations will not be in the best interest of the District:

- a. Emergencies, where time is critical factor
- b. Procurements for which there is no possibility of competition (sole source items)
- c. Purchase contracts for materials of less than \$2,000.00 and for services of less than \$5,000.00
- d. Public work contracts of less than \$5,000.00

Input from School Officials

Comments concerning the policies and procedures shall be solicited from officials of the District therein involved in the procurement process prior to the enactment of the policies and procedures, and will be solicited from time to time thereafter.

Conflict of Interest

No board member, officer or employee of the District shall be interested financially in any contract entered into by the Board of Education, except as otherwise provided by law. This shall also preclude acceptance of any gratuities, financial or otherwise, by the above persons from any supplier or materials or services to the District contrary to the District's Code of Ethics .

Unintentional Failure to Comply

The unintentional failure to fully comply with the provision of General Municipal Law, Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the District or any officer or employee thereof.

Lease Purchase and Installment Contract

Subject to relevant legal and bidding requirements, the District may enter into lease-purchase agreements and/or installment contracts.

Alternative Formats for Instructional Materials

Preference in the purchase of instructional material will be given to vendor who agree to provide materials in alternative formats (i.e. any medium or format, other than a traditional print textbook for presentation of instructional materials that is needed as an accommodation for a student with a disability, including students required Section 504 Accommodation Plans. Alternative formats include, but are not limited to, Braille, large print, open and closed captioned audio, or an electronic file in an approved format as defined in Commissioner's Regulations.

Annual Review

The Board of Education shall annually review these policies and procedures. The school business official shall be responsible for conducting an annual review of the procurement policy and for an evaluation of the internal control structure established to ensure compliance with the procurement policy.

**Appendix A
Procurement Decision Matrix**

Type of Purchase	Competitive Bid or <u>NYS Contract</u>	Documented Minimum Quotes			<u>RFP</u>	<u>Other</u>
		<u>Verbal</u>	<u>Written</u>			
		0	3	3		

Purchase Contract <ul style="list-style-type: none"> • At or Above \$20,000.00 • \$5,000.00-\$19,999.99 • \$2,000.00-4,999.99 • Under \$2,000.00 	X	X	X	X		
Exempt Procurements <ul style="list-style-type: none"> • Agencies for Blind/Handicapped • Correctional Institutions • State Contract • County Contract 						(a) (a) (a) (a)
Public Work Contract <ul style="list-style-type: none"> • At or above \$35,000.00 • \$10,000.00- \$34,999.99 • \$5,000.00- \$9,999.99 • Under \$5,000.00 	X	X	X	X		
Emergencies						(b)
Insurance						(c)
Professional Services >\$5,000.00					(d)	
Second hand Equipment from Other Governments						(e)
Certain Food & Milk Purchases						(f)
Sole Source						(g)

Footnotes to Procurement Matrix:

- a. Although these purchases are exempted by law from the requirement of written or verbal quotations or proposals, the Purchasing Agent shall document the use of the exception and verify that the source is in the best interest of the District. Where appropriate, comparisons of prices to catalogs or other market price comparison will be conducted.
- b. The emergency situation must arise out of an accident or other unforeseen occurrence or condition and require immediate action that cannot await competitive bidding. At a minimum, documentation will include a telephone log of verbal quotes.
- c. While insurance coverage is not subject to competitive bidding, the District will pursue written quotations through a bidding process or RFP. Documentation will include copies of written quotations.
- d. Requests for Proposal (RFP) will be required for the initial selection of professional services and subsequently utilized at the discretion of the Board of Education.
- e. There is a statutory exception to competitive bidding requirement for purchases of second-hand supplies, material or equipment from Federal or NYS government entities. Documentation will include market price comparisons (written or verbal quotes) and the name of the government.
- f. Subject to regulatory requirement, the District may separately purchase certain food and milk products without competitive bidding. Documentation should be consistent with State Education Department Regulations.
- g. Competitive bidding may not be required if the District determines that a particular item is required in the public interest and it is further determined that such item is available only from one source so that no possibility of competition exists. Documentation will include evidence of the unique benefits of the item as compared to other items available in the market, that no other item provides substantially equivalent or similar benefits, and considering the benefits received the cost of the item is reasonable. In addition, the documentation will evidence that there is no possibility of completion for the procurement.
- h. Thresholds are subject to the aggregate total of like items from same vendor.



JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

District Office: 130 East Main St., Elbridge, NY 13060 • Mail: P.O. Box 902, Jordan, NY 13080

T: (315) 689-8500 • F: (315) 689-0084 • www.jecsd.org

GENERAL CONDITIONS

for the purchase of (insert item)

All invitations to bid issued by the Jordan-Elbridge Central School District will bind bidders and successful bidders to the conditions and requirements set forth in these general conditions, and such conditions shall form an integral part of each purchase contract awarded by the school district.

DEFINITIONS

“School District”	-shall be the legal designation of the Jordan-Elbridge Central School District
“Board”	-the Board of Education, Jordan-Elbridge Central School District
“Bid”	-an offer to furnish materials, supplies, and/or equipment in accordance with the invitation to bid, the general conditions, and the specifications
“Bid Offer”	-the form on which the bidder submits his bid
“Bidder”	-any individual, corporation or other entity submitting a bid
“Successful Bidder”	-any bidder to whom an award is made by the school district
“Specification”	-description of materials, supplies, and/or equipment and the conditions for its purchase

BIDS

1. The date and time of bid openings will be given in the Notice to Bidders. The school district reserves the right to extend the date and time of bid opening by written notice to bidders of record.

All bids must be submitted on and in accordance with forms provided by the Board of Education. Each bid shall be enclosed in a sealed envelope addressed to the Board of Education and be delivered to the Business Office before the time designated for opening of bids. The envelope shall be marked on the outside “**Insert Item Name**”. No responsibility shall be attached to any person or persons for premature opening of any proposal not properly endorsed.

All bids received after the time stated in the NOTICE TO BIDDERS may be rejected and returned to the bidder.

The bidder assumes the risk of any delay in the mail or in the handling of the mail, by employees of the school district. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having his/her Bid deposited on time at the place specified. Facsimile or electronic submission of bids is not permitted.

All information required by NOTICE TO BIDDERS, GENERAL CONDITIONS, SPECIFICATIONS and BID OFFER, in connection with each item against which a bid is submitted, must be given to constitute a regular bid.

The non-collusion bidding certification must be included with each bid and signed by the Bidder or his/her authorized representative, as required by General Municipal Law, Section 103-d.

Sales to school districts are not affected by any Fair Trade Agreements. (General Business Law, Ch. 39, Sec. 369-a, Sub. 3.L, 1941).

No charge will be allowed for Federal, State or Municipal Sales and Excise Taxes, since the school district is exempt from such taxes. The price bid shall be net and shall not include the amount of any such tax. Exemption certificates, if required, will be furnished on forms provided by the Bidder.

The submission of a bid will be construed to mean that the bidder is fully informed as to the extent and character of the supplies, materials, or equipment required and a representation that the bidder can furnish the supplies, materials, or equipment satisfactorily in complete compliance with the specifications.

Where items of equipment or supplies are designated by specific manufacturer, it is understood that the article as specified represents an accepted standard, but it is not intended to limit competition for bidding equivalents.

In all specifications, the words "or equal" are understood after each article giving manufacturer's name or catalog reference, or on any patented article. The decision of the school district, as to whether an alternate or substitution is in fact "equal" shall be final. If bidding on items other than those specified, bidder must in every instance give the trade designation of the item he/she proposes to furnish. Otherwise, the bid will be construed as submitted on the identical item as specified.

Bidder must insert the price per unit and the extensions against each item in his/her bid. In the event of a discrepancy between the unit price and the extension, the unit price will govern. Prices shall be extended in decimals, not fractions.

Prices shall be net, including transportation and delivery charges fully prepaid by the successful bidder to destination as indicated per purchase order. Title shall not pass until items have been delivered and accepted.

No alteration, erasure, or addition is to be made in the typewritten or printed matter. Deviation from the specifications must be set forth in space provided in the bid for this purpose.

Prices and information required, except signature of bidder, should be typewritten for legibility. Illegible or vague bids may be rejected. All signatures must be written. Facsimile, printed, or type-written signatures are not acceptable.

Each bidder shall be prepared, if so requested by the school district, to present evidence of his/her experience, qualification and financial ability to perform the terms of the contract. The school district reserves the right to reject any bid if its investigation of the bidder results that, in the school district's opinion, the bidder is not properly qualified to perform.

All prices quoted must be "per unit" as specified: e.g., do not quote "per case" when "per dozen" is requested; otherwise, bid may be rejected.

All regularly manufactured stock electrical items must bear the label of the Underwriters= Laboratories, Inc.

When bids are requested on a lump sum basis, bidder must bid on each item in the lump sum group. A bidder desiring to bid "no charge" on an item in a group must so indicate; otherwise bid for the group may be rejected.

Successful bidder agrees that no employee of the Jordan-Elbridge Central School District shall be employed in any capacity by the successful bidder without written approval of the Superintendent of Schools.

If the supplies, materials, or equipment are to be delivered over an extended period of time, or if the specifications so state, then the successful bidder may be required to execute an agreement in relation to the performance of his contract, such agreement to be executed by the bidder within 15 days after notification to execute such contract. If the specifications so state, the successful bidder also may be required to furnish a performance bond equal to the full amount of the contract to guarantee the faithful performance of such contract. Such performance bond shall be maintained in full force and effect until the contract shall have been fully performed. The surety company furnishing such performance bond shall be authorized to do business in the State of New York and must be satisfactory to the attorney for the school district. The performance bond shall be executed by the successful bidder at the time of the execution of the contract by the successful bidder and the board, and must be satisfactory in form to the attorney for the school district.

CERTIFICATIONS

Under penalty of perjury the bidder certifies that:

1. The bid has been arrived at by the bidder independently and has been submitted without collusion with any district personnel and/or other vendor of materials, supplies, or equipment of the type described in the invitation for bids, and
2. The contents of the bid have not been communicated by the bidder, nor, to its best knowledge and belief, by any of its employees or agents, to any person not an employee or agent of the bidder or its surety on any bond furnished herewith prior to the official opening of the bid.

SAMPLES

1. All specifications are minimum standards and accepted bid samples do not supersede specification for quality unless bid sample is superior, in which case deliveries must be the same identity and quality as accepted bid samples.
2. The school district reserves the right to request a representative sample of the item quoted upon either prior to the award or before shipments are made. If the sample is not in accordance with the requirements of the specification, the school district may reject the bid; or, if award has been made, cancel the contract at the expense of the successful bidder.
3. Samples, when required, must be submitted strictly in accordance with instructions; otherwise, bid may be rejected. If samples are requested subsequent to bid opening, they shall be delivered within ten (10) days of the request, or as directed, for bid to be considered. Samples must be furnished free of charge and must be accompanied by descriptive memorandum invoices indicating if the bidder desires their return and specifying the address to which they are to be returned provided they have not been used or made useless by tests. Award samples may be held for comparison with deliveries. The school district will not be responsible for any samples destroyed or mutilated by examination or testing. Samples shall be removed by the bidder at his expense. Samples not removed within fifteen (15) days after written notice to the bidder will be regarded as abandoned and the school district shall have the right to dispose of them as its own property.
4. When a specification indicates that an item to be purchased is to be equal to a sample, such sample will be on display at a designated location in the school district. Failure on the part of the bidder to examine sample shall not entitle him to any relief from the conditions imposed in the proposal, specifications, etc.

AWARDS

1. The Board of Education will evaluate the bids on a **total** basis and reserves the right to waive any informalities in or accept or reject any or all bids, and to contract with other than the lowest bidder, as is in the best interest of the school.
2. Awards will be made to the lowest responsible bidder, as will best promote the public interest, taking into consideration the competency and reliability of the bidder, the quality of the materials, equipment, or supplies to be furnished, their conformity with the specifications, the purposes for which required, and the terms of delivery.
3. The Board of Education wishes to avail itself of any and all discounts which may be available and discounts indicated will be considered in the final award to the bidder.
4. If two or more bidders submit identical bids as to price, the decision of the Board of Education to award a contract to one of such identical bidders shall be final.
5. All bids submitted shall be firm for **15** days after bid opening date, or until accepted by the Board of Education, whichever occurs first.
6. A contract may be canceled at the successful bidder's expense upon non-performance of contract.
7. Cancellation of contract for any reason may result in the removal of the successful bidder's name from mailing list for future proposals for an indeterminate period.

GUARANTEES BY SUCCESSFUL BIDDER

The successful bidder guarantees:

His/her products against defective material or workmanship and to repair or replace any damages or marring occasioned in transit.

To furnish adequate protection from damage for all work and to repair damages of any kind for which his/her employees or agents are responsible, to the building or equipment, to his/her own work, or to the work of other successful bidders.

To carry adequate insurance to protect the school district from loss in case of accident, fire, theft, etc.

That any equipment or furniture offered is standard, new, latest model of regular stock product, or as required by the specifications, with parts regularly used for the type of equipment or furniture offered; also that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice. Every unit delivered must be guaranteed against faulty material and workmanship for a period of at least one year from date of delivery. If during this period such faults develop, the successful bidder agrees to replace the unit or the part affected without cost to the school district.

Any merchandise provided under the contract which is or becomes defective during the guarantee period shall be replaced by the successful bidder free of charge, with the specific understanding that all replacements shall carry the same guarantee as the original equipment. The successful bidder shall make any such replacement immediately upon receiving notice from the school district.

That all deliveries will be equal to the accepted bid sample.

CONTRACT

1. Each bid will be received with the understanding that the acceptance thereof in writing by the school district, approved by the board of education, to furnish any or all of the items described therein shall constitute a contract between the successful bidder and the school district. Contract shall bind the successful bidder on his part to furnish and deliver at the prices and in accordance with the conditions of his/her bid. Contract shall bind the school district on its part to order from such successful bidder (except in the case of emergency) and to pay for at the contract prices, all items ordered and delivered within ten (10) percent over or under the award quantity, unless otherwise specified.
2. The placing in the mail of a notice of award or purchase order to a successful bidder, to the address given in his bid, will be considered sufficient notice of acceptance of contract.
3. If the successful bidder fails to deliver within the time specified, or within reasonable time as interpreted by the school district, or fails to make replacement of rejected articles, when so requested, immediately or as directed by the school district, the school district may purchase from other sources to take the place of the item rejected or not delivered. The school district reserves the right to authorize immediate purchase from other sources against rejections on any contract when necessary. On all such purchases the successful bidder agrees to reimburse the school district promptly for excess costs occasioned by such purchases. Should the cost be less, the successful bidder shall have no claim to the difference. Such purchases will be deducted from contract quantity.
4. A contract may be cancelled at the successful bidders expense upon non-performance of contract.
5. If the successful bidder fails to deliver as ordered, the school district reserves the right to cancel the contract and purchase the balance from other sources at the successful bidder's expense.
6. Cancellation of contract for any reason may result in removal of the successful bidder's name from mailing list for future proposals for an indeterminate period.
7. When materials, equipment, or supplies are rejected, they must be removed by the successful bidder from the premises of the school district within five (5) days of notification. Rejected items left longer than five (5) days will be regarded as abandoned, and the school district shall have the right to dispose of them as its own property.
8. No items are to be shipped or delivered until receipt of an official order from the school district.
9. It is mutually understood and agreed that the successful bidder shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or his right, title, or interest therein, or his power to execute such contract, to any other person, company, or corporation, without the previous written consent of the school district. Pursuant to general municipal law section 109, the school district shall revoke and annul the contract if this provision is violated.
10. If the contract is of such a character that the employees engaged thereon are required to be insured under the provisions of the workers' compensation law, the contract shall be void and of no effect unless the successful bidder shall secure insurance under the workers' compensation law and keep such insurance in effect during the life of the contract for the benefit of such employees, in compliance with the provisions of the workers' compensation law.

DELIVERY

1. Delivery must be made in accordance with the instructions on the purchase order. The decision of the school district as to reasonable compliance with delivery terms shall be final.
2. The school district will not accept any deliveries on Saturdays, Sundays or legal holidays, except commodities required for daily consumption or where delivery is for an emergency, a replacement, or is overdue, in which event the convenience of the school district shall govern.
3. Items shall be securely and properly packed for equipment, storage, and stacking in shipping containers and according to accepted commercial practice, without extra charge for packing cases, baling or sacks.
4. The successful bidder shall be responsible for delivery of items in good condition at point of destination. He/she shall file with the carrier all claims for breakage, imperfections, and other losses, which will be deducted from invoices. The receiving school district will note for the benefit of the successful bidder when packages are not received in good condition.
5. Unless otherwise stated in the specifications, all items must be delivered into and placed at a point within the building as directed by the shipping instructions or the agent for the school district. The successful bidder will be required to furnish proof of delivery in every instance.
6. Unloading and placing of delivered items is the responsibility of the successful bidder, and the school district accepts no responsibility for unloading and placing of such items. Any costs incurred due to the failure of the successful bidder to comply with this requirement will be charged to him/her. No help for unloading will be provided by the school district, and suppliers should notify their truckers accordingly.
7. All deliveries shall be accompanied by delivery tickets or packing slips. Tickets shall contain the following: Contract Number and/or Purchase Order Number; Name of Article; Item Number; Quantity; and Name of the successful bidder. Cartons shall be labeled with purchase order or contract number, successful bidder's name and general statement of contents. Failure to comply with this condition shall be considered sufficient reason for refusal to accept the goods.

INSTALLATION OF EQUIPMENT

1. The successful bidder shall clean up and remove all debris and rubbish resulting from his work from time to time as required or directed.

Equipment, supplies and materials shall be stored at the site only on the approval of the school district and at the successful bidder's risk. In general, such on site storage should be avoided to prevent possible damage or loss of the material.

Work shall be progressed so as to cause the least inconvenience to the school district and with proper consideration to the rights of other successful bidders or workmen. The successful bidder shall keep in touch with the entire operation and install his work promptly.

Bidders shall acquaint themselves with conditions to be found at the site and shall assume all responsibility for placing and installing the equipment in the locations required.

Equipment for trade-in shall be dismantled by the successful bidder and removed at his expense. The condition of the trade-in equipment at the time it is turned over to the successful bidder shall be the same as covered in the specifications, except as affected by normal wear and tear from use up to the time of trade-in. All trade-in equipment is represented simply "as is". Equipment is available for inspection only at the delivery point listed for new equipment, unless otherwise specified.

PAYMENT

1. Payment will be made only after correct presentation of claim forms or invoices, as may be required.
2. Partial payment will be permitted before successful completion of delivery of all items as indicated by specific purchase order.
3. Payment will be made after approval of claims by Jordan-Elbridge Central School District, Internal Claims Auditor.
4. Payments of any claim shall not preclude the school district from making claim for adjustment on any item found not to have been in accordance with the contract specifications.

INTERPRETATION AND ADDENDA

1. No oral explanation in regard to the meaning of specifications will be made and no oral instructions will be given before award of contracts. Prospective bidders must examine all documents carefully and before bidding must request from the school district, in writing, for an interpretation or correction of every ambiguity, inconsistency, error, discrepancy, omission or doubt herein.
2. Bidders shall act promptly in requesting any interpretation and shall allow sufficient time for such interpretation to be drafted and to reach all bidders before submission of their bids.
3. Such interpretation or correction as well as any additional contract provision school district may decide to include shall be issued in writing by the school district as an addendum which will be mailed or otherwise sent to each bidder of record not later than three (3) days prior to the date fixed for bid opening. Failure of any bidder to receive such addenda shall not relieve him/her of any obligation under his/her submitted bid. All addenda so issued shall become part of the contract.
4. If bidder, prior to submission of his/her bid, fails to call school district's attention to existence of any such ambiguity, inconsistency, error, discrepancy, omission or doubt in contract, his/her bid will be conclusively presumed to have been based upon interpretation of such ambiguity or inconsistency or the like, or direction correcting such error, which may subsequently be given by the school district.

JORDAN- ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Extra classroom Activities Fund

Policy Number: 5520

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019

Date of Next Review: 09/28/2022

Replacement of Policy Number: _____

An extra classroom activity fund shall be established for activities conducted by students whose financial support is raised other than by taxation or through charges of the District. All funds in the extra classroom activities fund shall be kept according to standards of good financial management. Proper books will be kept and all monies deposited in appropriate accounts as set up by the Board of Education. These accounts shall be subject to audit.

All transactions involving extra classroom funds shall be on a cash basis and no accounts shall remain unpaid at the end of the school year. The building principals, with approval of the Superintendent of Schools, shall set up procedures for receipt and payment from the extra classroom activities fund in their respective buildings.

JORDAN- ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Cash in School Buildings Policy Number: 5530
Date of Original Policy: 07/10/2002 Date Revision Adopted _____
Reviewed by Policy Committee: 09/20/2019 Date of Next Review: 09/28/2022
Replacement of Policy Number: _____

Not more than \$5,000.00 in extra classroom funds shall be held in the vault in the main office of each district school building. Under no circumstances shall cash be left in the classroom areas or desks. The District will not be responsible for funds left unprotected.

All funds shall be deposited daily if possible and at least prior to close of school each week. Only authorized personnel designated by the building administrator shall be allowed in the main office safe.

JORDAN- ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Maintenance of Fiscal Effort
(Title I Programs) _____

Policy Number: 5550

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019

Date of Next Review: 09/28/2022

Replacement of Policy Number: _____

A Local Educational Agency (LEA) may receive its full allocation of Title I funds if the combined fiscal effort per student or the aggregate expenditures of state and local funds with respect to the provision of free public education in the (LEA) for preceding fiscal year was not less than ninety percent (90%) of the combined fiscal effort per student or the aggregate expenditures for the second preceding fiscal year.

In determining an LEA's compliance with the maintenance of effort requirement, the State Education Agency (SEA) shall consider the LEA's expenditures from state and local funds for free public education. These include expenditures for administration, instruction, attendance, health services, student transportation services, plant operation and maintenance, fixed charges, and net expenditures to cover deficits for food services and student body activities.

The SEA shall not consider the following expenditures in determining an LEA's compliance with the maintenance of effort requirements:

- a) Any expenditures for community services, capital outlay, and debt service
- b) Any expenditures made from funds provided by the federal government for which the LEA is required to account to the federal government directly or through the SEA.

The Board of Education assigns the School Treasurer the responsibility of reviewing, as part of the budgeting process, combined fiscal effort so that expenditures of state and local funds with respect to the provision of free public education per student and in the aggregate for any fiscal year are not budgeted at less than ninety percent (90%) of the combined fiscal effort per student or the aggregate of expenditures for the preceding fiscal year.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Financial Accountability: Allegations of Fraud Policy Number: 5570

Date of Original Policy: 07/10/2002 Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019 Date of Next Review: 09/28/2022

Replacement of Policy Number: _____

Reporting and investigations of Allegations of Fraud

All Board of Education members and District employees and third party consultants are required to abide by the District’s policies, administrative regulations and procedures in the conduct of their duties. Further, all applicable federal and state laws and regulations must be adhered to in the course of district operations and practices. Any individual who has reason to believe that financial improprieties or wrongful conduct is occurring within the school system is to disclose such information according to the reporting procedures established by the District. The reporting procedures will follow the chain of command as established within the department for school buildings or as enumerated in the District’s Organizational Chart. In the event that the allegations of financial improprieties, fraud and or wrongful conduct concern the investigation official, the report shall be made to the next level of supervisory authority. If the chain of supervisory command is not sufficient to ensure impartial, independent investigation, allegations of financial improprieties fraud and or wrongful conduct will be reported as applicable, to the Internal Auditor if available , or the Independent External Auditor, or the School Attorney, or the Board of Education. The District’s prohibition of wrongful conduct, including fraud, will be publicized within the District as deemed appropriate and written notification will be provided to all employees with fiscal accounting oversight and financial duties including the handling of money.

Upon receipt of an allegation of financial improprieties, fraud or wrongful conduct, the Board or designated employee (s) will conduct a thorough investigation of the charges. However, even in the absence of a report of suspected wrongful conduct, if the District has knowledge of, or reason to know of, any occurrence of financial improprieties, fraud or wrongful conduct, the District will investigate such conduct promptly and thoroughly. To the extent possible, within legal constraints, all reports will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges or to notify law enforcement officials as warranted, and any disclosure will be provided on a “need to know” basis. Written records of the allegation, a resulting investigation and outcome will be maintained in accordance with law.

Based upon the results of this investigation, if the District determines that a school official has engaged in financial improprieties, fraudulent or wrongful actions, appropriate disciplinary measures will be applied, up to and including termination of employment, in accordance with legal guidelines District policy and regulation, and applicable collective bargaining agreement. Third parties who are found to have engaged in financial improprieties, fraud and or wrongful conduct will be subject to appropriate sanctions as warranted and in compliance with law. The application of such disciplinary measures by the District does not preclude the filing of civil and or criminal charges as may be warranted. Rather, when school officials receive a complaint or report of alleged financial improprieties, fraud or wrongful conduct that may be criminal in nature, law authorities should be immediately notified.

An appeal procedure will also be provided, as applicable, to address any unresolved complaints or unsatisfactory prior determinations by the applicable investigation office (s).

Prohibition of Retaliation

The Board prohibits any retaliatory behavior directed against those individuals who, in good faith, report allegations of suspected financial improprieties, fraud and or wrongful conduct as well as witnesses and or any other individuals who participate with the investigation of an allegation of financial impropriety, fraud or wrongful conduct. Follow up inquires shall be made to ensure that no reprisals or retaliatory behavior has occurred to those involved in the investigation. Any act of retaliation is prohibited and subject to appropriate disciplinary action by the District.

Knowingly Makes False Accusations

Any individual who knowingly makes false accusations against another individual as to allegations of financial improprieties or frauds may also face appropriate disciplinary action.

JORDAN- ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Use of Buses by Community Groups Policy Number: 5740

Date of Original Policy: 07/10/2002 Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019 Date of Next Review: 09/28/2022

Replacement of Policy Number: _____

Upon formal application to and approval by the Jordan-Elbridge Board of Education buses may be rented to a municipal corporation; to any senior citizen center recognized by and funded by the Office for the Aging; to any not-for-profit organization serving those with disabilities; or to any not-for-profit organization which provides recreational youth services or neighborhood recreation centers. Such rentals can be made only for times when vehicles are not needed for student transportation and must be made for a consideration acceptable to the Board.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Drug and Alcohol Testing for School Bus Drivers
and Other Safety Sensitive Employees Policy Number: 5761

Date of Original Policy: 07/10/2002 Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019 Date of Next Review: 09/28/2022

Replacement of Policy Number: _____

In accordance with federal regulations, employees in safety-sensitive positions as defined in regulations who are required to have and use a commercial drivers license (CDL), are subject to random testing or alcohol, marijuana, cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP). The District shall adhere to federal law and regulations requiring the implementation of a drug and alcohol testing program for such employees in safety-sensitive positions.

The District shall either, establish and manage its own program, by contract, or through a consortium for the provision of alcohol and drug testing or employees in safety-sensitive positions. Safety-Sensitive Employees (SSE), including all school bus drivers and other employees, who drive a vehicle which is designed to transport sixteen (16) or more passengers (including the driver), shall be subject to this requirement.

Federal regulations require that the District test school bus drivers and other SSEs for alcohol and drugs at the following times:

- a) Drug testing will be conducted after an offer to hire, but before actually performing safety – sensitive functions for the first time. Such re-employment testing will also be required when employees transfer to a safety-sensitive position.
- b) Safety-sensitive employees are also subject to a random drug and /or alcohol test on an unannounced basis just before, during or just after performance of safety-sensitive functions.
- c) In addition, testing will ordered if a trained supervisor has a “reasonable suspicion” that an employee has engaged in prohibited use of drugs and/or alcohol.
- d) There will also be post accident testing conducted after accidents on employees who performance could have contributed to the accidents .
- e) Finally, return to duty and follow up testing will be conducted when an individual who has violated the prohibited alcohol and /or drug conduct standards returns to performing safety sensitive duties. Follow up tests are unannounced and at least 6 tests must be conducted in the first 12 months after an employee returns to duty. Follow up testing may be extended for up to 60 months following return- to duty.

All employee drug and alcohol testing will be kept confidential and shall only be revealed without the driver's consent to the employer, a substance abuse professional, drug testing laboratory, medical review officer and any other individual designated by law.

The following alcohol and controlled substance- related activities are prohibited by the Federal Highway Administration's drug use and alcohol misuse rules for drivers of commercial motor vehicles and other SSEs:

- a) Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration of 0.02 units or greater
- b) Being on duty or operating a commercial motor vehicle (CMV) while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over the counter), unless the packaging seal is unbroken.
- c) Using alcohol while performing safety- sensitive functions
- d) Using alcohol 6 hours or less before duty
- e) When required to take a post accident alcohol test, using alcohol within eight hours following the accident or prior to undergoing a post accident alcohol test, whichever comes first.
- f) Refusing to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion or follow up testing requirements.
- g) Reporting for duty or remaining on duty, requiring the performance of safety sensitive functions, when the SSE uses any controlled substance. This prohibition does not apply when instructed by a physician who has advised the SSE that the substance does not adversely affect the SSE's ability to safely operate a CMV
- h) Reporting for duty, remaining on duty or performing a safety-sensitive function, if the SSE tests positive for controlled substances.

Drivers and other SSEs who are known to have engaged in prohibited behavior with regard to alcohol misuse or use of controlled substances are subject to disciplinary action and penalties pursuant to District policy and collective bargaining agreements, as well as the sanctions provided for in state and federal law. SSEs who have engaged in such prohibited behavior shall not be allowed to perform safety-sensitive functions until they are:

- a) Evaluated by a substance abuse professional (SAP)
- b) Complete any requirement for rehabilitation as set by the District and the SAP

- c) Pass a return to duty test with the result below 0.02 units if the conduct involved alcohol, or a controlled substance test with a verified negative result if the conduct involved controlled substance use.
- d) The SSE shall also be subject to unannounced follow up alcohol and controlled substance testing. The number and frequency of such follow up testing shall be as directed by the SAP, and consist of at least 6 tests in the first twelve (12) months.

The Superintendent shall ensure that each SSE receives a copy of District policy, educational material that explain the requirement of alcohol and drug testing regulations, and any regulations and or procedures developed by the District with respect to meeting those requirements. The Superintendent or their designee shall ensure that a copy of these materials is distributed to each SSE, who shall sign for receipt of all of the above documents, as well as, other appropriate personnel, prior to the start of alcohol and controlled substance testing as well as at the beginning of each school year or at the time of hire for any safety-sensitive employees. Representative of applicable collective bargaining units shall be notified of the availability of this information

The Superintendent or their designee shall arrange for training of all supervisors who may be utilized to determine whether "reasonable suspicion" exists to test a driver for prohibited conduct involving alcohol or controlled substance use and or abuse.

Any violation of this policy and/or District procedures, and applicable federal and state laws by a covered employee shall be grounds for disciplinary action including, but not limited to, fines, suspension, and or discharge in manner consistent with District policy, collective bargaining agreements and applicable law.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Fire Drills, Bomb Threats and
Bus Emergency Drills

Policy Number: 8212

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019

Date of Next Review: 10/21/2022

Replacement of Policy Number: _____

Please refer to the Jordan Elbridge Central School District Safety Plan

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Opening Exercises Policy Number: 8420
Date of Original Policy: 07/10/2002 Date Revision Adopted _____
Reviewed by Policy Committee: 09/20/2019 Date of Next Review: 10/21/2022
Replacement of Policy Number: _____

The Board of Education directs the administration to include the Pledge of Allegiance as part of the opening exercises in all the schools. Under certain circumstances, such as religious conviction, students may be excused from this requirement as a protection of the Constitutional rights.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Parent Involvement for Children
with Disabilities _____

Policy Number: 7660

Date of Original Policy: 07/14/2005

Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019

Date of Next Review: 04/20/2021

Replacement of Policy Number: _____

The Board of Education recognizes the rights of the parent/guardian to be fully informed of all information relevant to the identification, or change in identification, evaluation and educational placement of a child with a disability.

All due process procedures for parents/guardians and children in the Commissioner's Regulations shall be observed by the School District.

Surrogate Parents

In the event that no parent or guardian for a child with a disability can be identified or after reasonable efforts, the whereabouts of the parent or guardian cannot be determined, or the child with a disability is a ward of the state, the Board shall assign an individual to act as a surrogate for the parents or guardians. The person selected as a surrogate shall have no interest that conflicts with the interest of the child he/she represents, and shall have knowledge and skills that insure adequate representation of the child.

It is the duty of the School District to determine whether a child needs a surrogate parent and to assign a surrogate parent in the manner permitted under New York State Law.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Identification and Register of Children
with Disabilities

Policy Number: 7650

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019

Date of Next Review: 04/20/2021

Replacement of Policy Number: _____

The policy of the Board of Education is to conduct a census in order to have all children with disabilities, within its jurisdiction under the age of twenty-one (21) identified, located and evaluated, including children of preschool age and children in all public and private agencies and institutions.

Census data shall be reported by October 1 to the Committee on Special Education or the Committee on Preschool Special Education as appropriate.

Persona involved in the collection of data must receive prior training and written information regarding data collection procedures.

Register of Children with Disabilities

It is the policy of the Board of Education of the Jordan-Elbridge Central School District to maintain a register containing the data requirements as indication in the Commissioner's Regulations.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Student Individualized Education Program Policy Number: 7640
Development and Provision

Date of Original Policy: 07/14/2005 Date Revision Adopted 10/19/2016

Reviewed by Policy Committee: 09/20/2019 Date of Next Review: 05/18/2021

Replacement of Policy Number: _____

Development of Individualized Education Program

The Board of Education direct that the Committee on Special Education (CSE) or Committee on Preschool Special Education (CPSE) shall have prepared a written statement (program) for each child with a disability.

Such an Individualized Education Program (IEP) will be developed by the CSE or CPSE upon referral, and reviewed or revised, whichever is appropriate, for every child with a disability at least annually or in the event that the program no longer appears to be appropriate to meet the student’s needs and ability level.

Provision of Individualized Education Program

The Board of Education directs that the Superintendent or their designee(s) establish administrative practices and procedures to ensure that each regular education teacher, special education teacher, related service provider and other service provider who is responsible for the implementation of a student’s IEP *is provided a paper or electronic copy of such student’s IEP prior to the implementation of such program.* For purposes of this policy, “other service provider” means a representative of another public school district, charter school, Board of Cooperative Educational Services (BOCES) or school enumerated in Articles 81, 85 or 89 of the Education Law where the student receives or will receive IEP services. Further, the District will designate at least one school official who shall be responsible for maintaining a record of the personnel who have received IEP copies for each student.

Any copy of a student’s IEP shall remain confidential in compliance with the Individuals with Disabilities Education Act, the Family Educational Rights and Privacy Act, and District policy regarding confidentiality of student records; and shall not be disclosed to any other person other than the parent of such student, except in accordance with federal and state laws and regulations. Appropriate training and information will be provided to designated school personnel, as applicable, to ensure the confidentiality of such information. Procedures will be established to ensure that copies of student’s IEPs are stored in secured locations and retrieved or destroyed when such professionals are no longer responsible for implementing a student’s IEP.

The Chairperson of the CSE, CSE subcommittee, or CPSE shall designate for each student one or as appropriate, more than one professional employee of the School District with knowledge of the student's disability and education program *who will be responsible to, prior to the implementation of the IEP*, inform each regular education teacher, special education teacher, related service provider, other service provider, supplementary school personnel (i.e. a teaching assistant or a teacher aid as defined in Commissioner's Regulations), and other provider and support staff person of their responsibility to implement the recommendations on a student's IEP, including the responsibility to provide specific accommodations, program modifications, supports and services for the student in accordance with the IEP. In selecting the professional staff person(s), the Chairperson could select themselves for this responsibility, another administrator, or a teacher, related service provider or other professional based on the particular circumstances of the student's disability and education program.

The School District shall also ensure that each teaching assistant, teacher aide and each other provider responsible for assisting in the implementation of a student's IEP has *the opportunity to review* a copy of the student's IEP prior to implementation of such program. Further, each teaching assistant, teacher aide and such other provider responsible for assisting in the implementation of a student's IEP shall have *ongoing access* to a copy of the IEP, which may be the copy provided to the student's special education teacher or the teacher or related service provider under whose direction the supplementary school personnel or other provider works. However, the District may, at its discretion, provide a copy of the IEP to teaching assistants and teacher aides.

A copy of a student's IEP shall be provided to the student's parents at no cost to the student's parents.

Individual Re-evaluation of Individualized Education Program

A Committee on Special Education (CSE/CPSE) shall arrange for an appropriate re-evaluation of each student with a disability if conditions warrant a re-evaluation, or if the student's parent or teacher request the re-evaluation; however, a re-evaluation must take place at least once every three (3) years. The re-evaluation will be conducted by a multi-disciplinary team or group of persons, including at least one teacher or other specialist with knowledge in the area of the student's disability. The re-evaluation shall be sufficient to determine the student's individual needs, educational progress and achievement, the student's ability to participate in instructional programs in regular education and the student's continuing eligibility for special education. The results of any re-evaluation must be addressed by the CSE/CPSE in reviewing, and as appropriate, revising the student's IEP.

Use of Recording Equipment at IEP Meetings

The Board of Education shall allow recording equipment to be used at meetings regarding individualized education programs for student with disabilities.

Education Law Articles 81,85 and 89

Education Law Section 4402(7)

8 New York Code of Rules and Regulations (NYCRR) Sections 200.1(hh), 200.2(b)(11), 200.4(b)(4), 200.4(e)(3), 200.4(f) and 200.16(e)(6)

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Students with Disabilities participation
in School District Programs

Policy Number: 7620

Date of Original Policy: _____

Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019

Date of Next Review: 04/20/2021

Replacement of Policy Number: _____

All students with disabilities residing in the District, including those of preschool age, shall be provided with full access and opportunity to participate in School District programs, including extracurricular programs and activities, that are available to all other students enrolled in the public schools of the District. Parents/guardians of students with disabilities, including those students placed in out-of-District programs, shall receive timely notice of such District programs and activities. This communication will be the responsibility of the building principal.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Temporary Placement of Students
with Disabilities

Policy Number: 7615

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019

Date of Next Review: 04/20/2021

Replacement of Policy Number: _____

The Board of Education authorizes the Chairperson for the Committee on Special Education to make an immediate, temporary placement of a student with a disability in an appropriate educational program, contingent upon obtaining written parental approval to do so, to prevent such student from being denied the benefit of the program while the Committee on Special Education is in the process of reviewing the referral documents and formulating their recommendation. Temporary placement may not exceed a thirty (30) day period from the date of the student's initial registration.

Upon completion of the review, a recommendation shall be submitted to the Board from the Committee on Special Education for each case whereby temporary placement will be made.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Preschool Special Education Program Policy Number: 7614

Date of Original Policy: 07/10/2002 Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019 Date of Next Review: 04/20/2021

Replacement of Policy Number: _____

The Board recognizes the need for educational programs for three and four year old children with disabilities and directs that administrative practices and procedures be developed to

- a) Coordinate with the county for the provision of special education services and programs for each preschool child with a disability residing in the District
- b) Establish a Committee on Preschool Special Education (CPSE) which shall be comprised in accordance with applicable federal and state law and regulation.
- c) Ensure that parents have received and understand the request for consent for evaluation and re evaluation of preschool aged child.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Grouping by Similarity of Needs _____ Policy Number: 7612 _____

Date of Original Policy: 07/10/2002 _____ Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019 _____ Date of Next Review: 04/20/2021 _____

Replacement of Policy Number: _____

The Board of Education will provide appropriate special education and related services to students with disabilities. For those students for whom and appropriate education requires that they be placed together for purposes of special education, the following guidelines shall apply:

- a) That each student with a disability shall be identified, evaluated and placed as determined by the Committee on Special Education (CSE).
- b) The Committee shall determine written goals and corresponding short –term instructional objectives for each student with a disability by considering the special and individual needs of each student with a disability.
- c) The Committee shall recommend to the Board of Education appropriate educational programs and services for each student with a disability based upon the CSE evaluation.
- d) The CSE shall provide information to those teachers and professional who arrange instructional groups for students with disabilities. Information shall include physical, psychological and social information as well as achievement test results.
- e) The curriculum and instruction provided to students with disabilities who are grouped by similarity of needs shall be consistent with the individual needs of each student in the group
- f) Students with disabilities may be grouped according to (1) academic or educational achievement and learning characteristics; (2) social needs; (3) physical development and; (4) management needs.
- g) When grouping students by similarity of needs, the social needs or physical development of a student shall not be the sole determinant for placement of a student in a special education program.

- h) The management needs of such students may vary, provided that environmental modifications, adaptations, or human or material resources required to meet the needs of any one student in the group are provided and do not consistently detract from the opportunities of other students in the group to benefit from instruction.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Children with Disabilities Policy Number: 7611

Date of Original Policy: 07/10/2002 Date Revision Adopted _____

Reviewed by Policy Committee: 09/20/2019 Date of Next Review: 04/20/2021

Replacement of Policy Number: _____

The Board of Education recognizes the existence of individual differences in the intellectual, social, emotional and physical development of children attending school in the District. In recognizing these differences the Board supports a system of services offered in the least restrictive environment for children with disabilities which includes:

- a) Education in regular classes with or without support services, education in a resource room, education for part of the day in a special class, full time education in a special class, home instruction and education in a residential setting.
- b) Providing for the education of students with disabilities with non-disabled peers to the extent appropriate.
- c) Consideration of the location of a school program(s) to a student's residence, before placement into an educational program
- d) Adoption of written policies and procedure ensuring that students with disabilities are provided appropriate opportunities to earn a high school diploma in accordance with Commissioner's Regulations.
- e) Allocation of appropriate space within the District for special education programs that meet the needs of students with disabilities.
- f) Assurance that appropriate space will be available to meet the needs of resident students with disabilities who attend special education programs provided by BOCES.

20 United States Code (USC) Sections 1400-1485

Individuals with Disabilities Education Act (IDEA)

State Law- Education Law Sections 4401-4407

8 New York Code of Rules and Regulations (NYCRR) Sections 100.5, 100.9, 200.2(b)(3), 200.2(c)(2)(v), and 200.6(a)(1)

RECEIVED
NOV 01 2019
BY: bmf

I, Cindy Lannie, Teaching Assistant, am resigning
and my last day will be Nov. 15, 2019.



JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

District Office: 9 Chappell Street, Jordan, NY 13080 • Mail: P.O. Box 902, Jordan, NY 13080
T: (315) 689-8500 • F: (315) 689-0084 • www.jecsd.org

TO: Board of Education
James Froio, Superintendent

FROM: Roxanne Miller, Treasurer *Roxanne*

RE: Corrective Action Plan-Financial Statements
2018-19

DATE: October 21, 2019

In connection with the report Communicating Internal Control Related Matters Identified in an Audit received from Raymond F. Wager, CPA, P.C. for the audit of the financial statements for the fiscal year ended June 30, 2019 the following Corrective Action Plan will be implemented.

Retirement Payouts:

Observation: We noted the teachers' retirement payout language in the contract was inconsistent with the calculation of the payout due to confusion in the contract language.

Corrective Action Plan: On 10/16/19 the Board of Education approved a Memorandum of Agreement with the Jordan-Elbridge Teachers' Association which revised the language in the contract to be consistent with what was agreed upon during negotiations and what was actually paid.

Deposit Replacement Program:

Observation: The district participates in a deposit replacement program which allocates funds to various banks to take advantage of the FDIC insurance coverage and enhance the return on investments. We recommend the district review the investment policy to ensure it has been updated to the recommendations in the office of the State Comptrollers accounting bulletin.

Corrective Action Plan: The district will review the investment policy and custodian agreement with the bank to ensure the safe keeping of funds and adherence to the State Comptrollers recommendations.



JAMES FROIO
JORDAN-ELBRIDGE CSD
PO BOX 902
JORDAN, NY 13080

FINGERPRINT CLEARANCE

FOR EMPLOYMENT

This is a notice that on 10/18/2019, **MICHAEL R GERNATT** filed his/her fingerprints with the New York State Education Department and has been cleared for employment in your school. Please note that this clearance is valid only for your school and may not be used for any other purpose, including but not limited to, employment at another school or institution. If your school no longer employs **MICHAEL R GERNATT**, you are required pursuant to Education Law and Regulations to notify OSPRA. Such notice should be made by submitting an online employment termination request or by filing a paper OSPRA 105 form, which is available on the OSPRA website.

DEBORAH A. MARRIOTT
OSPRA Fingerprinting Unit

Office of School Personnel Review and Accountability
NYS Education Department
89 Washington Avenue
Albany, NY 12234
(518)473-2998 -- Fax (518)473-8812
OSPRA@mail.nysed.gov
www.highered.nysed.gov/tcert/ospra/

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2019-2022

**TENTATIVE AGREEMENT BETWEEN THE
JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT**

AND THE

**SERVICE EMPLOYEES INTERNATIONAL UNION,
LOCAL 200 UNITED, AFL-CIO**

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DEFINITIONS

<u>Agreement:</u>	The terms and conditions in this document agreed to by authorized parties. The article and section headings used in this Agreement are intended only for document organization to aid the reader. No meaning will otherwise be construed or assumed.
<u>Board of Education:</u>	The Board of Education (also referred to as the “Board” is recognized governing body for the Jordan-Elbridge Central School District.
<u>Central Office:</u>	The “Central Office” refers to all employees in the offices of the Superintendent, Assistant Superintendent of Business and Finance, Assistant Superintendent of Instruction, Director of Special Education and Director of Operations, excluding the classified Onondaga County Civil Service titles Groundskeeper and Maintenance Worker I.
<u>Designee:</u>	A designee is a position authorized by the Superintendent of Schools to act on his/her behalf.
<u>Employee:</u>	An employee is an active employee that is a recognized member of Local 200United.
<u>Employer:</u>	The Employer is the Jordan-Elbridge Central School District
<u>Full-Time:</u>	An employee that works at least 35 hours a week.
<u>Grievance:</u>	A grievance is any claimed violation, misinterpretation, misapplication or inequitable application of the terms of this Agreement.
<u>Grievant:</u>	Aggrieved party shall mean the association and/or any person or group of persons in the negotiating unit filing a grievance.
<u>Local 200United:</u>	Local 200United is the same as Service Employee International Union, Local 200United.
<u>Hearing Officer:</u>	A hearing officer is any individual or board charged with the duty of rendering decisions at any grievance stage.
<u>Post:</u>	The term “post” refers to the action taken by the Employer to make known to eligible members of Local 200United that a contract assignment is open for bid.
<u>Superintendent of Schools:</u>	The Superintendent of Schools is the Chief School Officer for the Jordan-Elbridge Central School District. This position reports

directly to the Board of Education.

Supervisor:

A supervisor is any principal, assistant principal, immediate supervisor or other administrative or supervisory officer that is directly responsible for the employee's performance evaluations. The term supervisor excludes the Superintendent of Schools and his/her designee.

Year:

July 1 – June 30. This is the Employer's fiscal year.

**ARTICLE I
NEGOTIATING UNIT**

Section 1.

The Jordan-Elbridge Central School District (Employer) recognizes Service Employees International Union, Local 200 United as the exclusive representative for negotiations with respect to the terms and conditions of employment for all full and part-time non-Central Office employees with classified Onondaga County Civil Service titles as follows:

Section 2. Negotiating Unit

Included: Custodial Worker I, Custodial Worker II, Maintenance Worker I, Groundskeeper, Typist I, Typist II, Clerk I, Clerk II, Stenographer I, Teacher Aide, New York State Certified Teaching Assistant, Informational Aide, Custodian I, Maintenance II, Long-term Substitute (40 or more consecutive workdays)

Excluded: All other employees casual and substitute employees.

The fringe benefits for the existing Maintenance II employee as of October 25, 2019, shall remain unchanged, not subject to this collective bargaining agreement and shall be set forth Appendix C. Any term and condition not set forth in Appendix C shall be governed by this collective bargaining agreement.

Any Maintenance II hired after October 25, 2019, shall have all of his/her terms and conditions of employment governed by this collective bargaining agreement.

ARTICLE II NEGOTIATIONS PROCEDURE

Section 1. Every negotiated agreement resulting from negotiations shall be dated and signed by the Employer and Local 200United. The negotiated agreement shall specify the date on which such agreement shall take effect and the date when the same shall expire. The terms and conditions of employment for employees covered by this Agreement shall remain in full force and effect after the expiration date and until a new or different negotiated agreement has been entered into between the Employer and Local 200United.

Modification alteration or changed in the provisions hereof shall be in writing and signed by the Employer and Local 200United.

Section 2. In the event either party wishes to amend this Agreement, notice must be given no later than December 1 or upon mutual agreement.

All items to be negotiated shall be submitted as a package and exchanged at the first meeting of the negotiating teams by the authorized representatives of the employer and Local 200United.

No single item to be negotiated will receive final agreement until the total package has been negotiated and is ready for the final ratification by the Employer and Local 200United.

Both parties shall exchange information and furnish each other, upon written request within a reasonable amount of time, fundamental information pertinent to the issue under consideration.

Section 3. Savings Clause

The terms of this contract shall not apply in any case where it is inconsistent with constitutional, statutory, or other legal provisions. If any provision of this agreement is found to be contrary to law by the Supreme Court of the United States, or by any court of competent jurisdiction from whose judgment or decree no appeal has been taken within the time provided for doing so, such provisions shall be modified forthwith by the parties hereto to the extent necessary to confirm thereto. In such case, all other provisions of this agreement shall remain in effect.

Section 4 Taylor Law Clause; Section 204-a:

Any written agreement between a public employer and an employee organization determining the terms and conditions of employment of public employees shall contain the following notice in type not smaller than the largest type used

elsewhere in such agreement:

"IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL."

Every employee organization submitting such a written agreement to its members for ratification shall publish such notice, include such notice in the documents accompanying such submission and shall read it aloud at any membership meeting called to consider such ratification.

Within sixty days after the effective date of this act, a copy of this section shall be furnished by the chief fiscal officer of each public employer to each public employee. Each public employee employed thereafter shall, upon such employment, be furnished with a copy of the provision of this section.

ARTICLE III GRIEVANCE PROCEDURE

Section 1 - Declaration of Purpose

WHEREAS, the establishment and maintenance of a harmonious and cooperative relationship between the Board of Education and its employees is essential to the operation of the schools, it is the purpose of this procedure to secure, at the lowest possible administrative level, equitable solutions to alleged grievances free from coercion, interference, restraint, discrimination or reprisal, and by which the Board of Education (hereinafter sometimes referred to as the Board) and its employees are afforded adequate opportunity to dispose of their differences without the necessity of time consuming and costly proceedings before administrative agencies and/or in the courts.

Section 2 - Procedures

- 2.1 Except at the informal stage all grievances shall include the name and position of the aggrieved party, the identity of the provision of this agreement involved in the said grievance, the time when and the place where the alleged events or conditions constituting the grievance existed, the identity of the party responsible for causing the said events or conditions, if known to the aggrieved party, and a general statement of the nature of the grievance and the redress sought by the aggrieved party.
- 2.2 Except for the informal decisions at Stage 1A, all decisions shall be rendered in writing at each step of the grievance procedure, setting forth findings of fact, conclusions and supporting reasons therefore. Each decision shall be promptly transmitted to the employee and the Association.
- 2.3 If a grievance affects a group of employees or appears to the association to be associated with system-wide policies, it may be submitted by the Association directly at Stage 2 described below.
- 2.4 The preparation and processing of grievances, shall be conducted during non-working hours of the employee(s) involved unless the supervisor otherwise agrees. All reasonable effort will be made to avoid interruption of work activity and to avoid involvement of students in any phase of the grievance procedure.
- 2.5 The Board of Education and the Association agree to facilitate any investigation which may be required and to make available any and all material and relevant documents, communications and records concerning the alleged grievance.
- 2.6 Except as otherwise provided in Sections 5.1A and 5.1B, an aggrieved party or representative shall have the right at all stages of a grievance to confront and cross

examine all witnesses called against the aggrieved to testify and to call supporting witnesses and to be furnished with a copy of any minutes of the proceedings made at each and every stage of this grievance procedure.

- 2.7 No interference, coercion, restraint, discrimination or reprisal of any kind will be taken by the Board or by any member of the administrative against the aggrieved party, any representative, any other participant in the grievance procedure or any other person by reason of such grievance or participation therein.
- 2.8 Forms for filing grievances, serving notices, making appeals and making reports and recommendations, and other necessary documents, will be developed jointly by the Association and the Chief Executive Officer. The Chief Executive Officer shall then have them printed and distributed so as to facilitate operation of the grievance procedure.
- 2.9 All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- 2.10 Nothing contained herein will be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration and having said matter informally adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and the Association has been given an opportunity to be present at such adjustment and to state its views. In the event that any grievance is adjusted without formal determination, pursuant to this procedure, while such adjustment shall be binding upon the aggrieved party and shall, in all respects, be final, said adjustment shall not create a precedent or ruling binding upon either of the parties to this agreement in future proceedings.
- 2.11 The grievant may select any representative at Stages 1, 2 and 3 of this procedure, except that such representative may not be representative of a competing employee organization.
- 2.12 If any provisions of this grievance procedure or any application thereof to any employee or group of employees in the negotiating unit shall be finally determined by any court to be contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.
- 2.13 All parties involved in the grievance shall be responsible for accumulating and maintaining a Grievances Record which shall consist of the written grievance, all exhibits, transcripts, communications, minutes and/or notes of testimony, as the case may be, written arguments and briefs considered at all levels other than Stage 1A and all written decisions at all stages.
- 2.14 The existence of the procedure hereby established shall not be deemed to require

any employee to pursue the remedies here provided and shall not, in any manner, impair or limit the right of any employee to pursue any other remedies available in any other form.

- 2.15 A detailed outline delineating the line and staff chain of command affecting those who would use this grievance procedure will be attached to and made a part of this grievance procedure.
- 2.16 Any employee to whom Level 1 does not apply shall have immediate recourse to Level 2 of the grievance procedure.

Section 3 - Time Limits

- 3.1 Since it is important to good relationships that grievances be processed as rapidly as possible, every effort will be made by all parties to expedite the process. The time limits specified for either party may be extended only by mutual agreement.
- 3.2 No written grievance will be entertained as described below, and such grievance will be deemed waived, unless written grievance is forwarded at the first available stage within fifteen (15) school days after the employee knew or should have known of the act or condition on which the grievance is based.
- 3.3 If a decision at one stage is not appealed to the next stage of the procedure within the time limit specified, the grievance will be deemed to be discontinued and further appeal under this agreement shall be barred.
- 3.4 Failure at any stage of the grievance procedure to communicate a decision to the aggrieved party, the party's representatives and the Association within the specified time limit shall permit the lodging of an appeal at the next stage of the procedure within the time which would have been allotted had the decision been communicated by the final day.
- 3.5 In the event a grievance is filed on or after June 1, upon request by or on behalf of the aggrieved party, the time limits may be exhausted prior to the end of the school term or as soon thereafter as is possible.

Section 4 - Stages of Grievance

- 4.1 Stage 1: Supervisor
 - a. An employee having a grievance will discuss it with the immediate supervisor, either directly or through a representative, with the objective of resolving the matter informally. The supervisor will confer with all

parties. If the employee submits the grievance through a representative, the employee may be present during the discussion of the grievance.

- b. If the grievance is not resolved informally, it shall be reduced to writing and presented to the supervisor. Within five (5) school days after the written grievance is presented, the supervisor shall, render a decision thereon, in writing, and present it to the employee, the employee's representative and the Association. No written grievance will be entertained as described herein, and such grievance will be deemed waived unless written grievance is forwarded at this first available stage within fifteen (15) school days after the employee knew or should have known of the act or condition on which the grievance is based.

4.2 Stage 2: Chief Executive Officer

- a. If the employee initiating the grievance and/or the Association is not satisfied with the written decision at the conclusion of Stage 1, a written appeal of the decision at Stage 1 with the Chief Executive Officer may be filed within ten (10) school days after the employee has received such written decision. Copies of the written decision at Stage 1 shall be submitted with the appeal.
- b. Within ten (10) school days after receipt of the appeal, the Chief Executive Officer, or a duly authorized representative, shall hold a hearing with the employee, the employee's representative and all other parties in interest.
- c. The Chief Executive Officer shall render a decision in writing to the employee, the employee's representative and the Association within ten (10) school days after the conclusion of the hearing.

4.3 Stage 3: Board of Education

- a. If the employee and/or the Association are not satisfied with the decision at Stage 2, an appeal may be filed in writing with the Board of Education within fifteen (15) school days after receiving the decision at Stage 2.
- b. Within ten (10) school days after receipt of an appeal, the Board of Education shall hold a hearing on the grievance. The hearing shall be conducted in executive session.
- c. Within ten (10) school days after the conclusion of the hearing, the Board of Education shall render a decision, in writing, on the grievance. Such decision shall be promptly transmitted to the grievant and all parties.

4.4 Stage 4: Binding Arbitration

- a. After such hearing, if the employee and the Association are not satisfied with the decision at Stage 3, and the Association determines that the grievance is meritorious, it may submit the grievance to arbitration by written notice personally served or mailed by certified mail return receipt requested to the Board of Education and Chief Executive Officer within fifteen (15) school days of the decision at Stage 3.

Submission of a grievance at this stage shall constitute the sole means for resolving the grievance. Election of an alternative course of action or remedy prior to the submission of a grievance at this stage shall be considered to be a waiver of the right of an employee to thereafter seek recourse by means of the grievance procedure.

- b. Within five (5) school days after such written notice of submission to arbitration, the Board of Education and the Association will agree upon a mutually acceptable arbitrator competent in the area of grievance and will obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such commitment within eight (8) days, a request for a list of arbitrators will be made to the American Arbitration Association by either party. The parties will then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.
- c. The selected arbitrator will hear the matter promptly and will issue a decision not later than fourteen (14) calendar days from the date of the close of the hearing, or if oral hearings have been waived, then from the date the final statements and proofs are submitted. The arbitrator's decision will be in writing and will set forth the findings of fact, reasoning and conclusions on the issues.
- d. The arbitrator shall have no power to add to, modify or delete any of the provisions of this agreement.
- e. The parties further agree to accept the arbitrator's decision as final and binding upon them so long as the decision does not imply any obligation which is not specifically set forth in this agreement or requires the commission of an act prohibited by law, regulation, directive, or other obligation binding upon the Board.
- f. Costs of the services of the arbitrator will be borne equally by the Board of Education and Local 200U, SEIU, AFL-CIO.
- g. The parties have agreed to review language and any proposed changes shall be subject to approval by ratification of the Union and Board of Education.

**ARTICLE IV
TEMPORARY LEAVES OF ABSENCE**

Section 1. Individual Sick Leave

- 1.1 Employees will be allowed one day sick leave per month of service on account of personal illness without loss of pay. Their annual allotment will be credited to their sick leave record on the first day of the school year on which they begin work. If not used, these days may accumulate to 200 days of sick leave. Employees shall be allowed to use sick leave in fifteen (15) minute increments.
- 1.2 Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery there- from are, for all job-related purposes, temporary disabilities and will be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment practices involving matters such as duration of leave, the availability of extensions, the accrual of seniority and other benefits and privileges, reinstatement and payment under any health or temporary disability insurance or sick leave plan formal or informal shall be applied to pregnancy or childbirth on the same terms and conditions as they are applied to other temporary disabilities.
- 1.3 A doctor's certificate may be required for any illness, sickness, or injury that requires more than two consecutive days of time lost from the job. When requested, this certificate may be required before the employee is allowed to return to work.
- 1.4 Ten (10) month employees who work during the summer shall be allowed to utilize up to two (2) sick leave days from their own personal sick leave accumulation.

Section 2. Leave on Account of Sickness in Family

- 2.1 Employees will be allowed up to eight (8) days of absence per year without loss of pay on account of serious illness in the immediate family (immediate family being defined as: son or daughter, husband or wife, mother, father, sister, brother, or person occupying the position of parent). Days of absence for sickness in the immediate family shall be deductible from the employee's accumulated days of sick leave.

~~Section 3. Sick Leave Bank~~

- ~~3.1 A Sick Leave Bank shall be established effective September 1, 1987. The intent of this Sick Leave Bank is to protect members from financial burden due to a major illness or injury. It is not intended to be a solution to the problem of exhaustion of a member's sick leave days. The Bank shall be administered~~

according to the following guidelines:

- ~~1. The Sick Leave Bank will be administered by the bargaining unit.~~
- ~~2. The Sick Leave Bank shall be established by the voluntary contribution of one day of accumulated sick leave per participating employee in the bargaining unit. This shall be accomplished by September 1. (Sick Leave Bank Authorization Form—See Appendix C).~~
- ~~On or after September 1, 2010 participating employees shall be allowed to voluntarily contribute up to two (2) day of their sick days for the Sick Leave Bank.~~
- ~~The parties agree that as part of the tentative agreement of September 25, 2012, any past due amounts under the sick leave bank shall be erased and the sick leave bank will be replenished with voluntary contributions from bargaining unit members.~~
- ~~3. The maximum number of days in the Bank shall not exceed 100 days.~~
- ~~4. The District shall notify the Association when the number of days in reserve reaches 20 days or less so that replenishment may take place.~~
- ~~5. Replenishment of days will be on the same basis as the establishment of the Bank.~~
- ~~6. There will be no more than one replenishment, except as needed with mutual agreement per year.~~
- ~~7. Only participating employees may draw on the Bank. A person withdrawing from participation in the Bank will not be able to withdraw contributed days.~~
- ~~8. An eligible employee drawing on the Bank must first exhaust all of his/her accumulated sick leave.~~
- ~~9. Members do not have to repay days borrowed.~~
- ~~10. A statement requesting use of Sick Bank days, including the approximate number of days requested must be submitted to the District.~~
- ~~11. In case of an employee's incapacitation, requests may be submitted by a member of the employee's family.~~
- ~~12. Participating employees may draw on the Bank using the following guidelines:~~

- ~~a. one day for each year of full-time continuous service at Jordan-Elbridge.~~
- ~~b. one day for each two days of accumulated sick leave as of the beginning of the school year.~~
- ~~c. the number of days arrived at by (a) and (b) above will be limited to the number of school days remaining in the current school year.~~
- ~~13. It is understood that anyone added to the staff after the school year begins will be afforded the opportunity of joining the Sick Leave Bank during an open 30-day period; forms would be made available through the District Office upon request. Further, it is understood that employees who had not joined when the Sick Leave Bank was initially established would be given the opportunity to do so during the month of September of each school year.~~
- ~~14. The District may require medical documentation of any claim to the Bank at any time.~~

Section 4. Leave on Account of Death in Family

4.1 Employees will be allowed five (5) days of absence per death without loss of pay on account of death in the immediate family. Immediate family in this case being defined as husband, wife, mother, father, guardian, son, daughter, sister, brother, grandparent, grand-child, and in-laws in each of the above categories.

4.2 Employees will be allowed one day to attend the funeral for any of the members of the extended family. The extended family in this case being aunt, uncle, niece, nephew, cousin, and in-laws in each of the above categories.

Days of absence for death in the family shall not be deductible from employee's accumulated days of sick leave.

4.3 Additional leave without loss of pay for extenuating circumstances relating to death in the family may also be granted by the Board of Education upon the recommendation of the Superintendent of Schools.

Section 5. Leave Allowable for Court Attendance

5.1 If an employee's presence is required for Court service on a regular school day, the employee shall be excused for the period demanded by the court without loss of pay. These days of absence are not to be deductible from the employee's accumulated days of sick leave. Any compensation received for such court service shall be paid to the school district. Expense allowances received in

connection with court service shall not be construed as compensation.

- 5.2 Proof of the necessity of Court service shall be furnished to the Board of Education through the Superintendent.
- 5.3 Court service is defined as being subpoenaed, as a witness in a case where the person is not a party, or serving Jury Duty.

Section 6. Leave Allowable for Quarantine

- 6.1 There shall be no loss of pay for absence of an employee for reasons of quarantine not due to the employee's personal illness. The number of days allowed for quarantine absence shall be the extent of said quarantine and these days are not to be deducted from the employee's sick leave.

Section 7. Personal Days

- 7.1 Two (2) days may be granted as personal business leave each year (not deductible from sick leave) at the discretion of the administrator in charge or the Superintendent of Schools. Employees shall be allowed to use personal business leave in Employees shall be allowed to use sick leave in fifteen (15) minute increments. Such leave is subject to the conditions contained herein.
- 7.2 This personal business leave is to be used for matters which cannot be scheduled outside of school hours.
- 7.3 Requests for personal business leave shall be made on forms provided for the purpose and which shall be available in the building office or through the online sub service. Except in an emergency situation, requests for personal business leave shall be made at least five (5) days in advance of the leave.
- 7.4 An employee in the negotiating unit who is employed on a twelve month basis may request an additional personal business leave day. Any request for an additional leave day in excess of that provided in section 7.1 shall be evaluated by the employee's designated supervisor and the Superintendent with action by the Board of Education at the next regular meeting of the Board.
- 7.5 It is understood that these days will not be used for extending a vacation of holiday period; that is, the employee must work the day preceding and the day following the vacation or holiday period.
- 7.6 Personal business leave is leave which shall be available to staff. It is intended to be used to conduct personal business which cannot be conducted outside of normal school hours. Such leave shall not be used for social and recreational purposes.

7.7 At the end of each school year, any unused personal days shall be added to the employee's cumulative sick leave total.

~~7.8 The parties have agreed to review language and any proposed changes shall be subject to approval by ratification of the Union and Board of Education~~

Section 8. Leave Allowable on Account of Injury in the Performance of Duty

8.1 Absence due to injury incurred in the performance of duty shall be allowed as follows:

1. During the first year of service, absence shall be allowed up to one month. If worker's compensation applies, the school district will receive benefits while continuing to pay salary of the employee for one month. Thereafter, the employee will receive only worker's compensation benefits.
2. After more than one year of service, absence shall be allowed up to six months. If worker's compensation applies, the school district will receive benefits while continuing to pay salary of the employee for six months. Thereafter, employee will receive only worker's compensation benefits.
3. The Board of Education may at its discretion increase the amount of absence on this account.
4. These days of absence are not to be deducted from the employee's accumulated days of sick leave.
5. This leave will only apply if an employee is eligible for worker's compensation and the school district will actually receive the worker's compensation benefits.
6. Should an employee not be eligible for worker's compensation, the employee may request an extended unpaid leave of up to one year, at the discretion of the Board of Education, providing the employee is out on sick leave. An employee requesting such a leave shall notify the Superintendent in writing as soon as the decision to make this request has been made. The letter should indicate the probable length of leave being sought. The District may request substantiation of the disability by the employee's physician.

Section 9. Leave Allowable for Attendance by Employees at Conferences, Meetings, etc.:

9.1 On the approval of the Superintendent, staff members may be allowed leave to attend one-day conferences, meetings and "visiting days" without loss of pay.

Requests must be approved by the building principal. Such day of absence is not deductible from the employee's accumulated days of sick leave. For conferences in excess of one school day, written request must be made to the Board of Education. The request must have the approval of the building principal and the Superintendent before submission to the Board of Education. Requests should be made at least one month in advance of the requested absence.

- 9.2 Teaching Assistants shall be allowed up to two (2) days per school year without loss of pay to attend work related conferences. Conferences must be requested in writing at least four (4) weeks in advance and must have the prior approval of the Superintendent. The cost of the conference shall not be the responsibility of the District.

Section 10. Verification of Reasons for Absence

With the exception of the provisions contained in Article IV, section 1.3, the School District may request verification from an employee for any period of absence subject to the provisions of this article.

In the event that the District has a reasonable basis to believe that a member of the negotiating unit is inappropriate using benefits contained in section 1 or that there is a need to verify the ability of a member of the negotiating unit to perform his or her duties, the employee can be required to obtain verification of absence from school physician at school district cost or from the employee's at the employee's costs.

ARTICLE V
EXTENDED LEAVES OF ABSENCE

Section 1. Parental Leave

- 1.1 An employee requesting parental leave shall notify the Superintendent in writing as soon as the decision to make this request has been made. The letter shall include the length of leave being sought as well as the probable date of its commencement.
- 1.2 The parental leave will be granted for not more than the balance of the school year in which the employee starts this leave, plus any part of an additional school year. Reasonable notice will be given by the employee of the date of intended return.
- 1.3 It is understood that staff members shall not be excluded from employment because of pregnancy; the district will not establish an arbitrary date for termination of parental leave; and the district will permit a pregnant employee to continue working as long as physically able to perform the duties of the position.

**ARTICLE VI
VACATION AND HOLIDAYS**

Section 1. Vacation for 12 Month Employees

12 month employees will be paid their contracted hours per day for vacation days according to the schedule below. A new employee cannot take a vacation day during his/her first full three months of employment with the Employer. Thereafter, the number of vacation days will be prorated from the employee's start date to June 30 for use after the 3-month wait period. An employee can roll up to five vacation days into the next year.

<u>Full Years on July 1</u>	<u>Paid Vacation Days</u>
0-4	10
5-7	15
8-15	17
16+	20

Section 2. Holidays for Twelve Month Employees

12 month employees will be paid their contracted hours per day for 17 paid holidays. Eleven (11) days are fixed holidays. Six (6) days are additional holidays.

<u>Fixed Holidays (11)</u>		<u>Additional Holidays (6)</u>
<i>Independence Day</i>	<i>Christmas Eve</i>	Includes non-fixed holidays when the Employer will be closed. Remaining days are at the employee's discretion pending supervisor approval.
<i>Labor Day</i>	<i>Christmas Day</i>	
<i>Columbus Day</i>	<i>New Year's Day</i>	
<i>Thanksgiving Day</i>	<i>Martin Luther King Day</i>	
<i>Day after Thanksgiving Day</i>	<i>Presidents' Day</i>	
	<i>Memorial Day</i>	

National Holidays in italics (*Veterans' Day* part of additional holidays).

The employee will request in writing permission to take an additional holiday at least two weeks prior to the requested time off. The employee will submit the request to his/her supervisor. The number of additional holidays will be prorated from the employee's start date to June 30.

- 2.2 If school is not in session the day before Thanksgiving, all employees covered under this agreement shall not be required to work.

When July 4th falls on Tuesday or Thursday, employees shall be entitled to the preceding Monday or the following Friday as the case may be, provided school is not in session.

**During those years the school calendar indicates a week-long winter vacation for students, both holidays will be taken during that vacation period. When holidays fall on

Saturdays or Sundays, these days are to be taken when school is not in session and at a time convenient for all involved. There are to be no retroactive vacations or legal holidays. These are to be used during the current school year, or they are lost.

- 2.3 Inclement Weather: In the event school is closed due to inclement weather, ~~clerical employees shall receive up to four (4) days off~~ unit members shall not be required to report to work, except for Groundskeepers required to remove snow and as set forth herein, and will not suffer a loss in wages. The District may, consistent with the building check schedule, require custodial and maintenance staff assigned to perform building checks to perform snow removal during an emergency closing.

~~All other 12 month employees shall be allowed up to one (1) hour to report to work beyond their normal start time and will not suffer any loss in wage.~~

~~In the event school is closed due to inclement weather, custodial and maintenance employees shall report to work as directed by their supervisor, but will be permitted, when possible, to leave after working six (6) hours, without a loss in wages.~~

~~In the event school is closed due to inclement weather, teaching assistants and teacher aides shall not suffer a loss in wages.~~

On ~~two (2) hour~~ delays teaching assistants and teacher aides shall follow the teacher schedule.

On ~~two (2) hour~~ delays custodial and maintenance shall report at their normal time.

On two (2) hour delays clerical employees shall report to work up to one (1) hour past their normal start time without a loss in wages. On one (1) hour delays clerical employees shall report to work up to thirty (30) minutes past their normal start time without a loss in wages.

However, should an employee not be able to report to work they shall be allowed to utilize a benefit day.

Should any emergency closing days not be utilized as such by May 1, the District will revise the School Calendar by applying one additional day to the Memorial Day holiday.

Emergency Closings: Any other emergency closings of school will be at the discretion of the Superintendent.

- 2.4 It is agreed that any employee working on a holiday as defined in Article VI, Section 2 of this agreement, will be paid time and one-half for the hours worked on that day.

**ARTICLE VII
HOURS OF WORK AND OVERTIME**

Section 1. Overtime Hours

Hours worked in excess of forty (40) hours in a week will be paid at time and one-half the employee's regular rate of pay.

Pyramiding premium rates for overtime will not be permitted. The maximum overtime or premium rate compensation will be at the rate of time and one-half.

Section 2. Calculation of Overtime Hours

Paid leave of absence for vacation, holiday, sick leave, personal leave, sickness in family or death in family shall be considered as straight time worked for the purpose of calculating overtime compensation.

Section 3. Call-In/Call-Back Pay

Any employee required to travel back to work after his or her shift shall be guaranteed two (2) hours work or two (2) hours pay. This section is not applicable to situations where a shift is extended, there is a change in work schedule or where employees are scheduled for building checks. Employees, who are required to perform building checks, shall be paid a minimum of one (1) hour of his/her rate of pay for each building check.

Section 4. Out of Title Assignments

It is agreed that a custodian who is assigned in writing to work associated with a higher titled custodial or maintenance position for a period of ten (10) consecutive work days or more shall receive an increase of \$1.50 per hour in the base rate for time assigned.

Section 5. Clerical Work Day Work Week

Clerical employees shall work 8 hours per day when school is in session, and shall work 6.5 hours when school is not in session, with the flexibility to work their 6.5 hours between 7:00 a.m. and 3:00 p.m. with the approval of their immediate supervisor. The total hours worked annually shall be 2,000 hours.

Section 6. Summer Work

The District will post summer positions internally before advertising outside of the District. If a unit member previously worked in a summer position and applies for the same position, he/she will be offered the position if he/she performed satisfactorily in both the summer position and in his/her current position. The District shall not be obligated to hire a unit member who has a documented history of poor work performance

in either the prior summer position or in his/her current position. In such a case, the District can hire the most qualified applicant.

The District will make every effort to schedule employee lunch breaks prior to 1:30 p.m. with the understanding that in some cases instructional or staffing needs may prevent the District from scheduling certain employees during this time frame.

**ARTICLE VIII
EMPLOYEE EVALUATION**

Section 1.

The employee's Supervisor will meet individually with each employee of 200United at least once a year to review his/her job performance. The Supervisor will prepare a written performance evaluation. If the employee fails to participate in the performance evaluation process it will be so noted in the performance evaluation report. A copy of the evaluation and all attachments will be provided to the employee.

Section 2.

All employees shall be given copies of evaluations made by his or her principal or supervisor and shall reserve the right to answer any derogatory statements made in this report.

**ARTICLE IX
DATA AND RECORDS**

Section 1.

Bargaining unit employees shall have the right to review their personnel file. Copies of any non-confidential material contained in the personnel file of the bargaining unit employee or his or her representative shall be available to the employee or his/her representative.

Section 2.

The bargaining unit employee has the right to attach a rebuttal to any material placed in his or her personnel file.

Section 3.

A bargaining unit member may have access to his or her personnel file within five (5) working days after submitting to the office of Superintendent his or her request to revise its contents.

Section 4.

Time required to gain access to the personnel file of the employee when such access is desired in relation to a grievance shall not adversely affect the time limits stipulated in the grievance procedure providing that a request for access has been denied within five (5) days of the expiration of the time limits.

**ARTICLE X
VACANCIES, PROMOTIONS AND TRANSFERS**

Section 1.

In the event of promotional openings, vacancies and possible transfer positions during the school year, the Superintendent shall notify the Association President, when administratively possible, within three (3) days, prior to public posting. Job openings which occur during the academic school year will be conspicuously posted in each school building and provided to each building representative for distribution to unit members.

A unit member interested in applying for a position will advise the District in writing of his/her interest in such position. Should the position become vacant during the summer and should the District decide to fill same, the District will advise the unit member about the position.

The posting will show at least the following:

- a. Job Title
- b. Anticipated Building assignment(s)
- c. Starting wage rate and/or range of compensation
- d. Anticipated hours of work
- e. Qualifications and eligibility standards
- f. Date of post and date post is to be removed

Applicants must apply for jobs by submitting an application form to the Superintendent of Schools or his designee. The District shall provide the form.

Any employee who fails to apply for a posted job as provided, will be considered as having waived his rights, if any, as regards to the filling of such a job at that time.

In the event of transfer of existing Local 200U personnel within the district, such personnel shall receive credit for prior experience in the District for determining placement on a schedule of appropriate rate of pay.

When involuntary transfers are made from one position to another position, the transfer will be made only after a meeting with the bargaining unit member and the supervisor. When administratively possible, notice will be given to the union.

**ARTICLE XI
SENIORITY**

Section 1.

Seniority shall begin from the effective date of service with the District and shall be based on continuous employment with the District within a job title, with the exception of unpaid leaves of absence. If conflict should arise between two (2) parties regarding the similarity in date of effective service, the date of appointment shall be the determining factor.

Section 2.

The following factors shall apply in the event of a layoff:

- 2.1 Qualifications and seniority must be the primary considerations in the layoff and reassignment of permanent employees. In the event of a layoff, affected employees shall have the option by order of job title seniority to either bump those employees with less job title seniority or accept the layoff providing that the requirements of subdivisions 2.2, 2.3 and 2.4 are met first.
- 2.2 Ability and skill to perform the work required on the job involved as determined by the employer.
- 2.3 The worker has the capacity to meet the physical requirements of the job.
- ~~2.4 Teacher aides who have been hired to provide services for a specific child or children shall not be subject to being displaced under the provision of this article.~~
- 2.5 In the event of a layoff, the District shall notify the Union of the number of employees and the job classifications affected.

Section 3.

Employees shall be recalled from layoff or returned to jobs from which they were bumped in reverse order of layoff; thus, when a vacancy occurs, it shall be filled by the employee with the greatest overall job title seniority who was displaced as a result of layoff or bumping.

Section 4.

In the event that there is a layoff as provided in Section 1 and a conflict arises because two or more employees in the same title who commenced service on the same date and were appointed to their respective positions on the same date, the school district will grant seniority to the employee appointed first on the Board minutes.

**ARTICLE XII
INSURANCE**

Section 1. **Health Insurance**

- 1.1 The parties further agree that description of premium payments will be converted to a new format. The new format expresses premium payments separately for individual only coverage and for family coverage, which is a combination of individual and dependent premiums.
- 1.2 **Traditional Plan (Plan A).** ~~Effective July 1, 2009,~~ The Board of Education agrees to assume 85% of the premium for individual only coverage and the employee will assume 15% of the premium for individual only coverage. The employee will continue to assume 15% of premium for individual and dependent (family) only coverage. In addition, in accordance with the State regulations, the Board of Education will continue to pay the full costs of this plan for former employees legally retired from the Jordan Elbridge Central School District.
- 1.3 **Modified Traditional Plan (Plan B).** ~~Effective July 1, 2006,~~ New employees will only be entitled to participate in the Modified Traditional Plan as determined and provided by the Cayuga-Onondaga Area Schools Health Care Plan. The Traditional Plan will not be available to new employees hired on or after July 1, 2006.

~~Effective July 1, 2009, the Board of Education agrees to assume 95% of the premium for individual only coverage and the employee will assume 5% of the premium for individual only coverage for the Modified Traditional Plan.~~

~~Effective July 1, 2009, the Board of Education agrees to assume 90% of the premium for individual and dependent (family) coverage and the employee will assume 10% of the premium for individual and dependent (family) coverage for the Modified Traditional Plan.~~

~~Effective July 1, 2010, the Board of Education agrees to assume 92.5% of the premium for individual only coverage and the employee will assume 7.5% of the premium for individual only coverage for the Modified Traditional Plan.~~

~~Effective July 1, 2010, the Board of Education agrees to assume 90% of the premium for individual and dependent (family) coverage and the employee will assume 10% of the premium for individual and dependent (family) coverage for the Modified Traditional Plan.9~~

~~Effective July 1, 2011, The Board of Education agrees to assume 90% of the premium for individual only coverage and the employee will assume 10% of the premium for individual only coverage for the Modified Traditional Plan.~~

Effective July 1, 2011, The Board of Education agrees to assume 90% of the premium for individual and dependent (family) coverage and the employee will assume 10% of the premium for individual and dependent (family) coverage for the Modified Traditional Plan B.

Employee Percentage Contribution
Of Total Annual Premium

Plan A -	Traditional Plan	Plan B -	Modified Traditional Plan
Individual Only	Family (Individual and Dependent)	Individual Only	Family (Individual and Dependent)
15.00%	15.00%	10.00%	10.00%

The parties further agree that description of premium payments will be converted to a new format. The new format expresses premium payments separately for individual only coverage and for family coverage, which is a combination of individual and dependent premiums.

- 1.4 **Major Medical Deductible.** Effective January 1, 1993, the major medical deductible shall be increased to \$100.00 for each individual and \$300.00 for each family.

- 1.5 **Eligibility for Coverage.** Effective July 1, 2006, a negotiating unit member must be regularly employed with the District and regularly scheduled to work at least thirty (30) hours a week to be eligible to participate in the Health Care Plan and to receive the benefit described in this contract. In the event a negotiating unit member's regularly scheduled hours is decreased to less than ~~35~~ 30 hours per week, the member will continue to be eligible to receive the health benefit described in this contract for up to three (3) years from the date the reduction in hours started.

- 1.6 **Pre-Notification Requirements.** Unit members are required to pre-notify the health insurance carrier or the healthcare administrator when they are to be admitted as an in-patient for non-emergency hospital treatment. Notification shall be made to be extent possible, at least one (1) week prior to admission.
- 1.7 **Emergency Treatment Notification Requirement.** In any case where a unit member seeks emergency treatment, the unit member is required to notify (by phone, by phonegram, by telegram or by any other reasonable means) the health care administrator or health program carrier of the treatment and admission to a health care facility within forty-eight (48) hours after admission (unless the unit member is incapacitated to the extent that neither the unit member or his immediate family can notify the health care administrator or health program carrier. The forty-eight (48) hour notification requirement does not include holiday and weekend periods when the health care administrator is not open to take such notification.
- 1.8 **Publication of Notification Requirements.** To the extent practicable, the pre-notification requirement and the forty-eight (48) hour emergency notification will be printed on the unit member's health insurance program card and distribution to unit members. The agency to be called and a phone number will also be provided on the card to the extent practicable. Unit employees will also receive a letter from the District detailing the new procedures. The pre-notification requirement and the forty-eight (48) hour emergency notification will be effective on January 1, 1993, or otherwise as mutually agreed upon by the parties.
- 1.9 **Limited Use of Emergency Rooms.** It is agreed by both parties that the use of hospital emergency room facilities for ordinary or routine medical care that is not in the nature of emergency treatment is to be discouraged. The union will cooperate with the employer in advising members of the negotiating unit that they should avoid use of hospital emergency services for ordinary or routine medical care.

Section 2. **Prescription Card**

- 2.1 Effective February 1, 1986, the prescription drug card will be deleted for all members of the existing bargaining unit except those who will retire by July 21, 1986 and who serve written notice to retire to the Superintendent on or before February 1, 1986.
- 2.2 Teacher aides retired before September 1, 1985 will keep the prescription drug card.
- 2.3 Those teacher aides who wish to retain the prescription drug card will be allowed to retain the benefit if they assume 100% of the cost of the prescription drug card for either the individual or the family for as long as they choose to retain the

benefit.

- 2.4 The decision to retain the benefit must be made in writing by January 15, 1986. Those teacher aides who do not take this option will sign a waiver by January 15, 1986 with the understanding that once the benefit is waived, the option will no longer apply.
- 2.5 It is understood that any teacher aide newly employed after February 1, 1986, will not have the prescription drug card benefit or the option to purchase it.

Section 3. **Insurance Upon Retirement Eligibility**

- 3.1 In order to be eligible for health insurance upon retirement, the employee must have been employed in the negotiating unit on a continuous basis for ten (10) years or more immediately preceding the effective date of retirement and have participated in the health insurance program as a member of the negotiating unit on a continuous basis for one (1) year or more immediately preceding the effective date of retirement. In retirement, the employee shall contribute towards the health insurance premium at the same rate in effect at the time of their retirement.
- 3.2 Effective July 1, 1992 eligible employees employed on a part time basis or less than full time shall receive insurance benefits on the basis provided in the agreement on a pro-rated basis.

Section 4. **Dental Health Insurance**

Effective July 1, 2016, the Board of Education agrees to contribute up to \$210.00 per year per participating employee, toward the cost of a dental health insurance program. The program offered Local 200U will be the same program adopted by the Jordan Elbridge Teachers' Association.

Section 5. **Vision Plan**

Effective July 1, 2014, the District will provide a vision plan to bargaining unit members eligible for health insurance. The District will provide vision insurance, single or family, at no cost to the bargaining unit member.

Section 6. Service Employees Disability Insurance

- 1) Effective July 1, 2020, Local 200 United Union Members may elect to participate in the Weekly Disability Benefit Plan through Service Employees Benefit Fund (SEBF). The cost shall be borne by the employees.
- 2) For employees who elect such coverage, the District has agreed to deduct

the premium through a payroll deduction. The annual premium will be \$316.08 for the 2020-2021 school year and \$324 for the 2021-2022 school year.

- 3) After the initial enrollment, new hires shall become eligible to become a participant after 30 days of employment and the District will provide SEBF with the appropriate enrollment form within 30 days from the time they become eligible.

ARTICLE XIII
PROVISION OF COUNSEL FOR DEFENSE OF LAWSUITS

Section 1.

The District agrees to provide legal assistance in the defense of a lawsuit initiated by a student or his or her representative against an employee for actions or omissions arising out of the performance of duties by the employee providing the employee was acting in good faith within the scope of his or her employment.

Section 2.

The employee agrees to notify the District within no more than five (5) days after the receipt of a summons, complaint or other legal papers by delivering said documents to the School Superintendent. The employee further agrees to assist and fully cooperate in the defense of the lawsuit.

Section 3.

The Employer reserves the right to select counsel and/or to purchase insurance to cover its obligations under this article.

Section 4.

Employees shall report immediately and in writing to their supervisor all cases of assault and/or battery suffered by them in connection with their employment.

**ARTICLE XIV
UNION RIGHTS and DUES DEDUCTIONS**

Section 1.

The Superintendent shall provide a meeting place for monthly meetings for the members of the certified union.

Section 2.

Copies of the approved contract will be printed at Board expense and a copy given to each employee. New employees shall receive a copy at time of employment.

Section 3.

The District shall provide copies of this agreement and they will be given to all principals, assistant principals, and other administrators supervising Unit Employees.

Section 4.

Nothing contained herein shall be construed to deny or restrict to any employee rights he or she may have under Civil Service Law.

Section 5.

The District will provide unit members with access to computers so that they may review their hours worked and leave time usage and accruals.

Section 6. The District Union shall provide payroll deductions for the following purpose:

- 6.1 An employee must submit to the District Office, ~~on the approved form,~~ a request for payroll deductions for Association and Union Dues for the purpose of becoming a member of the union. ~~during the month of September in order to be included in the first payroll of October or during the month of January in order to be included in the first payroll of February of any school year.~~ The District shall deduct beginning with the first payroll period after submission of the membership/application union proper form. ~~the amount as indicated on the form.~~ ~~The above dates will not apply to employees hired after said dates. Those employees will be allowed thirty (30) days from the commencement of their employment to authorize such deductions.~~

The District will use ~~a dues deductions~~ the membership/application union form in implementing the deductions. Said form shall include a Revocation of Dues Deduction statement on the back side of the card. Such authorization and withdrawal shall be in compliance with Chapter 392 of the Laws of 1967, Section

202 of the Civil Service Law and Section 398 of the General Municipal Law.

- 6.2 The Union agrees to hold the Employer harmless in terms of indemnification against damages and the payment of reasonable attorneys' fees from any claims which may arise from Article XII, Section 5.1 or any claims by an employee arising from deductions made by the Employer. Once the funds are remitted to the Union their disposition is the exclusive obligation and responsibility of the Union.
- 6.3 The District agrees to notify the Union any and all changes to the employment status of employees within the bargaining unit. Such information shall include names, date of hire, address, hourly rate of pay, number of hours paid, full time or part time status, and the amount of dues paid. In addition any newly hired employees and anyone who terminates. ~~quarterly of employee terminations and to furnish the name, date, of hire, hourly rate of pay, number of hours paid, full time or part time status, amount of dues paid along with the employee's address for all employees.~~
- 6.4 The District shall furnish such notices individually, within thirty (30) calendar days of each individual change, or may furnish monthly one single list summarizing all changes within the previous thirty (30) calendar days. ~~agrees to notify the Union each month of termination and to furnish the date of hire along with the employee's address for all newly hired employees with each check off.~~

Section 7. Union Business Days

The District will make available to the Union a total of three (3) Union business days each year to be individually assigned by the President of each division. The individual assigned these days shall be released from his or her duties without loss of pay or a reduction in accumulated sick leave or personal leave.

Section 8. Labor Management Committee

A labor-management committee shall be established whereby employees covered by this Agreement, (not to exceed 3), a Union Staff Representative, and representatives of the District shall normally meet quarterly at mutually agreed upon times, to discuss the administration of the collective bargaining agreement, work related problems, and health and safety concerns.

Section 9. Committee on Political Education (COPE)

Upon receipt of written authorization from an employee, the Employer shall pursuant to such authorization, deduct from the wages of the employee a sum specified in said authorization, and remit same for the SEIU Committee on Political Education (COPE). The Union shall provide a standard "Voluntary COPE Deduction Authorization Form" for the purpose of the authorization.

**ARTICLE XV
SALARIES AND ALLOWANCES**

Section 1. Salaries

Increase the base salary or hourly wage of returning bargaining unit member as follows:

2019-2020	3.0%
2020-2021	\$.50 + 3.0%
2021-2122	\$.50 + 3.0%

Maintenance II

2019-2020	No Additional Increase
2020-2021	3.0%
2021-2122	3.0%

See Appendix A.

Section 2. Local Retirement Benefit

- 2.1 When a member of the staff with a minimum of 15 years of service in this District officially retires under the New York State Employees' Retirement System a retirement allowance will be paid in accordance with the following formula:
- 2.2 Effective July 1, 2009, subtract the first 50 days from the maximum of 200 accumulated sick leave days; the remaining days multiplied by \$20.00 will be granted. The maximum allowance under this section for any one member of the staff shall be \$3,000.00. Payment will be included in the last paycheck.

Section 3. Tuition Reimbursement

A tuition reimbursement program for employees shall be established, subject to the following conditions:

- 3.1 Employees who have completed two (2) years of service will be eligible.
- 3.2 The course must be work related.
- 3.3 The course must be approved by the Superintendent of Schools before it is taken.
- 3.4 Reimbursement shall be made only after successful completion of the course.
- 3.5 The District will make available up to five (5) tuition reimbursements for the

teachers aide/assistant group, up to two (2) tuition reimbursements for the custodians group up to two (2) tuition reimbursements for the secretary's group. The tuition reimbursement will not exceed \$350.00 per person.

Where there are more requests for tuition reimbursements in one group than allowable in that group, the Superintendent will in granting or denying the tuition reimbursement request, consider the following:

1. Degree of relevancy
2. Date of application
3. Seniority

Section 4. Uniforms for Custodial Workers, Custodians, Maintenance and Groundskeepers

The School District and Local 200 United agree that the School District may require Custodial Workers, Custodians, Maintenance and Groundskeepers to wear a designated uniform. The School District may provide uniforms directly, or at its option, identify a uniform consisting of pants and shirt and select the vendor or vendors from whom the designated uniforms must be purchased. In the event the Superintendent of Schools or designee elects the purchase option, the School District will pay an amount not to exceed ~~\$100.00~~ \$200.00 each school year for such purchases. The school district may arrange for directed payment to the vendor or reimburse the employee upon the presentation of a receipt. Uniforms or payment will be provided on or before September 1, each school year.

Section 5. Notice of Assignment

Teaching Assistants and Teacher Aides will be notified of their tentative assignment by June 1 whenever possible.

Section 6. Pro-ration of Benefits

All benefits under this agreement will be prorated on the basis of full time equivalent status for the job title.

Section 7. Proctoring

~~Teaching Assistants appointed as proctors shall be paid for each hour of proctoring as follows:~~

~~———— July 1, 2018 ————— \$22.14 / hour~~

Any teaching assistant who is appointed to proctoring shall receive the same rate of pay offered for this duty by the school district and paid to other employees. (Effective on

ratification and board approval of 2019-2022 agreement).

~~Effective January 1, 2016,~~ All other bargaining unit members appointed as proctors shall be paid the same rate as teaching assistants for less than 40 hours per week or 1.5 times their regularly hourly rate for each hour proctoring in excess of 40 hours worked in the work week.

ARTICLE XVI MANAGEMENT RIGHTS

Section 1.

200United recognizes that the Employer has the obligation of serving the public with high quality, efficient and economical educational services. 200United recognizes and agrees that the management of the Employer, the direction of its working force, and the exercise of the ordinary and customary functions of management, whether or not exercised by the Employer prior to the execution of this Agreement, shall be in the sole discretion and responsibility of the Employer, subject to the terms of this Agreement.

Section 2.

The Employer retains the sole and exclusive right to manage its educational services and to direct the working force, including, but not limited to, the right to decide the number and location of its educational service operations, the educational service operations to be conducted and rendered, and the methods, processes and means used in operating its educational services, and the control of the buildings, real estate, materials, its educational services; to determine the numbers and duties of employees; to maintain order and efficiency in all its departments and operations, including the sole right to discipline, suspend with or without pay and discharge employees, to hire, supervise, evaluate, layoff, assign, transfer, promote and determine the qualifications of employees; determine whether or not to subcontract, and to make the rules and regulations pertaining to employees covered by this agreement; to determine the starting and quitting time and the number of hours to be worked, subject only to such regulations governing the exercise of these rights as are expressly provided by law. The District reserves the right to reduce the work force at any time as conditions demand.

Section 3.

The District shall have unrestricted right to manage its affairs. This Agreement constitutes the full and complete commitments of the District to the Union.

ARTICLE XVII
SCOPE OF AGREEMENT

Section 1.

The parties acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to terms and conditions of employment and other subjects or matters not removed by law from the areas of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this agreement. Therefore, the District and the Union, for the life of this agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any term and condition of employment or any other subject or matter not specifically referred to or covered in this agreement, even though such term and condition of employment or other subjects or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they bargained or signed this agreement.

ARTICLE XVIII
SECRETARIES ASSOCIATION

The District will pay the dinner expense for one (1) bargaining unit member in each building, or a maximum of four (4) bargaining unit members District wide, who are members of the Cayuga County Educational Secretaries Association, not more than quarterly.

**ARTICLE XIX
DURATION OF AGREEMENT**

Section 1.

This agreement shall become effective upon its approval by a majority of the members of Local 200United and a majority of the Jordan-Elbridge Board Members and shall be binding and in full force and effect from July 1, 2019 through June 30, 2022.

In witness whereof the parties have hereunto set their hands and seals this ____ day of _____, 2019.

Jordan Elbridge Central School
District

SEIU, Local 200United

By _____
Superintendent

By _____
President, Local 200United

By _____
Clerk

By _____
Chairperson

By _____
Negotiating Committee Member

By _____
Negotiating Committee Member

By _____
Negotiating Committee Member

By _____

**APPENDIX A
SALARY SCHEDULE**

Annual Hours*

<u>Title</u>	<u>Regular Full-Time Annual Hours</u>		<u>2015-2016</u> <u>2016-2017</u>	<u>2017-2018</u> <u>2018-2019</u>
Typist I, Clerk I	2,000	-11.76	11.91	12.06
Typist II, Clerk II, Steno I	2,000	-12.57	12.73	12.89
Custodial Worker I	2,080	-12.02	12.17	12.32
Groundskeeper	2,080	-12.02	12.17	12.32
Custodial Worker II, Maintenance Worker I, II	2,080	-13.93	14.10	14.28
Teacher Aide	1,295	-10.93	11.07	11.20
Teaching Assistant	1,295	-13.11	13.27	13.44

* District retains right to hire less than full time hours.

Minimum Hourly Wage Rate

<u>Title</u>	<u>2019-2020</u>	<u>2020-20201</u>	<u>2021-2022</u>
Typist I, Clerk I	12.40	12.75	13.00
Typist II, Clerk II, Steno I, Information Aide	13.08	13.28	13.48
Custodial Worker I	12.50	12.69	12.88
Groundskeeper	12.50	12.69	12.88
Custodial Worker II, Maintenance Worker I	14.49	14.71	14.93
Teacher Aide*	11.37 /11.80	11.98/12.50	12.69
Teaching Assistant	13.64	13.84	14.05
Maintenance II	17.50	18.00	18.50

*Teacher aide minimum hourly rate will increase on July 1 and again on December 31 in 2019 and 2020.

Teaching Assistants and Clerical employees shall be annualized. All other employees shall be

hourly.

~~The District will annualize bargaining unit members' wages effective September 1, 2012.~~

~~Members of the negotiating unit who are off schedule shall receive a 2.8% percent increase for the 2018-19 school year.~~

~~The determination of whether a negotiating unit member is on or off schedule will be made each year. A negotiating unit member will be on schedule if the schedule rate for the contract year in question for the member's position is greater than or equal to 2.8% times the member's contract rate in the previous year. Otherwise, the negotiating unit member will be off schedule and the contract rate for the year in question will be 2.8% times the contract rate in the previous year. The District has the right to hire a new employee above the minimum hourly wage rate. It will inform the negotiating unit when it elects to do this.~~

Section 2.

Teacher aides and teaching assistants covered under this agreement will be expected to work on any Superintendent Workshop days or any other meeting days as designated by the Superintendent of Schools or the Board of Education without additional compensation provided such days fall between ~~September 1st~~ the last week of August and June 30th and the total number of work days does not exceed the number specified on the employee's salary agreement.

Section 3.

The annual school calendar(s) adopted by the Board of Education shall represent the period of service for the teaching assistants and teacher aides, less days lost due to school closings. The school calendar may be adjusted in the event that an excessive number of emergency closing days are utilized.

A teaching assistant or teacher aide will be compensated at his/her hourly rate of pay for each day actually worked beyond 184 work days. Working days will include student attendance days and staff development days. Each teaching assistant and teacher aide will be paid for 184 work days and one (1) Holiday, designated as Christmas day, for a total of 185 days.

Should any emergency closing days not be utilized as such by May 1, the District will revise the school calendar by applying one additional day to the Memorial Day Holiday. Emergency closing days shall be defined as the number of student attendance days on the school calendar less 180.

Section 4. Longevity Payment

- 4.1 Beginning with the school year after an employee has completed ten (10) years of service and each school year thereafter, that employee will be entitled to a longevity payment of \$200.00. Beginning with the school year after an employee has completed fifteen (15) years of service and each school year thereafter, that employee will be entitled to a total longevity payment of \$400.00. Effective July 1, 2006, the longevity payments below shall be increased by \$50.00 each and the total longevity shall be \$400.00.

Employer Longevity Payments
Completed Years of Service at JECSD

10	15
\$200	\$400

Section 5. Compensation for Teacher Aides and Teaching Assistants Serving as Substitute Teachers

- 5.1 When the District exercises its discretion to assign a teacher aide or teacher assistant as a substitute teacher for a period of three or more hours per day, the District agrees to compensate the teacher aide or teacher assistant at the rate paid to substitute teachers or the teacher aide or teacher assistant rate, whichever is higher.
- 5.2 The District agrees that whenever a teacher aide or teacher assistant is assigned to follow a lesson plan as a substitute in the absence of a teacher, that time will be counted as time worked as a substitute teacher. The District further agrees to notify teacher aides and teacher assistants of their assignment as substitute teachers prior to such assignment.

Section 6. Summer School and FOSPA

Summer school and FOSPA will be posted. Teacher aides and teacher assistants who are appointed to such positions will receive their regular rate of compensation providing that funding for the position is made available.

Section 7. End of Year Luncheon

Bargaining unit members shall be permitted to attend the end of the school year luncheon in their respective building without a loss in pay.

APPENDIX B

Extra Curricular Duties (Effective January 1, 2011)

Effective January 1, 2011, all members of the bargaining unit will be allowed to sign up for extracurricular duty assignments within two (2) categories; - non-athletic and athletic ~~and shall be paid at the rate of \$20.00 per hour .~~

After the initial sign up for extracurricular duty assignments, bargaining unit members may sign up at the beginning of each school year.

Those members who have signed up will be placed on the list by seniority and assignments will be assigned on a rotating basis.

If a member declines such assignment, his/her name will be placed at the bottom of the list.

APPENDIX C

ADD MAINTENANCE II FRINGE BENEFITS

APPENDIX C

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT
SICK LEAVE BANK AUTHORIZATION FORM

I, _____, hereby authorize the District to place one (1) day of my sick leave in the Sick Leave Bank. It is my understanding that I will be eligible to draw upon the Bank through written application to the Superintendent.

Employee's Signature

Date

cc: Employee
Local 200U
Sick Bank

MEMORANDUM OF UNDERSTANDING

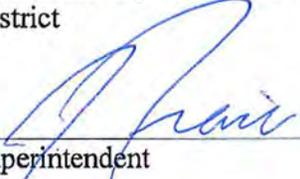
When it is feasible, the District will use custodians from another building before it calls in substitute custodians. It is understood and agreed that the foregoing does not specifically apply to instances where custodial work must be completed due to the absence of a custodian.

FOR THE DISTRICT

FOR THE UNION

TENTATIVE AGREEMENT APPROVED BY:

Jordan Elbridge Central School
District



Superintendent

Date: 10/31/19

SEIU, Local 200 United



President, Local 200 United

Date: 10/31/19



Negotiating Committee Member

Date: 10/31/19



Negotiating Committee Member

Date: 10/31/19



Negotiating Committee Member

Date: 10/31/19