



JAMES FROIO  
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 09/18/2020, **ANNE E FARNSWORTH** 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 **ANNE E FARNSWORTH**, 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/](http://www.highered.nysed.gov/tcert/ospra/)

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FINGERPRINT CLEARANCE

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FOR EMPLOYMENT

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This is a notice that on 09/18/2020, **RACHEL E LEACH** 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 **RACHEL E LEACH**, 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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FINGERPRINT CLEARANCE

FOR EMPLOYMENT

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This is a notice that on 09/18/2020, **CHRISTINE M JORDAN** 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 **CHRISTINE M JORDAN**, 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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FINGERPRINT CLEARANCE

FOR EMPLOYMENT

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This is a notice that on 09/25/2020, **MARY C BLATZ** 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 **MARY C BLATZ**, 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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FINGERPRINT CLEARANCE

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FOR EMPLOYMENT

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This is a notice that on 10/09/2020, **MICHAEL T LIPPA** 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 T LIPPA**, 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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Albany, NY 12234  
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**Jordan-Elbridge Central School District**  
**Summary of all Accounts**  
**Treasurer's Monthly Report**  
**For the Period -September 1, 2020 - September 30, 2020**

<b>Fund</b>	<b>Balance 8/31/2020</b>	<b>Balance 9/30/2020</b>
General Fund-Lyons	283,893.78	2,002,673.38
General Fund-NOW-CCTC	54,360.33	1,606,808.36
General Fund-Tax Acct-CCTC	-	2,358,899.45
General Fund-ICS-CCTC	772.04	1,973,782.95
General Fund-Reserve-CCTC	3,949,633.00	4,390,251.68
School Food Service Fund-Lyons	56,033.86	28,430.00
Debt Service Fund-CCTC	1,443,489.47	1,443,726.68
Capital Fund-CCTC	723.69	8,964.25
Capital Fund-ICS-CCTC	840.26	500,843.11
Special Aid Fund-CCTC	3,924.96	411.66
Payroll Account-CCTC	43.11	290.57
Trust & Agency-CCTC	13,080.22	27,395.92
Private Purpose Trust-Checking-Lyons	23,261.83	23,262.32
Extraclassroom Activity Acct-High School-Lyons	44,387.71	42,098.81
Extraclassroom Activity Acct-Middle School-Lyons	13,251.93	13,252.20
	<b>\$ 5,887,696.19</b>	<b>\$ 14,421,091.34</b>

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



Treasurer

10/7/2020

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, 2020 - September 30, 2020

Internal books - A 205		Lyons xxxx4460	
Total available balance, prior month		Reconciliation with bank statement:	
	283,893.78	Balance per bank statement	2,002,673.38
Receipts during month:		Less outstanding checks	0.00
Taxes collected	1,718,709.68	Plus deposits in transit	0.00
Receipts (cash)	52.00	Other items	0.00
Interest earned	17.92	Available balance	2,002,673.38
Subtotal -	1,718,779.60		
Total Receipts, plus beginning balance	2,002,673.38		
Disbursements during month:			
Transfer to School Food Service account	0.00		
Transfer to General Fund - CCTC			
NSF checks and fees			
Total Disbursements	0.00		
<b>Cash Balance, per books</b>	<b>2,002,673.38</b>	<b>Reconciled bank Balance</b>	<b>2,002,673.38</b>



Jordan-Elbridge Central School District  
General Fund-NOW  
Treasurer's Monthly Report  
For the Period -September 1, 2020 - September 30, 2020

Internal books - A 203		CCTC' xxxx5859	
Total available balance, prior month		Reconciliation with bank statement:	
Receipts during month:		Balance per bank statement	1,649,787.72
Transfers from district accounts	2,300,000.00	Less outstanding checks	(42,979.36)
Cash receipts	1,090,725.37	Plus deposits in transit	
Retiree health insurance	8,006.19	Other items	+
School Food Svc Reimb-Jun '20	1,259.00	Available balance	1,606,808.36
School Food Svc Reimb-Summer	33,489.00		
3YP portion of UPK Grant '19-20			
Excess Cost Aid	81,121.60		
FDP '19-20			
Medicaid	15,560.01		
Title I	60,095.00		
Lottery & VLT Aid	1,548,380.52		
General Aid '19-20	30,551.00		
Interest earned	37.16		
Subtotal -	5,169,224.85		
Total Receipts, plus beginning balance	5,223,524.86		
Disbursements during month:			
Warrants #A-13, 16 and 19	(1,168,216.50)		
Void Stale Checks	0.00		
Transfer to district accounts	(2,448,500.00)		
Total Disbursements	(3,616,716.50)		
Cash Balance, per books	1,606,808.36	Reconciled bank Balance	1,606,808.36

Jordan-Elbridge Central School District  
General Fund-Tax Account  
Treasurer's Monthly Report  
For the Period -September 1, 2020 - September 30, 2020

Internal books - A 204		CCTC xxxx5824	
Total available balance, prior month	0.00	Reconciliation with bank statement:	
Receipts during month:		Balance per bank statement	2,078,781.84
Taxes collected	5,098,934.45	Less outstanding checks	0.00
		Plus deposits in transit	280,117.61
		Other items	0.00
Total Receipts, plus beginning balance	5,098,934.45	Available balance	2,358,899.45
Disbursements during month:			
Transfer to other District accounts	(2,740,000.00)		
Bank charge	(35.00)		
Total Disbursements	(2,740,035.00)		
<b>Cash Balance, per books</b>	<b>2,358,899.45</b>	<b>Reconciled bank Balance</b>	<b>2,358,899.45</b>

Jordan-Elbridge Central School District  
General Fund - ICS  
Treasurer's Monthly Report  
For the Period -September 1, 2020 - September 30, 2020

Internal books - A 230.1		CCTC Bank xxxx319	
Total available balance, prior month	772.04	Reconciliation with bank statement:	
Receipts during month:		Balance per bank statement	1,973,782.95
Transfer from other accounts	1,973,000.00	Less outstanding checks	0.00
Interest earned	10.91	Plus deposits in transit	0.00
Subtotal -	1,973,010.91	Other items	0.00
		Available balance	1,973,782.95
Total Receipts, plus beginning balance	1,973,782.95		
Disbursements during month:			
Transfer to other District accounts	0.00		
Total Disbursements			
Cash Balance, per books	1,973,782.95	Reconciled bank Balance	1,973,782.95

Jordan-Elbridge Central School District  
General Fund Reserve - ICS  
Treasurer's Monthly Report  
For the Period -September 1, 2020 - September 30, 2020

Internal books - A 230		CCTC Bank    xxxx5514	
Total available balance, prior month		Reconciliation with bank statement:	
	3,949,633.00	Balance per bank statement	4,390,251.68
Receipts during month:		Less outstanding checks	0.00
Transfer from General Tax - CCTC	1,340,000.00	Plus deposits in transit	0.00
Interest earned	618.68	Other items	0.00
Subtotal -	1,340,618.68	Available balance	4,390,251.68
Total Receipts, plus beginning balance			
	5,290,251.68		
Disbursements during month:			
Transfer to district accounts	(900,000.00)		
Total Disbursements	(900,000.00)		
Cash Balance, per books	4,390,251.68	Reconciled bank Balance	4,390,251.68

Jordan-Elbridge Central School District  
School Food Service Fund  
Treasurer's Monthly Report  
For the Period -September 1, 2020 - September 30, 2020

Internal books - C 201	
Total available balance, prior month	\$ 56,033.86
Receipts during month:	
School Food Service Deposits	-
Online School Food Service Payments	175.00
Transfers from other accounts	-
Adult payments on account	-
Interest earnings	1.12
Subtotal	176.12
Total Receipts, plus beginning balance	56,209.98
Disbursements during month:	
Warrants #C-3	(27,779.98)
Transfers to other accounts	-
Total Disbursements	(27,779.98)
<b>Cash Balance, per books</b>	<b>28,430.00</b>

Lyons Bank - account xxxx4478	
Reconciliation with bank statement:	
Balance per bank statement	28,525.25
Less outstanding checks	(95.25)
Plus deposits in transit	
Other Credits	0.00
Other items	0.00
Available balance	28,430.00
<b>Reconciled bank Balance</b>	<b>28,430.00</b>



Jordan-Elbridge Central School District  
Debt Service Fund  
Treasurer's Monthly Report  
For the Period -September 1, 2020 - September 30, 2020

Internal books - V 202		CCTC - ICS account xxx5492	
Total available balance, prior month	1,443,489.47	Reconciliation with bank statement:	
Receipts during month:		Balance per bank statement	1,443,726.68
Transfer from other funds	0.00	Less outstanding checks	0.00
Interest earned	237.21	Plus deposits in transit	0.00
Subtotal -	237.21	Other items	0.00
		Available balance	1,443,726.68
Total Receipts, plus beginning balance	1,443,726.68		
Disbursements during month:			
Interfund transfer to General Fund per budget	0.00		
Total Disbursements	0.00		
<b>Cash Balance, per books</b>	<b>1,443,726.68</b>	<b>Reconciled bank Balance</b>	<b>1,443,726.68</b>

Jordan-Elbridge Central School District  
Capital Fund  
Treasurer's Monthly Report  
For the Period -September 1, 2020 - September 30, 2020

Internal books - H 202		CCTC - Capital fund account xxxx5913	
Total available balance, prior month		Reconciliation with bank statement:	
723.69		Balance per bank statement	8,964.25
Receipts during month:		Less outstanding checks	0.00
Transfer from other accounts	828,000.00	Plus deposits in transit	0.00
Misc. revenue	2.49		
Bond sale proceeds and good faith deposits	2,291,176.60	Other items	0.00
Interest	7.96	Available balance	8,964.25
Subtotal -	3,119,187.05		
Total Receipts, plus beginning balance			
3,119,910.74			
Disbursements during month:			
Warrant #H-4 & H-5	(1,037,946.49)		
Transfer to other accounts	(2,073,000.00)		
Total Disbursements	(3,110,946.49)		
Cash Balance, per books	8,964.25	Reconciled bank Balance	8,964.25

Jordan-Elbridge Central School District  
Capital Fund - ICS  
Treasurer's Monthly Report  
For the Period -September 1, 2020 - September 30, 2020

Internal books - H 203		CCTC Bank    xxxx859	
Total available balance, prior month	840.26	Reconciliation with bank statement:	
Receipts during month:		Balance per bank statement	500,843.11
Transfer from other accounts	500,000.00	Less outstanding checks	0.00
Interest earned	2.85	Plus deposits in transit	0.00
Subtotal -	500,002.85	Other items	0.00
		Available balance	500,843.11
Total Receipts, plus beginning balance	500,843.11		
Disbursements during month:			
Transfer to Capital Fund Checking	0.00		
Total Disbursements	0.00		
<b>Cash Balance, per books</b>	<b>500,843.11</b>	<b>Reconciled bank Balance</b>	<b>500,843.11</b>

Jordan-Elbridge Central School District  
Special Aid Fund  
Treasurer's Monthly Report  
For the Period -September 1, 2020 - September 30, 2020

Internal books - F 201		CCTC - Special Aid fund account xxxx5875	
<u>Total available balance, prior month</u>		Reconciliation with bank statement:	
3,924.96		Balance per bank statement	
Receipts during month:		4,337.44	
Transfers		Less outstanding checks	
0.00		(3,925.78)	
Interest income		Plus deposits in transit	
0.00		0.00	
Subtotal -		Other items	
0.00		0.00	
		<u>Available balance</u>	
		411.66	
Total Receipts, plus beginning balance			
3,924.96			
Disbursements during month:			
Warrants #F-3, F-4 and F-5			
(3,513.30)			
Total Disbursements			
(3,513.30)			
<u>Cash Balance, per books</u>		<u>Reconciled bank Balance</u>	
411.66		411.66	

Jordan-Elbridge Central School District  
Payroll Account  
Treasurer's Monthly Report  
For the Period -September 1, 2020 - September 30, 2020

Internal books - T 202		CCTC - Payroll Account xxxx5891	
Total available balance, prior month	43.11	Reconciliation with bank statement:	
Receipts during month:	0.00	Balance per bank statement	22,337.85
Transfer from other accounts	800,500.00	Less outstanding checks	(22,047.28)
Void check	0.00	Plus deposits in transit	0.00
Direct Deposit returned	0.00		
Deposits	0.00		
Interest income	1.55	Other items	
Subtotal -	800,501.55	Available balance	290.57
Total Receipts, plus beginning balance	800,544.66		
Disbursements during month:			
9/15/20 payroll (net)	(375,523.86)		
9/30/20 payroll (net)	(424,730.23)		
Transfer to other accounts	0.00		
Total Disbursements	(800,254.09)		
Cash Balance, per books	290.57	Reconciled bank Balance	290.57



Jordan-Elbridge Central School District  
Trust & Agency Account  
Treasurer's Monthly Report  
For the Period -September 1, 2020 - September 30, 2020

Internal books - T 201		CCTC - Trust & Agency Account xxxx5476	
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Total available balance, prior month	13,080.22	Reconciliation with bank statement:	
Receipts during month:		Balance per bank statement	48,034.88
Transfer from other accounts	420,000.00	Less outstanding checks	(20,638.96)
Receipts	0.00	Plus deposits in transit	0.00
Interest income	0.96		
Subtotal -	420,000.96	Other items	0.00
		Available balance	27,395.92
			<hr/>
Total Receipts, plus beginning balance	433,081.18		
Disbursements during month:			
ProFlex Disbursements	(5,331.25)		
Warrant #T-5 and T-6	(1,200,608.10)		
Less net payroll	800,254.09		
Transfers	0.00		
Total Disbursements	(405,685.26)		
Cash Balance, per books	27,395.92	Reconciled bank Balance	27,395.92
			<hr/>

Jordan-Elbridge Central School District  
Private Purpose Trust Account  
Treasurer's Monthly Report  
For the Period -September 1, 2020 - September 30, 2020

Internal books - TE 200

Total available balance, prior month	\$ 23,261.83
Receipts during month:	
Interest earnings	0.49
Subtotal	
Total Receipts, plus beginning balance	\$23,262.32

Disbursements during month:

Total Disbursements	0.00
<b>Cash Balance, per books</b>	<b>\$23,262.32</b>

Lyons Bank - Scholarship account xxxx4616

Reconciliation with bank statement:

Balance per bank statement	\$23,762.32
Less outstanding checks	(500.00)
Plus deposits in transit	0.00
Other items	0.00
Available balance	\$23,262.32

<b>Reconciled bank Balance</b>	<b>\$23,262.32</b>
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Jordan-Elbridge Central School District  
Extra-Classroom Activity Account - High School  
Treasurer's Monthly Report  
For the Period -September 1, 2020 - September 30, 2020

Internal books

	\$ 42,387.71
Receipts during month:	2,000.00
Interest earnings	0.91
Subtotal	2,000.91
Total Receipts, plus beginning balance	44,388.62
Disbursements during month:	(2,289.81)
NSF & Fees	0.00
Total Disbursements	(2,289.81)
Cash Balance, per books	42,098.81

Lyons Bank - H.S. ECA account xxxx9325

Reconciliation with bank statement:	
Balance per bank statement	45,092.61
Less outstanding checks	(2,993.80)
Plus deposits in transit	0.00
Other items	0.00
Available balance	42,098.81

Reconciled bank Balance	42,098.81
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Jordan-Elbridge Central School District  
Extra-Classroom Activity Account - Middle School  
Treasurer's Monthly Report  
For the Period -September 1, 2020 - September 30, 2020

Internal books -	
Total available balance, prior month	13,251.93
Receipts during month:	0.00
Interest earnings	0.27
Subtotal	0.27
Total Receipts, plus beginning balance	13,252.20
Disbursements during month:	0.00
Total Disbursements	0.00
<b>Cash Balance, per books</b>	<b>13,252.20</b>

Lyons Bank - M.S. ECA account xxxx0693	
Reconciliation with bank statement:	
Balance per bank statement	13,251.93
Less outstanding checks	0.00
Plus deposits in transit	0.00
Other items	0.27
Available balance	13,252.20
<b>Reconciled bank Balance</b>	<b>13,252.20</b>

# JORDAN - ELBRIDGE CSD

Revenue Status Report From 7/1/2020 To 9/30/2020



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<a href="#">A 1001</a>	Real Property Taxes School	12,497,287.00	0.00	12,497,287.00	10,680,735.49	1,816,551.51
<a href="#">A 1081</a>	Other Payments in Lieu of Taxes	471,414.00	0.00	471,414.00	0.00	471,414.00
<a href="#">A 1085</a>	School Tax Relief (STAR)	0.00	0.00	0.00	1,818,039.36	-1,818,039.36
<a href="#">A 1090</a>	Interest & Penalties School Taxes	15,000.00	0.00	15,000.00	0.00	15,000.00
<a href="#">A 1120</a>	Non Property Tax Distribution Counties	19,100.00	0.00	19,100.00	9,870.88	9,229.12
<a href="#">A 1335</a>	Other Student Fees/Charges from Indiv	10,000.00	0.00	10,000.00	584.00	9,416.00
<a href="#">A 1410</a>	Admissions from Individuals	1,500.00	0.00	1,500.00	0.00	1,500.00
<a href="#">A 2230</a>	Day School Tuition Other Districts	15,000.00	0.00	15,000.00	38,760.00	-23,760.00
<a href="#">A 2291</a>	Narcotic Control Services for BOCES	20,000.00	0.00	20,000.00	25,000.00	-5,000.00
<a href="#">A 2401</a>	Interest & Earnings	13,000.00	0.00	13,000.00	2,449.11	10,550.89
<a href="#">A 2413</a>	Rental of Real Property BOCES	41,500.00	0.00	41,500.00	41,500.00	0.00
<a href="#">A 2450</a>	Commissions	0.00	0.00	0.00	80.63	-80.63
<a href="#">A 2680</a>	Insurance Recoveries	0.00	0.00	0.00	206.03	-206.03
<a href="#">A 2701</a>	Refund Prior Year BOCES Expenditures	150,000.00	0.00	150,000.00	477,918.25	-327,918.25
<a href="#">A 2703</a>	Refund Prior Year Other Expenditures	20,000.00	0.00	20,000.00	44,953.00	-24,953.00
<a href="#">A 2705</a>	Gifts & Donations	0.00	0.00	0.00	1,334.67	-1,334.67
<a href="#">A 2770</a>	Misc Revenue from Local Sources	394,000.00	0.00	394,000.00	358,670.53	35,329.47
<a href="#">A 2773</a>	Misc Revenue Transportation	3,500.00	0.00	3,500.00	0.00	3,500.00
<a href="#">A 3101.0</a>	State Aid Basic Formula Aid	10,776,251.00	0.00	10,776,251.00	386,812.94	10,389,438.06
<a href="#">A 3101.1</a>	State Aid Excess Cost Aid	261,695.00	0.00	261,695.00	0.00	261,695.00
<a href="#">A 3102</a>	State Aid Lottery	1,500,000.00	0.00	1,500,000.00	1,484,619.91	15,380.09
<a href="#">A 3102.1</a>	State Aid VLT Lottery	500,000.00	0.00	500,000.00	63,760.61	436,239.39
<a href="#">A 3103</a>	State Aid BOCES	1,578,000.00	0.00	1,578,000.00	0.00	1,578,000.00
<a href="#">A 3260</a>	State Aid Textbook Aid (Inc Lottery Ai	67,500.00	0.00	67,500.00	0.00	67,500.00
<a href="#">A 3262</a>	State Aid Computer Software/Hardware	38,450.00	0.00	38,450.00	0.00	38,450.00
<a href="#">A 3263</a>	State Aid Library	7,200.00	0.00	7,200.00	0.00	7,200.00
<a href="#">A 3289</a>	State Aid Other	10,000.00	0.00	10,000.00	0.00	10,000.00
<a href="#">A 4286</a>	CARES Act-Federal Educ Stabilization	310,603.00	0.00	310,603.00	0.00	310,603.00
<a href="#">A 4601</a>	Federal Aid Medicaid	25,000.00	0.00	25,000.00	13,248.00	11,752.00
<a href="#">A 5031</a>	Interfund Transfers	91,000.00	0.00	91,000.00	0.00	91,000.00
<a href="#">A 5050</a>	Interfund Transfers from Debt Service Fund	165,000.00	0.00	165,000.00	0.00	165,000.00
<b>A Totals:</b>		<b>29,002,000.00</b>	<b>0.00</b>	<b>29,002,000.00</b>	<b>15,448,543.41</b>	<b>13,553,456.59</b>



# JORDAN - ELBRIDGE CSD

Revenue Status Report From 7/1/2020 To 9/30/2020



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
Grand Totals:		29,002,000.00	0.00	29,002,000.00	15,448,543.41	13,553,456.59

# JORDAN - ELBRIDGE CSD

Appropriation Status Detail Report By Function From 7/1/2020 To 9/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1010.400-00-000</u>	BOE Contractual Expenses	7,800.00	0.00	7,800.00	1,282.58	0.00	6,517.42
<u>A 1010.450-00-000</u>	BOE Materials & Supplies	1,100.00	12.95	1,112.95	25.90	0.00	1,087.05
<b>1010</b>	<b>BOARD OF EDUCATION</b>						
<u>A 1040.160-00-000</u>	District Clerk Salary	8,900.00	12.95	8,912.95	1,308.48	0.00	7,604.47
<u>A 1040.400-00-000</u>	District Clerk Contractual Expenses	5,500.00	0.00	5,500.00	1,375.02	4,124.98	0.00
<u>A 1040.450-00-000</u>	District Clerk Materials & Supplies	1,800.00	0.00	1,800.00	0.00	0.00	1,800.00
		500.00	0.00	500.00	0.00	0.00	500.00
<b>1040</b>	<b>DISTRICT CLERK</b>						
<u>A 1060.400-00-000</u>	District Meeting Contractual Expense	7,800.00	0.00	7,800.00	1,375.02	4,124.98	2,300.00
<u>A 1060.450-00-000</u>	District Meeting Materials & Supplies	2,500.00	550.00	3,050.00	541.00	0.00	2,509.00
		300.00	0.00	300.00	0.00	0.00	300.00
<b>1060</b>	<b>DISTRICT MEETING</b>						
<b>10</b>							
<u>A 1240.150-00-000</u>	Superintendent Salary	2,800.00	550.00	3,350.00	541.00	0.00	2,809.00
<u>A 1240.152-00-000</u>	Superintendent Mileage/Insurance	19,500.00	562.95	20,062.95	3,224.50	4,124.98	12,713.47
<u>A 1240.160-00-000</u>	Superintendent Office Salaries	175,115.00	0.00	175,115.00	42,537.00	127,611.00	4,967.00
<u>A 1240.400-00-000</u>	Superintendent Contractual	6,000.00	0.00	6,000.00	0.00	6,000.00	0.00
<u>A 1240.450-00-000</u>	Superintendent Materials & Supplies	58,260.00	0.00	58,260.00	12,574.40	575.00	45,110.60
		9,000.00	0.00	9,000.00	2,626.86	2,388.40	3,984.74
		1,200.00	0.00	1,200.00	156.52	21.00	1,022.48
<b>1240</b>	<b>CHIEF SCHOOL ADMINISTRATOR</b>						
<b>12</b>							
<u>A 1310.150-00-000</u>	Business Admin.-Instructional Salaries	249,575.00	0.00	249,575.00	57,894.78	136,595.40	55,084.82
<u>A 1310.160-00-000</u>	Business Office Support Salaries	249,575.00	0.00	249,575.00	57,894.78	136,595.40	55,084.82
<u>A 1310.164-00-000</u>	Business Non Instructional Overtime	88,600.00	0.00	88,600.00	15,644.32	70,399.51	2,556.17
<u>A 1310.400-00-000</u>	Business Contractual Expenses	152,000.00	0.00	152,000.00	35,782.66	13,481.29	102,736.05
<u>A 1310.450-00-000</u>	Business Office Materials & Supplies	300.00	0.00	300.00	0.00	0.00	300.00
<u>A 1310.490-00-000</u>	Business Office Support Salaries	3,000.00	1,200.00	4,200.00	1,307.11	363.01	2,529.88
		2,200.00	10.25	2,210.25	192.75	99.42	1,918.08
		53,100.00	0.00	53,100.00	5,290.85	47,617.59	191.56
<b>1310</b>	<b>BUSINESS ADMINISTRATION</b>						
<u>A 1320.400-00-000</u>	Auditing Contractual Expenses	299,200.00	1,210.25	300,410.25	58,217.69	131,960.82	110,231.74
		29,500.00	12,150.00	41,650.00	10,775.00	3,475.00	27,400.00
<b>1320</b>	<b>AUDITING</b>						
<u>A 1325.160-00-000</u>	Treasurer Salaries	29,500.00	12,150.00	41,650.00	10,775.00	3,475.00	27,400.00
		9,335.00	0.00	9,335.00	6,951.00	2,317.00	67.00
<b>1325</b>	<b>TREASURER</b>						
<u>A 1330.160-00-000</u>	Tax Collector Salaries	9,335.00	0.00	9,335.00	6,951.00	2,317.00	67.00
<u>A 1330.400-00-000</u>	Tax Collector Contractual Expense	1,500.00	0.00	1,500.00	375.00	1,125.00	0.00
		14,000.00	0.00	14,000.00	1,101.00	1,099.00	11,800.00
<b>1330</b>	<b>TAX COLLECTOR</b>						
<u>A 1345.160-00-000</u>	Purchasing Salaries	15,500.00	0.00	15,500.00	1,476.00	2,224.00	11,800.00
		4,500.00	0.00	4,500.00	1,125.00	3,375.00	0.00

# JORDAN - ELBRIDGE CSD

Appropriation Status Detail Report By Function From 7/1/2020 To 9/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<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	4,000.00	0.00	4,000.00	397.00	3,573.00	30.00
<b>1345</b>	<b>PURCHASING</b>	<b>8,700.00</b>	<b>0.00</b>	<b>8,700.00</b>	<b>1,522.00</b>	<b>6,948.00</b>	<b>230.00</b>
<b>13</b>		<b>362,235.00</b>	<b>13,360.25</b>	<b>375,595.25</b>	<b>78,941.69</b>	<b>146,924.82</b>	<b>149,728.74</b>
<u>A 1420.400-00-000</u>	Legal Services	65,000.00	3,025.93	68,025.93	1,900.00	31,125.93	35,000.00
<u>A 1420.401-00-000</u>	Financial Advisor	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
<u>A 1420.490-00-000</u>	BOCES Legal Services	37,000.00	0.00	37,000.00	3,190.55	28,714.91	5,094.54
<b>1420</b>	<b>LEGAL</b>	<b>108,000.00</b>	<b>3,025.93</b>	<b>111,025.93</b>	<b>5,090.55</b>	<b>59,840.84</b>	<b>46,094.54</b>
<u>A 1430.160-00-000</u>	Personnel Support Salaries	56,575.00	0.00	56,575.00	12,380.38	3,574.98	40,619.64
<u>A 1430.400-00-000</u>	Personnel Support Contractual	34,500.00	4,042.50	38,542.50	7,579.10	16,405.52	14,557.88
<u>A 1430.450-00-000</u>	Personnel Materials & Supplies	2,250.00	38.01	2,288.01	81.56	8.32	2,198.13
<u>A 1430.490-00-000</u>	BOCES Personnel Services	20,000.00	0.00	20,000.00	1,913.00	17,217.00	870.00
<b>1430</b>	<b>PERSONNEL</b>	<b>113,325.00</b>	<b>4,080.51</b>	<b>117,405.51</b>	<b>21,954.04</b>	<b>37,205.82</b>	<b>58,245.65</b>
<u>A 1460.450-00-000</u>	Records Management Materials	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<b>1460</b>	<b>RECORDS MANAGEMENT OFFICER</b>	<b>2,500.00</b>	<b>0.00</b>	<b>2,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,500.00</b>
<u>A 1480.400-00-000</u>	Public Info Contractual Expenses	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 1480.450-00-000</u>	Public Info Materials & Supplies	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 1480.490-00-000</u>	BOCES Public Info Services	100,200.00	0.00	100,200.00	10,017.51	90,157.49	25.00
<b>1480</b>	<b>PUBLIC INFORMATION &amp; SERVICES</b>	<b>101,700.00</b>	<b>0.00</b>	<b>101,700.00</b>	<b>10,017.51</b>	<b>90,157.49</b>	<b>1,525.00</b>
<b>14</b>		<b>325,525.00</b>	<b>7,106.44</b>	<b>332,631.44</b>	<b>37,062.10</b>	<b>187,204.15</b>	<b>108,365.19</b>
<u>A 1620.160-00-000</u>	Operation of Plant Salaries	705,300.00	0.00	705,300.00	142,334.70	128,945.70	434,019.60
<u>A 1620.164-00-000</u>	Operation of Plant Overtime	35,000.00	0.00	35,000.00	5,563.63	0.00	29,436.37
<u>A 1620.167-00-000</u>	Operation of Plant Summer Help	26,000.00	0.00	26,000.00	3,776.00	0.00	22,224.00
<u>A 1620.400-00-000</u>	Operation of Plant Contractual Expense	123,000.00	8,505.00	131,505.00	17,171.88	32,642.68	81,690.44
<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	0.00	18,500.00
<u>A 1620.425-00-000</u>	Trash Removal	22,000.00	0.00	22,000.00	1,856.44	9,098.84	11,044.72
<u>A 1620.450-00-000</u>	Operations of Plant Materials & Supply	98,000.00	10,609.80	108,609.80	76,473.39	29,348.96	2,787.45
<u>A 1620.490-00-000</u>	BOCES Operations of Plant Service	0.00	63,107.00	63,107.00	0.00	67,135.20	-4,028.20
<b>1620</b>	<b>OPERATION OF PLANT</b>	<b>1,427,800.00</b>	<b>82,221.80</b>	<b>1,510,021.80</b>	<b>357,186.38</b>	<b>487,192.06</b>	<b>665,643.36</b>
<u>A 1621.160-00-000</u>	Maintenance Salaries	198,000.00	0.00	198,000.00	42,636.96	575.00	154,788.04
<u>A 1621.163-00-000</u>	O&M-Substitute Salaries	35,000.00	0.00	35,000.00	1,518.75	0.00	33,481.25



# JORDAN - ELBRIDGE CSD

Appropriation Status Detail Report By Function From 7/1/2020 To 9/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1621.164-00-00-000</u>	Maintenance Overtime	25,000.00	0.00	25,000.00	5,270.17	0.00	19,729.83
<u>A 1621.168-00-00-000</u>	Maintenance Snow Removal	12,500.00	0.00	12,500.00	0.00	0.00	12,500.00
<u>A 1621.200-00-00-000</u>	Maintenance Equipment	5,000.00	17,812.06	22,812.06	396.00	17,162.06	5,254.00
<u>A 1621.400-00-00-000</u>	Maintenance Contractual	145,000.00	65,797.80	210,797.80	48,094.07	94,183.31	68,520.42
<u>A 1621.450-00-00-000</u>	Maintenance Materials & Supplies	85,000.00	2,011.48	87,011.48	27,131.75	15,821.04	44,058.69
<u>A 1621.500-00-00-000</u>	Maintenance-Fuel	15,500.00	0.00	15,500.00	1,392.40	13,607.60	500.00
<b>1621</b>	<b>MAINTENANCE OF PLANT</b>	<b>521,000.00</b>	<b>85,621.34</b>	<b>606,621.34</b>	<b>126,440.10</b>	<b>141,349.01</b>	<b>338,832.23</b>
<u>A 1660.160-00-00-000</u>	Central Storeroom Salaries	8,900.00	0.00	8,900.00	0.00	0.00	8,900.00
<b>1660</b>	<b>CENTRAL STOREROOM</b>	<b>8,900.00</b>	<b>0.00</b>	<b>8,900.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,900.00</b>
<u>A 1670.160-00-00-000</u>	Central Printing & Mailing Salaries	8,900.00	0.00	8,900.00	3,497.83	287.50	5,114.67
<u>A 1670.400-00-00-000</u>	Central Printing Contractual	8,600.00	0.00	8,600.00	2,250.00	6,300.00	50.00
<u>A 1670.450-00-00-000</u>	Central Printing Materials & Supplies	500.00	0.00	500.00	72.00	0.00	428.00
<u>A 1670.451-00-00-000</u>	Postage & Express Delivery	25,000.00	0.00	25,000.00	1,345.34	20,654.66	3,000.00
<b>1670</b>	<b>CENTRAL PRINTING &amp; MAILING</b>	<b>43,000.00</b>	<b>0.00</b>	<b>43,000.00</b>	<b>7,165.17</b>	<b>27,242.16</b>	<b>8,592.67</b>
<u>A 1680.160-00-00-000</u>	Central Data Processing Salaries	6,000.00	0.00	6,000.00	1,500.00	4,500.00	0.00
<u>A 1680.220-00-00-000</u>	Central Data Processing Hardware	3,500.00	0.00	3,500.00	0.00	0.00	3,500.00
<u>A 1680.400-00-00-000</u>	Computer Contractual Expenses	15,000.00	0.00	15,000.00	405.60	2,299.76	12,294.64
<u>A 1680.450-00-00-000</u>	Computer Materials & Supplies	1,000.00	0.00	1,000.00	0.00	364.70	635.30
<u>A 1680.490-00-00-000</u>	BOCES Central Data Processing Service	477,500.00	0.00	477,500.00	40,510.86	361,061.55	75,927.59
<b>1680</b>	<b>CENTRAL DATA PROCESSING</b>	<b>503,000.00</b>	<b>0.00</b>	<b>503,000.00</b>	<b>42,416.46</b>	<b>368,226.01</b>	<b>92,357.53</b>
<b>16</b>		<b>2,503,700.00</b>	<b>167,843.14</b>	<b>2,671,543.14</b>	<b>533,208.11</b>	<b>1,024,009.24</b>	<b>1,114,325.79</b>
<u>A 1910.426-00-00-000</u>	Liability Insurance	129,000.00	0.00	129,000.00	117,227.98	0.00	11,772.02
<b>1910</b>	<b>UNALLOCATED INSURANCE</b>	<b>129,000.00</b>	<b>0.00</b>	<b>129,000.00</b>	<b>117,227.98</b>	<b>0.00</b>	<b>11,772.02</b>
<u>A 1920.400-00-00-000</u>	School Association Dues	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
<b>1920</b>	<b>SCHOOL ASSOCIATION DUES</b>	<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>
<u>A 1930.400-00-00-000</u>	Judgements & Claims	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<b>1930</b>	<b>JUDGMENTS &amp; CLAIMS</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>
<u>A 1981.490-00-00-000</u>	BOCES Administrative Services	270,500.00	0.00	270,500.00	216,576.84	53,652.60	270.56
<b>1981</b>	<b>BOCES ADMINISTRATIVE COSTS</b>	<b>270,500.00</b>	<b>0.00</b>	<b>270,500.00</b>	<b>216,576.84</b>	<b>53,652.60</b>	<b>270.56</b>
<b>19</b>		<b>410,500.00</b>	<b>0.00</b>	<b>410,500.00</b>	<b>333,804.82</b>	<b>53,652.60</b>	<b>23,042.58</b>
<b>1</b>		<b>3,871,035.00</b>	<b>188,872.78</b>	<b>4,059,907.78</b>	<b>1,044,136.00</b>	<b>1,552,511.19</b>	<b>1,463,260.59</b>
<u>A 2010.150-00-00-000</u>	Curriculum Development-Professional Salaries	99,220.00	0.00	99,220.00	19,946.78	77,213.41	2,059.81
<u>A 2010.151-00-00-000</u>	Team Leaders, Mentors, IB Coordinators Salaries	40,520.00	0.00	40,520.00	0.00	14,749.00	25,771.00

# JORDAN - ELBRIDGE CSD

Appropriation Status Detail Report By Function From 7/1/2020 To 9/30/2020



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
<b>2010</b>	<b>CURRICULUM DEVEL &amp; SUPERVISION</b>	<b>141,640.00</b>	<b>0.00</b>	<b>141,640.00</b>	<b>19,946.78</b>	<b>91,962.41</b>	<b>29,730.81</b>
<u>A 2020.150-00-000</u>	Principal & Ass't Supt Salaries	0.00	0.00	0.00	75.00	0.00	-75.00
<u>A 2020.150-10-000</u>	Supervision-Professional Salaries-EE	92,250.00	0.00	92,250.00	25,006.56	63,750.06	3,493.38
<u>A 2020.150-20-000</u>	Supervision-Professional Salaries-MS	132,750.00	0.00	132,750.00	32,289.78	96,869.22	3,591.00
<u>A 2020.150-30-000</u>	Supervision-Professional Salaries-HS	150,605.00	0.00	150,605.00	36,633.30	109,899.70	4,072.00
<u>A 2020.160-10-000</u>	Supervision-Support Salaries-EE	61,600.00	0.00	61,600.00	15,305.64	44,469.39	1,824.97
<u>A 2020.160-15-000</u>	Supervision-Support Salaries-JEDIS	23,750.00	0.00	23,750.00	2,473.99	17,214.43	4,061.58
<u>A 2020.160-20-000</u>	Supervision-Support Salaries-MS	30,300.00	0.00	30,300.00	7,634.59	22,643.18	22.23
<u>A 2020.160-30-000</u>	Supervision-Support Salaries-HS	34,200.00	0.00	34,200.00	8,378.26	25,150.00	671.74
<u>A 2020.163-00-000</u>	Clerical Sub. Salaries	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
<u>A 2020.165-10-000</u>	SRO Salaries-EE	46,000.00	0.00	46,000.00	2,850.00	0.00	43,150.00
<u>A 2020.165-15-000</u>	SRO Salaries-JEDIS	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00
<u>A 2020.165-20-000</u>	SRO Salaries-MS	46,000.00	0.00	46,000.00	5,767.50	0.00	40,232.50
<u>A 2020.165-30-000</u>	SRO Salaries-HS	60,000.00	0.00	60,000.00	5,000.00	45,000.00	10,000.00
<u>A 2020.400-00-000</u>	Supervision Contractual	16,000.00	0.00	16,000.00	0.00	0.00	16,000.00
<u>A 2020.400-10-000</u>	Supervision Elbridge Elem Contractual	835.00	500.00	1,335.00	144.21	726.03	464.76
<u>A 2020.400-15-000</u>	Supervision-JEDIS-Contractual	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2020.400-20-000</u>	Supervision Middle School Contractual	1,000.00	0.00	1,000.00	144.20	726.04	129.76
<u>A 2020.400-30-000</u>	Supervision High School Contractual	1,500.00	0.00	1,500.00	144.20	1,111.04	244.76
<u>A 2020.450-00-000</u>	Supervision Materials & Supplies	23,800.00	-500.00	23,300.00	0.00	0.00	23,300.00
<u>A 2020.450-10-000</u>	Supervision Elbridge Materials	1,335.00	211.12	1,546.12	211.12	274.56	1,060.44
<u>A 2020.450-15-000</u>	Supervision-JEDIS-Materials & Supplies	500.00	0.00	500.00	415.40	0.00	84.60
<u>A 2020.450-20-000</u>	Supervision Middle School Materials	2,500.00	0.00	2,500.00	0.00	159.23	2,340.77
<u>A 2020.450-30-000</u>	Supervision High School Materials	2,750.00	1,008.23	3,758.23	454.32	757.16	2,546.75
<b>2020</b>	<b>SUPERVISION-REGULAR SCHOOL</b>	<b>751,175.00</b>	<b>1,219.35</b>	<b>752,394.35</b>	<b>142,928.07</b>	<b>428,750.04</b>	<b>180,716.24</b>
<u>A 2060.490-00-000</u>	BOCES Research Plan Service	104,000.00	0.00	104,000.00	6,567.18	59,104.63	38,328.19
<b>2060</b>	<b>RESEARCH, PLANNING &amp; EVALUAT</b>	<b>104,000.00</b>	<b>0.00</b>	<b>104,000.00</b>	<b>6,567.18</b>	<b>59,104.63</b>	<b>38,328.19</b>
<u>A 2070.151-00-000</u>	Inservice Training Salaries	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
<u>A 2070.400-00-000</u>	Inservice Training Contractual	10,000.00	11,904.81	21,904.81	1,617.05	0.00	20,287.76
<u>A 2070.450-00-000</u>	Inservice Materials & Supplies	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
<u>A 2070.490-00-000</u>	BOCES Inservice Training Service	29,000.00	0.00	29,000.00	1,755.45	15,799.02	11,445.53



# JORDAN - ELBRIDGE CSD

Appropriation Status Detail Report By Function From 7/1/2020 To 9/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2070	INSERVICE TRAINING-INSTRUCTION	63,000.00	11,904.81	74,904.81	3,372.50	15,799.02	55,733.29
20							
<u>A 2110.120-10-000</u>	Teacher Salaries-Gr K-3-EE	1,059,815.00	13,124.16	1,072,939.16	172,814.53	595,616.10	304,508.53
<u>A 2110.120-10-CAR</u>	Teacher Salaries-Gr K-3-EE CARES Act	1,610,000.00	-308,729.00	1,301,271.00	104,763.62	1,097,116.94	99,390.44
<u>A 2110.120-15-000</u>	Teacher Salaries-Gr 4-5-JEDIS	716,000.00	127,365.00	127,365.00	10,634.04	116,973.96	-243.00
<u>A 2110.120-20-000</u>	Teacher Salaries-Gr 6-MS	450,000.00	230,000.00	946,000.00	83,458.39	861,120.24	1,421.37
<u>A 2110.127-10-000</u>	Reg School-TA Salaries-Gr K-3-EE	0.00	-26,000.00	424,000.00	34,794.51	333,460.58	55,744.91
<u>A 2110.127-20-000</u>	Reg School-TA Salaries-Gr 6-MS	0.00	82,000.00	82,000.00	8,154.82	72,971.95	873.23
<u>A 2110.130-20-000</u>	Reg School-Teacher Salaries-Gr 7-8-MS	0.00	10,000.00	10,000.00	982.26	8,840.31	177.43
<u>A 2110.130-30-000</u>	Reg School-Teacher Salaries-Gr 9-12-HS	1,018,000.00	-26,000.00	992,000.00	86,375.20	843,559.12	62,065.68
<u>A 2110.130-30-CAR</u>	Reg School-Teacher Salaries-Gr 9-12-HS-CARES Act	2,136,000.00	-223,329.00	1,912,671.00	169,770.38	1,665,556.90	77,343.72
		0.00	123,329.00	123,329.00	11,358.68	112,213.32	-243.00
<u>A 2110.137-20-000</u>	Reg School-TA Salaries-Gr 7-8-MS	23,000.00	10,000.00	33,000.00	3,234.72	29,073.39	691.89
<u>A 2110.137-30-000</u>	Reg School-TA Salaries-Gr 9-12-HS	24,000.00	0.00	24,000.00	2,274.16	20,841.08	884.76
<u>A 2110.140-10-000</u>	Substitute Teacher & TA Salaries-EE	81,000.00	0.00	81,000.00	3,634.82	0.00	77,365.18
<u>A 2110.140-15-000</u>	Substitute Teacher & TA Salaries-JEDIS	30,000.00	0.00	30,000.00	1,822.50	0.00	28,177.50
<u>A 2110.140-20-000</u>	Substitute Teacher & TA Salaries-MS	91,000.00	0.00	91,000.00	3,184.00	0.00	87,816.00
<u>A 2110.140-30-000</u>	Substitute Teacher & TA Salaries-HS	65,000.00	0.00	65,000.00	2,824.50	0.00	62,175.50
<u>A 2110.144-00-000</u>	Other Instruction Sal Outside WD	36,000.00	0.00	36,000.00	0.00	0.00	36,000.00
<u>A 2110.151-00-000</u>	Mentors Salaries	0.00	0.00	0.00	0.00	0.00	0.00
<u>A 2110.160-10-000</u>	Teacher Aide Salaries-EE	0.00	25,845.00	25,845.00	1,450.73	0.00	24,394.27
<u>A 2110.160-15-000</u>	Teacher Aide Salaries-JEDIS	0.00	30,545.00	30,545.00	1,955.80	0.00	28,589.20
<u>A 2110.200-00-000</u>	Tchg Reg School Equipment	0.00	5,000.00	5,000.00	0.00	5,000.00	0.00
<u>A 2110.200-20-000</u>	Tchg Reg School-Equipment-MS	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
<u>A 2110.400-00-000</u>	Tchg Reg School Contractual	80,000.00	3,450.00	83,450.00	0.00	3,450.00	80,000.00
<u>A 2110.400-10-000</u>	TchgReg School-Contractual-EE	4,335.00	650.00	4,985.00	650.00	0.00	4,335.00
<u>A 2110.400-15-000</u>	Tchg-Reg School-Contractual-JEDIS	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
<u>A 2110.400-20-000</u>	Tchg Reg School-Contractual-MS	5,000.00	0.00	5,000.00	385.00	0.00	4,615.00
<u>A 2110.400-28-000</u>	Tchg-Reg School-IB Contractual-MS	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
<u>A 2110.400-30-000</u>	Tchg-Reg School-Contractual-HS	15,000.00	-5,767.80	9,232.20	1,862.00	56.50	7,313.70
<u>A 2110.450-00-000</u>	Tchg Reg School Materials & Supplies	0.00	504.40	504.40	0.00	0.00	504.40
<u>A 2110.450-10-000</u>	Reg School-Supplies-EE	32,835.00	-14,599.52	18,235.48	9,399.70	4,497.60	4,338.18
<u>A 2110.450-15-000</u>	Reg School-Supplies-JEDIS	15,730.00	3,025.34	18,755.34	5,243.51	8,739.59	4,772.24
<u>A 2110.450-20-000</u>	Reg School-Supplies-MS	15,000.00	17,146.51	32,146.51	5,787.35	11,906.99	14,452.17

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<a href="#">A 2110.450-30-000</a>	Reg School-Supplies-HS	49,000.00	38,759.38	87,759.38	4,276.69	10,604.34	72,878.35
<a href="#">A 2110.471-00-000</a>	Tuition Paid NYS Public School-Regular Ed	30,000.00	10,555.00	40,555.00	0.00	10,555.00	30,000.00
<a href="#">A 2110.480-10-000</a>	Reg School-Textbooks-EE	16,675.00	29,260.52	45,935.52	22,621.34	8,558.02	14,756.16
<a href="#">A 2110.480-15-000</a>	Reg School-Textbooks-JEDIS	12,000.00	15,809.63	27,809.63	10,878.18	5,834.75	11,096.70
<a href="#">A 2110.480-20-000</a>	Reg School-Textbooks-MS	28,000.00	2,932.95	30,932.95	10,963.92	2,403.93	17,565.10
<a href="#">A 2110.480-30-000</a>	Reg School-Textbooks-HS	22,786.00	3,832.65	26,618.65	1,711.62	4,561.34	20,345.69
<a href="#">A 2110.489-00-000</a>	Private School Textbooks	2,000.00	0.00	2,000.00	0.00	413.12	1,586.88
<a href="#">A 2110.490-00-000</a>	BOCES Tchrg Reg School Service	235,148.00	2,200.00	237,348.00	22,717.58	204,458.19	10,172.23
<b>2110</b>	<b>TEACHING-REGULAR SCHOOL</b>	<b>6,871,509.00</b>	<b>167,785.06</b>	<b>7,039,294.06</b>	<b>627,170.02</b>	<b>5,442,767.16</b>	<b>969,356.88</b>
<b>21</b>		<b>6,871,509.00</b>	<b>167,785.06</b>	<b>7,039,294.06</b>	<b>627,170.02</b>	<b>5,442,767.16</b>	<b>969,356.88</b>
<a href="#">A 2250.150-10-000</a>	SWD-Teacher Salaries-EE	409,000.00	42,500.00	451,500.00	40,555.48	416,840.04	-5,895.52
<a href="#">A 2250.150-15-000</a>	SWD-Teacher Salaries-JEDIS	147,000.00	0.00	147,000.00	13,165.16	133,463.80	371.04
<a href="#">A 2250.150-20-000</a>	SWD-Teacher Salaries-MS	184,500.00	0.00	184,500.00	16,893.76	169,442.26	-1,836.02
<a href="#">A 2250.150-30-000</a>	SWD-Teacher Salaries-HS	156,000.00	0.00	156,000.00	14,107.86	141,681.04	211.10
<a href="#">A 2250.157-10-000</a>	SWD-TA Salaries-EE	210,000.00	-68,345.00	141,655.00	14,114.44	126,958.36	582.20
<a href="#">A 2250.157-15-000</a>	SWD-TA Salaries-JEDIS	123,000.00	-30,545.00	92,455.00	8,865.58	80,790.12	2,799.30
<a href="#">A 2250.157-20-000</a>	SWD-TA Salaries-MS	66,000.00	0.00	66,000.00	5,036.06	45,568.26	15,395.68
<a href="#">A 2250.160-00-000</a>	SWD Support Salaries	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">A 2250.400-00-000</a>	SWD Contractual Expense	60,000.00	20,065.00	80,065.00	406.89	52,298.20	27,359.91
<a href="#">A 2250.450-00-000</a>	SWD Materials & Supplies	20,000.00	0.00	20,000.00	259.17	1,855.60	17,885.23
<a href="#">A 2250.471-00-000</a>	SWD Tuition Paid NYS Public School	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
<a href="#">A 2250.472-00-000</a>	SWD Tuition Paid Other	120,000.00	40,695.00	160,695.00	0.00	40,695.00	120,000.00
<a href="#">A 2250.490-00-000</a>	BOCES SWD Service	1,875,000.00	0.00	1,875,000.00	173,583.88	1,562,254.74	139,161.38
<b>2250</b>	<b>PROGRAMS-STUDENTS W/ DISABIL</b>	<b>3,380,500.00</b>	<b>4,370.00</b>	<b>3,384,870.00</b>	<b>286,988.28</b>	<b>2,771,847.42</b>	<b>326,034.30</b>
<a href="#">A 2259.150-10-000</a>	ELL-Instructional Salaries-Elbridge	31,370.00	0.00	31,370.00	3,111.76	28,005.74	252.50
<a href="#">A 2259.150-15-000</a>	ELL-Instructional Salaries-JEDIS	12,550.00	0.00	12,550.00	1,244.70	11,202.30	103.00
<a href="#">A 2259.150-20-000</a>	ELL-Instructional Salaries-Middle School	12,550.00	0.00	12,550.00	1,244.70	11,202.30	103.00
<a href="#">A 2259.150-30-000</a>	ELL-Instructional Salaries-High School	6,275.00	0.00	6,275.00	622.34	5,601.16	51.50
<b>2259</b>		<b>62,745.00</b>	<b>0.00</b>	<b>62,745.00</b>	<b>6,223.50</b>	<b>56,011.50</b>	<b>510.00</b>
<a href="#">A 2280.490-00-000</a>	Career & Technical Ed -BOCES Services	830,000.00	0.00	830,000.00	79,609.27	716,483.43	33,907.30
<b>2280</b>	<b>OCCUPATIONAL EDUCATION</b>	<b>830,000.00</b>	<b>0.00</b>	<b>830,000.00</b>	<b>79,609.27</b>	<b>716,483.43</b>	<b>33,907.30</b>
<b>22</b>		<b>4,273,245.00</b>	<b>4,370.00</b>	<b>4,277,615.00</b>	<b>372,821.05</b>	<b>3,544,342.35</b>	<b>360,451.60</b>
<a href="#">A 2330.150-30-000</a>	Special Schools-Instructional Salaries-HS	20,000.00	-20,000.00	0.00	0.00	0.00	0.00



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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2330.490-00-000</u>	BOCES Special Schools Services	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00
<b>2330</b>	<b>TEACHING-SPECIAL SCHOOLS</b>	<b>20,000.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>
<b>23</b>		<b>20,000.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>
<u>A 2610.150-10-000</u>	Librarian Salaries-Elbridge Elem	74,410.00	0.00	74,410.00	0.00	0.00	74,410.00
<u>A 2610.150-15-000</u>	Librarian Salaries-JEDIS	27,220.00	0.00	27,220.00	0.00	0.00	27,220.00
<u>A 2610.150-20-000</u>	Librarian Salaries-Middle School	40,830.00	0.00	40,830.00	0.00	0.00	40,830.00
<u>A 2610.150-30-000</u>	Librarian Salaries-High School	70,360.00	-69,761.00	599.00	0.00	0.00	599.00
<u>A 2610.150-30-CAR</u>	Librarian Salaries-High School-CARES Act	0.00	69,761.00	69,761.00	6,976.10	62,784.90	0.00
<u>A 2610.450-20-000</u>	Library & AV Middle School Materials	125.00	0.00	125.00	0.00	0.00	125.00
<u>A 2610.450-30-000</u>	Library & AV High School Materials	250.00	0.00	250.00	0.00	0.00	250.00
<u>A 2610.460-10-000</u>	Library EE State Aid Library Materials	1,944.00	0.00	1,944.00	0.00	0.00	1,944.00
<u>A 2610.460-15-000</u>	Library Books-JEDIS	1,025.00	0.00	1,025.00	0.00	0.00	1,025.00
<u>A 2610.460-20-000</u>	Library MS State Aid Library Materials	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 2610.460-30-000</u>	Library HS State Aid Library Materials	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 2610.490-00-000</u>	BOCES Library & AV Service	73,400.00	0.00	73,400.00	1,706.36	71,017.24	676.40
<u>A 2610.490-10-000</u>	BOCES Library & AV- Elbridge	8,400.00	-7,450.00	950.00	902.06	0.00	47.94
<u>A 2610.490-15-000</u>	Library & AV-BOCES Service-JEDIS	350.00	0.00	350.00	348.60	0.00	1.40
<u>A 2610.490-20-000</u>	BOCES Library & AV Middle School	2,000.00	0.00	2,000.00	1,456.46	0.00	543.54
<u>A 2610.490-30-000</u>	BOCES Library & AV High School	3,500.00	0.00	3,500.00	3,477.33	0.00	22.67
<b>2610</b>	<b>SCHOOL LIBRARY &amp; AUDIOVISUAL</b>	<b>311,314.00</b>	<b>-7,450.00</b>	<b>303,864.00</b>	<b>14,866.91</b>	<b>133,802.14</b>	<b>155,194.95</b>
<u>A 2630.160-10-000</u>	CAI-Salaries-EE	50,700.00	0.00	50,700.00	11,228.80	0.00	39,471.20
<u>A 2630.160-15-000</u>	CAI-Salaries-JEDIS	37,820.00	0.00	37,820.00	9,197.16	27,591.42	1,031.42
<u>A 2630.160-20-000</u>	CAI-Salaries-MS	65,215.00	0.00	65,215.00	13,795.68	41,387.20	10,032.12
<u>A 2630.160-30-000</u>	CAI-Salaries-HS	61,750.00	0.00	61,750.00	15,323.28	45,969.72	457.00
<u>A 2630.162-20-000</u>	Director of IT-Mileage	500.00	0.00	500.00	124.98	375.02	0.00
<u>A 2630.164-10-000</u>	CAI-Non-Instructional Overtime-EE	500.00	0.00	500.00	426.53	0.00	73.47
<u>A 2630.200-00-000</u>	CAI Equipment	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
<u>A 2630.220-00-000</u>	Computer Hardware	27,000.00	0.00	27,000.00	0.00	0.00	27,000.00
<u>A 2630.450-00-000</u>	CAI Materials & Supplies	18,000.00	10,484.37	28,484.37	10,951.90	7,226.51	10,305.96
<u>A 2630.460-00-000</u>	Computer Software	25,000.00	-5,247.00	19,753.00	5,081.52	2,627.20	12,044.28
<u>A 2630.490-00-000</u>	BOCES CAI Technology Service	575,220.00	76,512.00	651,732.00	51,388.14	468,990.06	131,353.80
<b>2630</b>	<b>COMPUTER ASSISTED INSTRUCTION</b>	<b>864,705.00</b>	<b>81,749.37</b>	<b>946,454.37</b>	<b>117,517.99</b>	<b>594,167.13</b>	<b>234,769.25</b>
<b>26</b>		<b>1,176,019.00</b>	<b>74,299.37</b>	<b>1,250,318.37</b>	<b>132,384.90</b>	<b>727,969.27</b>	<b>389,964.20</b>



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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2810.150-10-000</u>	Guidance-Prof Salaries-EE	113,000.00	0.00	113,000.00	8,974.42	98,718.38	5,307.20
<u>A 2810.150-15-000</u>	Guidance-Prof Salaries-JEDIS	27,800.00	0.00	27,800.00	2,749.76	24,747.84	302.40
<u>A 2810.150-20-000</u>	Guidance-Prof Salaries-MS	46,600.00	0.00	46,600.00	8,919.12	37,121.76	559.12
<u>A 2810.150-30-000</u>	Guidance-Prof Salaries-HS	198,500.00	7,260.00	205,760.00	31,605.43	171,662.99	2,491.58
<u>A 2810.160-30-000</u>	Guidance-Support Staff-HS	32,250.00	0.00	32,250.00	7,885.55	23,970.57	393.88
<u>A 2810.400-30-000</u>	Guidance High School Contractual	375.00	0.00	375.00	0.00	0.00	375.00
<u>A 2810.450-10-000</u>	Guidance-Supplies-EE	300.00	68.37	368.37	68.37	0.00	300.00
<u>A 2810.450-20-000</u>	Guidance--Supplies-MS	300.00	0.00	300.00	0.00	0.00	300.00
<u>A 2810.450-30-000</u>	Guidance-Supplies-HS	250.00	0.00	250.00	0.00	245.46	4.54
<b>2810</b>	<b>GUIDANCE-REGULAR SCHOOL</b>	<b>419,375.00</b>	<b>7,328.37</b>	<b>426,703.37</b>	<b>60,202.65</b>	<b>356,467.00</b>	<b>10,033.72</b>
<u>A 2815.160-00-000</u>	Nurses Salaries	0.00	0.00	0.00	0.00	22.28	-22.28
<u>A 2815.160-10-000</u>	Nurses Salaries-EE	47,500.00	0.00	47,500.00	3,528.26	38,810.74	5,161.00
<u>A 2815.160-15-000</u>	Nurses Salaries-JEDIS	15,900.00	0.00	15,900.00	1,319.64	14,515.96	64.40
<u>A 2815.160-20-000</u>	Nurses Salaries-MS	24,100.00	0.00	24,100.00	1,979.44	21,773.96	346.60
<u>A 2815.160-30-000</u>	Nurses Salaries-HS	42,500.00	0.00	42,500.00	5,514.25	35,981.10	1,004.65
<u>A 2815.400-00-000</u>	Health Services Contractual	15,000.00	1,359.32	16,359.32	0.00	5,559.32	10,800.00
<u>A 2815.400-10-000</u>	Health Services-Contractual-EE	100.00	0.00	100.00	0.00	0.00	100.00
<u>A 2815.400-20-000</u>	Health Services-Contractual-MS	100.00	0.00	100.00	0.00	0.00	100.00
<u>A 2815.400-30-000</u>	Health Services-Contractual-HS	100.00	0.00	100.00	0.00	0.00	100.00
<u>A 2815.450-00-000</u>	Health Services Materials	0.00	5,495.00	5,495.00	0.00	5,495.00	0.00
<u>A 2815.450-10-000</u>	Nurses-Supplies-EE	900.00	0.00	900.00	0.00	0.00	900.00
<u>A 2815.450-20-000</u>	Nurses-Supplies-MS	2,000.00	0.00	2,000.00	11.76	172.87	1,815.37
<u>A 2815.450-30-000</u>	Nurses-Supplies-HS	500.00	592.52	1,092.52	0.00	592.52	500.00
<b>2815</b>	<b>HEALTH SERVICES-REGULAR SCHOOL</b>	<b>148,700.00</b>	<b>7,446.84</b>	<b>156,146.84</b>	<b>12,353.35</b>	<b>122,923.75</b>	<b>20,869.74</b>
<u>A 2820.150-10-000</u>	Psychologist-Salaries-EE	79,600.00	0.00	79,600.00	6,379.10	70,169.90	3,051.00
<u>A 2820.150-20-000</u>	Psychologist-Salaries-MS	45,500.00	0.00	45,500.00	3,736.84	41,105.16	658.00
<u>A 2820.150-30-000</u>	Psychologist-Salaries-HS	19,500.00	0.00	19,500.00	1,601.50	17,616.50	282.00
<u>A 2820.450-10-000</u>	Psychologist Elbridge Materials	250.00	0.00	250.00	0.00	0.00	250.00
<b>2820</b>	<b>PSYCHOLOGICAL SRVC-REG SCHOOL</b>	<b>144,850.00</b>	<b>0.00</b>	<b>144,850.00</b>	<b>11,717.44</b>	<b>128,891.56</b>	<b>4,241.00</b>
<u>A 2825.150-15-000</u>	Social Worker Salaries-JEDIS	30,000.00	1,500.00	31,500.00	3,149.36	28,344.27	6.37
<u>A 2825.150-20-000</u>	Social Worker Salaries-MS	37,000.00	-379.00	36,621.00	3,662.04	32,958.46	0.50
<u>A 2825.150-30-000</u>	Social Worker Salaries-HS	0.00	243.00	243.00	20.26	222.74	0.00
<u>A 2825.400-30-000</u>	Social Worker High School Contractual	0.00	4.75	4.75	0.00	4.75	0.00

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<b>2825</b>	<b>SOCIAL WORK SRVC-REG SCHOOL</b>	<b>67,000.00</b>	<b>1,368.75</b>	<b>68,368.75</b>	<b>6,831.66</b>	<b>61,530.22</b>	<b>6.87</b>
<u>A 2850.150-00-000</u>	Cocurricular Instructional Salaries	0.00	0.00	0.00	0.00	0.00	0.00
<u>A 2850.150-10-000</u>	Cocurricular Instructional Salaries-EE	985.00	0.00	985.00	0.00	0.00	985.00
<u>A 2850.150-15-000</u>	Cocurricular Instructional Salaries-JEDIS	2,330.00	0.00	2,330.00	0.00	0.00	2,330.00
<u>A 2850.150-20-000</u>	Cocurricular Instructional Salaries-MS	9,600.00	-5,000.00	4,600.00	0.00	0.00	4,600.00
<u>A 2850.150-30-000</u>	Cocurricular Instructional Salaries-HS	55,100.00	-35,000.00	20,100.00	1,359.32	12,233.68	6,507.00
<u>A 2850.150-33-000</u>	Marching Band Salaries	42,000.00	0.00	42,000.00	0.00	5,940.00	36,060.00
<u>A 2850.156-10-000</u>	Co-Curricular-Proctor Pay-Elbridge	7,000.00	0.00	7,000.00	0.00	0.00	7,000.00
<u>A 2850.156-15-000</u>	Co-Curricular-Proctor Pay-JEDIS	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 2850.156-20-000</u>	Co-Curricular-Proctor Pay-Middle School	13,000.00	0.00	13,000.00	0.00	0.00	13,000.00
<u>A 2850.156-30-000</u>	Co-Curricular-Proctor Pay-High School	12,000.00	0.00	12,000.00	307.42	0.00	11,692.58
<u>A 2850.160-20-000</u>	CoCurricular Support Salaries-MS	500.00	0.00	500.00	124.98	375.02	0.00
<u>A 2850.160-30-000</u>	CoCurricular Support Salaries-HS	2,810.00	0.00	2,810.00	375.00	1,125.00	1,310.00
<u>A 2850.200-33-000</u>	Marching Band-Equipment	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
<u>A 2850.400-30-000</u>	CoCurricular High School Contractual	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 2850.400-33-000</u>	Marching Band Contractual	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
<u>A 2850.450-30-000</u>	CoCurricular High School Materials	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 2850.450-33-000</u>	Marching Band Materials & Supplies	12,000.00	3,083.14	15,083.14	1,393.92	1,699.00	11,990.22
<b>2850</b>	<b>CO-CURRICULAR ACTIV-REG SCHL</b>	<b>192,325.00</b>	<b>-36,916.86</b>	<b>155,408.14</b>	<b>3,560.64</b>	<b>21,372.70</b>	<b>130,474.80</b>
<u>A 2855.150-00-000</u>	Interscholastic Instructional Salaries	0.00	0.00	0.00	0.00	0.00	0.00
<u>A 2855.150-20-000</u>	Coaches Salaries-Modified	61,550.00	0.00	61,550.00	0.00	9,387.00	52,163.00
<u>A 2855.150-30-000</u>	Coaches Salaries-Varsity & JV	190,400.00	0.00	190,400.00	0.00	33,715.00	156,685.00
<u>A 2855.151-30-000</u>	Interscholastic Athletics-AD Salary	44,535.00	0.00	44,535.00	10,832.04	32,495.96	1,207.00
<u>A 2855.156-00-000</u>	Interscholastic Athletics-Proctor & SRO Pay	54,000.00	0.00	54,000.00	0.00	0.00	54,000.00
<u>A 2855.160-30-000</u>	Interscholastic Athletics-Support Salaries-HS	64,480.00	0.00	64,480.00	11,314.80	52,085.76	1,079.44
<u>A 2855.200-00-000</u>	Interscholastic Athletics Equipment	4,125.00	0.00	4,125.00	0.00	0.00	4,125.00
<u>A 2855.400-00-000</u>	Interscholastic Athletics Contractual	79,200.00	1,124.76	80,324.76	1,522.06	6,191.06	72,611.64
<u>A 2855.450-00-000</u>	Interscholastic Athletic Materials	46,000.00	18,436.92	64,436.92	17,749.17	3,637.19	43,050.56
<b>2855</b>	<b>INTERSCHOL ATHLETICS-REG SCHL</b>	<b>544,290.00</b>	<b>19,561.68</b>	<b>563,851.68</b>	<b>41,418.07</b>	<b>137,511.97</b>	<b>384,921.64</b>
<b>28</b>		<b>1,516,540.00</b>	<b>-1,211.22</b>	<b>1,515,328.78</b>	<b>136,083.81</b>	<b>828,697.20</b>	<b>550,547.77</b>
<b>2</b>		<b>14,917,128.00</b>	<b>258,367.37</b>	<b>15,175,495.37</b>	<b>1,441,274.31</b>	<b>11,139,392.08</b>	<b>2,594,828.98</b>
<u>A 5510.160-00-000</u>	Transportation Salaries	1,160,000.00	0.00	1,160,000.00	75,665.74	0.00	1,084,334.26
<u>A 5510.160-00-001</u>	Transportation Supervisor & Office Salary	126,000.00	0.00	126,000.00	29,140.53	51,732.72	45,126.75



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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<a href="#">A 5510.161-00-000</a>	Transportation Extra Trip Salaries	48,600.00	0.00	48,600.00	1,089.32	0.00	47,510.68
<a href="#">A 5510.163-00-000</a>	Transportation Substitutes	60,000.00	0.00	60,000.00	868.39	0.00	59,131.61
<a href="#">A 5510.164-00-000</a>	Transportation Overtime	14,600.00	0.00	14,600.00	917.01	0.00	13,682.99
<a href="#">A 5510.167-00-000</a>	Transportation Summer Help	19,000.00	0.00	19,000.00	2,548.80	0.00	16,451.20
<a href="#">A 5510.200-00-000</a>	Transportation - Equipment	0.00	33,954.00	33,954.00	33,954.00	0.00	0.00
<a href="#">A 5510.210-00-000</a>	Transportation-Bus Purchases	405,000.00	0.00	405,000.00	0.00	206,052.10	198,947.90
<a href="#">A 5510.400-00-000</a>	Transportation Contractual Expenses	54,400.00	12,800.16	67,200.16	14,549.26	14,607.02	38,043.88
<a href="#">A 5510.426-00-000</a>	Transportation Insurance	40,000.00	0.00	40,000.00	31,625.30	0.00	8,374.70
<a href="#">A 5510.438-00-000</a>	Transportation Physicals	4,500.00	582.00	5,082.00	164.00	0.00	4,918.00
<a href="#">A 5510.439-00-000</a>	Transportation Repairs on Buses	7,000.00	0.00	7,000.00	0.00	0.00	7,000.00
<a href="#">A 5510.450-00-000</a>	Transportation Materials & Supplies	17,000.00	6,394.24	23,394.24	358.85	17,972.87	5,062.52
<a href="#">A 5510.500-00-000</a>	Vehicle Fuel	166,400.00	0.00	166,400.00	-4,110.68	117,073.01	53,437.67
<a href="#">A 5510.501-00-000</a>	Oil, Lubricants, Additives, DEF...	5,500.00	0.00	5,500.00	0.00	0.00	5,500.00
<a href="#">A 5510.502-00-000</a>	Vehicle Parts	21,500.00	236.39	21,736.39	2,811.62	599.16	18,325.61
<a href="#">A 5510.503-00-000</a>	Vehicle Tires	10,000.00	2,615.50	12,615.50	2,615.50	1,472.00	8,528.00
<a href="#">A 5510.504-00-000</a>	Transportation-Snow Removals Salt/Sand	5,500.00	0.00	5,500.00	0.00	0.00	5,500.00
<b>5510</b>	<b>DISTRICT TRANSPORT-MEDICAID</b>	<b>2,165,000.00</b>	<b>56,582.29</b>	<b>2,221,582.29</b>	<b>192,197.64</b>	<b>409,508.88</b>	<b>1,619,875.77</b>
<a href="#">A 5530.160-00-000</a>	Mechanic Salaries	110,000.00	0.00	110,000.00	24,331.03	575.00	85,093.97
<a href="#">A 5530.168-00-000</a>	Bus Garage Snow Removal Stipends	6,900.00	0.00	6,900.00	0.00	0.00	6,900.00
<a href="#">A 5530.400-00-000</a>	Bus Garage Contractual & Insurance	15,000.00	0.00	15,000.00	1,022.66	4,752.69	9,224.65
<a href="#">A 5530.420-00-000</a>	Bus Garage Electric & Gas	16,000.00	0.00	16,000.00	4,190.88	8,381.76	3,427.36
<b>5530</b>	<b>GARAGE BUILDING</b>	<b>147,900.00</b>	<b>0.00</b>	<b>147,900.00</b>	<b>29,544.57</b>	<b>13,709.45</b>	<b>104,645.98</b>
<a href="#">A 5581.490-00-000</a>	BOCES Transportation Services	18,000.00	0.00	18,000.00	1,695.50	15,259.50	1,045.00
<b>5581</b>	<b>TRANSPORTATION FROM BOCES</b>	<b>18,000.00</b>	<b>0.00</b>	<b>18,000.00</b>	<b>1,695.50</b>	<b>15,259.50</b>	<b>1,045.00</b>
<b>55</b>		<b>2,330,900.00</b>	<b>56,582.29</b>	<b>2,387,482.29</b>	<b>223,437.71</b>	<b>438,477.83</b>	<b>1,725,566.75</b>
<b>5</b>		<b>2,330,900.00</b>	<b>56,582.29</b>	<b>2,387,482.29</b>	<b>223,437.71</b>	<b>438,477.83</b>	<b>1,725,566.75</b>
<a href="#">A 7140.450-00-000</a>	Community Service-Supplies	0.00	424.87	424.87	0.00	424.87	0.00
<b>7140</b>	<b>RECREATION</b>	<b>0.00</b>	<b>424.87</b>	<b>424.87</b>	<b>0.00</b>	<b>424.87</b>	<b>0.00</b>
<b>71</b>		<b>0.00</b>	<b>424.87</b>	<b>424.87</b>	<b>0.00</b>	<b>424.87</b>	<b>0.00</b>
<b>7</b>		<b>0.00</b>	<b>424.87</b>	<b>424.87</b>	<b>0.00</b>	<b>424.87</b>	<b>0.00</b>
<a href="#">A 9010.800-00-000</a>	Employee Retirement System	425,645.00	0.00	425,645.00	-1,097.00	397,267.00	29,475.00
<b>9010</b>	<b>STATE RETIREMENT</b>	<b>425,645.00</b>	<b>0.00</b>	<b>425,645.00</b>	<b>-1,097.00</b>	<b>397,267.00</b>	<b>29,475.00</b>
<a href="#">A 9020.800-00-000</a>	Teacher Retirement System	1,066,194.00	0.00	1,066,194.00	323,549.94	0.00	742,644.06

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<b>9020</b>	<b>TEACHERS' RETIREMENT</b>	<b>1,066,194.00</b>	<b>0.00</b>	<b>1,066,194.00</b>	<b>323,549.94</b>	<b>0.00</b>	<b>742,644.06</b>
<a href="#">A 9030.800-00-000</a>	FICA Social Security Medicare	1,017,788.00	0.00	1,017,788.00	117,234.84	876,566.16	23,987.00
<b>9030</b>	<b>SOCIAL SECURITY</b>	<b>1,017,788.00</b>	<b>0.00</b>	<b>1,017,788.00</b>	<b>117,234.84</b>	<b>876,566.16</b>	<b>23,987.00</b>
<a href="#">A 9040.800-00-000</a>	Workers Compensation	225,000.00	0.00	225,000.00	211,570.00	8,800.00	4,630.00
<b>9040</b>	<b>WORKERS COMP</b>	<b>225,000.00</b>	<b>0.00</b>	<b>225,000.00</b>	<b>211,570.00</b>	<b>8,800.00</b>	<b>4,630.00</b>
<a href="#">A 9050.800-00-000</a>	Unemployment Insurance	50,000.00	30,125.42	80,125.42	30,125.42	0.00	50,000.00
<b>9050</b>	<b>UNEMPLOYMENT INSURANCE</b>	<b>50,000.00</b>	<b>30,125.42</b>	<b>80,125.42</b>	<b>30,125.42</b>	<b>0.00</b>	<b>50,000.00</b>
<a href="#">A 9060.800-00-000</a>	Health Insurance	3,672,715.00	0.00	3,672,715.00	943,536.74	2,716,463.26	12,715.00
<a href="#">A 9060.801-00-000</a>	Dental Insurance	98,000.00	0.00	98,000.00	-7,296.55	105,216.55	80.00
<a href="#">A 9060.802-00-000</a>	Vision Insurance	47,000.00	0.00	47,000.00	0.00	46,992.00	8.00
<a href="#">A 9060.803-00-000</a>	Medicare Part B Payment to GF Retirees	1,160.00	0.00	1,160.00	0.00	0.00	1,160.00
<a href="#">A 9060.804-00-000</a>	403B Administration	2,000.00	0.00	2,000.00	1,716.00	0.00	284.00
<a href="#">A 9060.805-00-000</a>	Flex Spending Plan	4,000.00	0.00	4,000.00	265.65	3,022.15	712.20
<b>9060</b>	<b>HOSPITAL, MEDICAL &amp; DENTAL INS</b>	<b>3,824,875.00</b>	<b>0.00</b>	<b>3,824,875.00</b>	<b>938,221.84</b>	<b>2,871,693.96</b>	<b>14,959.20</b>
<a href="#">A 9080.800-00-000</a>	Employee Tuition	7,500.00	7,499.99	14,999.99	0.00	7,499.99	7,500.00
<b>9080</b>		<b>7,500.00</b>	<b>7,499.99</b>	<b>14,999.99</b>	<b>0.00</b>	<b>7,499.99</b>	<b>7,500.00</b>
<b>90</b>		<b>6,617,002.00</b>	<b>37,625.41</b>	<b>6,654,627.41</b>	<b>1,619,605.04</b>	<b>4,161,827.11</b>	<b>873,195.26</b>
<a href="#">A 9711.600-00-000</a>	Serial Bonds - Principal - School	1,995,000.00	227.00	1,995,227.00	1,595,226.95	400,000.00	0.05
<a href="#">A 9711.700-00-000</a>	Serial Bonds - Interest - School	567,603.00	-227.00	567,376.00	67,737.22	499,637.50	1.28
<b>9711</b>		<b>2,562,603.00</b>	<b>0.00</b>	<b>2,562,603.00</b>	<b>1,662,964.17</b>	<b>899,637.50</b>	<b>1.33</b>
<a href="#">A 9713.600-00-000</a>	Serial Bonds - Principal - BOCES	210,000.00	0.00	210,000.00	0.00	210,000.00	0.00
<a href="#">A 9713.700-00-000</a>	Serial Bonds - Interest - BOCES	89,150.00	0.00	89,150.00	0.00	89,150.00	0.00
<b>9713</b>		<b>299,150.00</b>	<b>0.00</b>	<b>299,150.00</b>	<b>0.00</b>	<b>299,150.00</b>	<b>0.00</b>
<a href="#">A 9731.700-00-000</a>	Bond Anticipation Note-School-Interest	91,000.00	0.00	91,000.00	0.00	0.00	91,000.00
<b>9731</b>		<b>91,000.00</b>	<b>0.00</b>	<b>91,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>91,000.00</b>
<a href="#">A 9789.600-00-000</a>	Energy Perf. Contract-Principal	201,504.00	0.00	201,504.00	0.00	201,503.69	0.31
<a href="#">A 9789.700-00-000</a>	Energy Perf. Contract-Interest	13,478.00	0.00	13,478.00	0.00	13,477.05	0.95
<b>9789</b>		<b>214,982.00</b>	<b>0.00</b>	<b>214,982.00</b>	<b>0.00</b>	<b>214,980.74</b>	<b>1.26</b>
<b>97</b>		<b>3,167,735.00</b>	<b>0.00</b>	<b>3,167,735.00</b>	<b>1,662,964.17</b>	<b>1,413,768.24</b>	<b>91,002.59</b>
<a href="#">A 9901.930-00-000</a>	Transfer to School Food Service Fund	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00
<a href="#">A 9901.950-00-000</a>	Transfer to Special Aid Fund	60,000.00	0.00	60,000.00	0.00	0.00	60,000.00
<a href="#">A 9901.950-3Y-000</a>	Transfer to Special Aid Fund - 3 Yr Old Pre-K	168,200.00	0.00	168,200.00	0.00	0.00	168,200.00
<a href="#">A 9901.950-4Y-000</a>	Transfer to Special Aid Fund-4 Yr Old Pre-K	143,000.00	0.00	143,000.00	0.00	0.00	143,000.00

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9901	TRANSFER TO SPECIAL AID	386,200.00	0.00	386,200.00	0.00	0.00	386,200.00
<a href="#">A 9950.900-00-000</a>	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		486,200.00	0.00	486,200.00	0.00	0.00	486,200.00
9		10,270,937.00	37,625.41	10,308,562.41	3,282,569.21	5,575,595.35	1,450,397.85
Fund ATotals:		31,390,000.00	541,872.72	31,931,872.72	5,991,417.23	18,706,401.32	7,234,054.17
Grand Totals:		31,390,000.00	541,872.72	31,931,872.72	5,991,417.23	18,706,401.32	7,234,054.17

**JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT**  
**High School ECA Accounts**  
**Activity through 9/30/2020**

	Balance <u>7/1/2020</u>	<u>Receipts</u>	<u>Disbursements</u>	Balance <u>9/30/2020</u>
Misc/Sales Tax	\$ 2,756.69	\$ 2.82	\$ -	\$ 2,759.51
Class of 2019	\$ -	\$ -	\$ -	\$ -
Class of 2020	\$ 4,000.77	\$ 2,000.00	\$ 6,000.57	\$ 0.20
Class of 2021	\$ 13,232.88	\$ -	\$ 175.76	\$ 13,057.12
Class of 2022	\$ 2,705.29	\$ -	\$ -	\$ 2,705.29
Class of 2023	\$ 740.00	\$ -	\$ -	\$ 740.00
Class of 2024	\$ -	\$ -	\$ -	\$ -
Art Club	\$ 875.69	\$ -	\$ -	\$ 875.69
Drama Club	\$ 3,730.40	\$ -	\$ -	\$ 3,730.40
Honor Society	\$ 103.59	\$ -	\$ -	\$ 103.59
JE Literary Magazine	\$ -	\$ -	\$ -	\$ -
JE Musical Players	\$ 12,139.99	\$ -	\$ 167.05	\$ 11,972.94
Ski Club	\$ 31.29	\$ -	\$ -	\$ 31.29
Student Council	\$ 4,458.68	\$ -	\$ 642.80	\$ 3,815.88
Teen Library Council	\$ 1,285.52	\$ -	\$ -	\$ 1,285.52
Yearbook	\$ 1,021.38	\$ -	\$ -	\$ 1,021.38
	<b><u>\$ 47,082.17</u></b>	<b><u>\$ 2,002.82</u></b>	<b><u>\$ 6,986.18</u></b>	<b><u>\$ 42,098.81</u></b>
Cash Balance				<b><u>\$ 42,098.81</u></b>



**JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT**  
**Middle School ECA Accounts**  
**Activity through 9/30/2020**

	<u>Balance</u> <u>7/1/2020</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance</u> <u>9/30/2020</u>
Misc/Sales Tax	\$ 1.11	\$ -	\$ -	\$ 1.11
Honor Society	\$ 39.45	\$ -	\$ -	\$ 39.45
Musical	\$ 8,268.12	\$ -	\$ -	\$ 8,268.12
Student Council	\$ 3,092.18	\$ 118.34	\$ 306.50	\$ 2,904.02
Yearbook	\$ 2,039.50	\$ -	\$ -	\$ 2,039.50
<b>TOTAL</b>	<u><u>\$ 13,440.36</u></u>	<u><u>\$ 118.34</u></u>	<u><u>\$ 306.50</u></u>	<u><u>\$ 13,252.20</u></u>

**BALANCE PER LEDGER**

\$ 13,252.20

**JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT  
2020-2021**

JULY						
S	M	T	W	T	F	S
			1	2	3C	4
5	6	7	8	9	10	11
12	13	14	15P	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31P	

AUGUST						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14P	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31P					

SEPTEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7C	8	9	10	11
12	13	14	15P	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30P		

OCTOBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12C	13	14	15P	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30P	31

NOVEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11C	12	13P	14
15	16	17	18	19	20	21
22	23	24	25C	26C	27C	28
29	30P					

DECEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15P	16	17	18	19
20	21	22	23	24C	25C	26
27	28	29	30	31CP		

Holidays

- September 2 - Supt./ Staff Development Day
- September 3 - Supt./ Staff Development Day
- September 7 - Labor Day
- September 8 - First Day of School
- October 12 - Columbus Day  
**NO SCHOOL**
- November 11 - Veterans Day  
**NO SCHOOL**
- November 23 - Supt./ Staff Development Day
- November 23 - Elementary & M.S. P/T Conferences  
Grades 3YP-8-No School for Students
- November 23 - High School-Supt./Staff Development Day  
Grades 9-12- No School for Students
- November 23-27 - Thanksgiving Recess  
**NO SCHOOL**
- December 24- January 1 - Christmas/New Year's Recess  
**NO SCHOOL**
- January 18 - Martin Luther King Day  
**NO SCHOOL**
- January 26-29 - Regents Exams (9-12)
- February 15-19 - Mid-Winter Recess  
**NO SCHOOL**
- March 26 - Supt./ Staff Development Day
- March 29-April 2 - Spring Recess  
**NO SCHOOL**
- May 28 & 31 - Memorial Holiday  
**NO SCHOOL**
- June 15 - Last Day of Classes for at High School
- June 16-24 - Regents Exams (9-12)
- June 24 - Last Day of Classes for 3 YP - 8
- June 25 - Rating Day/Last Reporting Day for JETA & 10 Month Local 200 Staff
- June 25 - Graduation Day

Instructional Days	
September	17
October	21
November	15
December	17
January	19
February	15
March	19
April	20
May	19
June	18
Student Days	180
Staff Dev./Rating	5
Total Teacher Days	185

JANUARY						
S	M	T	W	T	F	S
					1C	2
3	4	5	6	7	8	9
10	11	12	13	14	15P	16
17	18C	19	20	21	22	23
24	25	26R	27R	28R	29R	30
31						






FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12P	13
14	15C	16	17	18	19	20
21	22	23	24	25	26P	27
28						



MARCH						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15P	16	17	18	19	20
21	22	23	24	25	26	27
28	29C	30	31P			

APRIL						
S	M	T	W	T	F	S
				1	2C	3
4	5	6	7	8	9	10
11	12	13	14	15P	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30P	

MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14P	15
16	17	18	19	20	21	22
23	24	25	26	27	28CP	29
30	31C					

JUNE						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15P	16R	17R	18R	19
20	21R	22R	23R	24R	25JP	26
27	28	29	30P			

-  = School Not in Session
-  = P/T - Parent/Teacher Conf.
-  = Pay Period
-  = JETA Only Pay Period
-  = Regents Exams

-  = All Offices Closed
-  = Rating Day
-  = Supt./Staff Dev. Day



**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: 09/16/2020      Date of Next Review: 09/17/2021

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 ensure 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: Policy & Execution of Policy

Policy Number: 1421

Date of Original Policy: 11/19/2012

Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 09/16/2020

Date of Next Review: 09/16/2023

Replacement of Policy Number: 1410 & 1420 (from 2002)

### Policy Committee and Policies

The Jordan-Elbridge Board of Education shall reserve to itself the function of providing guidelines for the discretionary action of those to whom it delegates authority. The Superintendent shall act as an advisor to the Board in the adoption and approval of written Board Policies. The Board shall seek input from the staff and community where appropriate. These guidelines for discretionary action shall constitute the policies governing the operation of the school system.

The formulation and adoption of these written policies shall constitute the basic method by which the Board of Education shall exercise its leadership in the operation of the School System. It is the responsibility of the administration to make sure that policies approved by the Board are disseminated appropriately to the affected stakeholders. If the Board is aware of any deviation from the approved policies, the Board will work with the administration to resolve those situations as they arise.

The adoption of a written policy shall occur only after the proposal has been moved, discussed and voted on affirmatively at two separate meetings of the Board of Education (i.e. the "first reading" and the "second reading"). The policy draft may be amended at the second meeting. By a majority vote, the Board may waive the "second reading" and complete the adoption of the proposed policy at its "first reading".

The formal adoption of written Board policy shall be recorded in the official minutes of the Board. Such written Board policy shall govern the conduct and affairs of the District and shall be binding upon the members of the education community in the District.

It shall be the Board's responsibility to keep its written policies up to date so that they may be used consistently as a basis for Board action and administrative decision.

The Superintendent is given the continuing commission of calling to the Board's attention all policies that are out of date or may require revisions for other reasons.

### Execution of Policy: Administrative Regulations

The Board shall delegate to the Superintendent the function of specifying the required actions and designing the detailed arrangements under which the schools will be operated. These rules and these detailed arrangements shall constitute the administrative regulations governing the schools. They must in every respect be consistent with the policies adopted by the Board. The Board shall be kept informed periodically of changes in administrative regulations.

## **JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: <u>Agenda Preparation &amp; Communication</u>	Policy Number: 1516 _____
Date of Original Policy: <u>08/15/2012</u>	Date Revision Adopted _____
Reviewed by Policy Committee: <u>10/17/2018</u>	Date of Next Review: <u>09/16/2020</u>
Replacement of Policy Number: <u>1512, 1513, 1514, 1515 (from 2002)</u>	

The Jordan-Elbridge Board of Education and Superintendent are committed to working together to achieve and maintain both financial and educational soundness of the District. Agenda preparation, information and communication are vital instruments used to attain the success of this commitment.

### **Agenda Preparation**

1. Any Board member may request that an item be placed on the agenda for Board consideration by contacting the Board President or Superintendent at least six (6) business days prior to the meeting.
2. Items submitted for inclusion after the deadline or those requiring significant preparation time, may at the discretion of the Board President, be deferred to a later meeting to allow staff sufficient time to prepare supporting information.
3. A draft agenda will be developed by the Superintendent and presented to the Board President for approval at least two (2) business days prior to the meeting for which the agenda is being prepared.
4. The draft agenda will include previously scheduled items from the Board activity calendar and/or any items the Board is required by law to consider or act on at the given meeting.
5. A consent agenda will be used to list items that will be presented together for a single vote.
  - a) Placement of items on the consent agenda will be at the discretion of the Board President and Superintendent.
  - b) Any individual Board member may ask to remove an item on the consent agenda by asking the President to remove it from the consent agenda for individual consideration.
  - c) Following action on the consent agenda, the President will allow discussion on any item requested for removal from the agenda by a Board member.

d) The consent agenda may include items including but not limited to the following:

- Routine items
- Second reading of district policies

### **Preparation for Board Meetings**

1. The Superintendent will ensure that supporting information required for informed decision making is prepared in advance when possible and included in the Board meeting agenda packet. If supporting information is not included in the agenda packet, the Board of Education may delay action on the agenda item.
2. The Superintendent will ensure that agenda packets are distributed to Board members at least two (2) business days before scheduled board meetings.
3. Board members prepare to address agenda items by doing the following:
  - a) Reading agenda packet materials before each Board meeting
  - b) Contact either the Superintendent or the Board President with any questions regarding agenda items or background information at least two (2) business days before the scheduled Board meeting.
4. Receiving answers to questions in advance does not preclude Board members from asking relevant questions regarding agenda items during a Board meeting

### **Communications Between Meetings**

1. The Superintendent will communicate with each Board member by Board information packets associated with next scheduled board meeting that may include information including but not limited to the following:
  - a) District events
  - b) Progress reports on Board goals and directives
  - c) Follow up reports in answer to Board member questions
  - d) Updates on administrative matters or district operations.
2. The Superintendent will meet with the Board President as needed or communicate by telephone, fax, text, and/or email to inform him or her of district issues that may need to come before the Board for information and/or action.
3. The Board President may direct the Superintendent to distribute copies of documents to each member of the board for information. The Board information packet will be used to distribute information unless circumstances dictate a more immediate delivery.



4. The Superintendent will communicate requested information to all Board members in as timely a manner as possible without interfering with the regular conduct of district business.
5. Board Members may communicate with other individual members for the purposes of asking questions, clarifying information or socializing under circumstances that do not conflict with or circumvent the NYS Open Meetings Law.
6. Board members may not communicate with other individual members for purposes of soliciting votes in support of or opposition to items of business that may come before the Board.
7. Board members who wish to share information relevant to district business or issues scheduled to come before the Board will relay the information to all Board members for placement on a future agenda and to the Superintendent for distribution to all members in the Board information packets.



**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Annual Organizational Meeting

Policy Number: 1620

Date of Original Policy: 07/10/2002

Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 09/16/2020

Date of Next Review: 09/16/2022

Replacement of Policy Number: \_\_\_\_\_

**Annual Organizational Meeting**

The Annual Organizational Meeting of the Board of Education shall be held on the first Tuesday in July of each year, unless that day is a legal holiday, in which case the meeting shall be held on the first Wednesday in July.

The Board may pass a resolution to hold its Annual Organizational Meeting at any time during the first fifteen (15) days of July.

**Officers**

The meeting shall be called to order by the District Clerk, who shall act as a temporary chairperson. The Board shall proceed to the election of a President. The President shall then take the chair. The Board shall then elect a Vice President. Election shall be by a majority vote.

**Oath of Office**

The District Clerk shall administer the Oath of Office to the newly elected officers and new members of the Board.

## JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: <u>Minutes</u>	Policy Number: <u>1720</u>
Date of Original Policy: <u>07/10/2002</u>	Date Revision Adopted _____
Reviewed by Policy Committee: <u>09/16/2020</u>	Date of Next Review: <u>09/16/2022</u>
Replacement of Policy Number: _____	

### Minutes

The minutes are a legal record of the activities of the School Board as a public corporation having the specified legal purpose of maintaining the Jordan-Elbridge School District. The minutes of all meetings shall be kept by the Clerk or, in his/her absence, by the Superintendent or his/her designee. The minutes shall be complete and accurate and stored in a minutes file.

The minutes of each meeting of the Board of Education shall state:

- The type of meeting
- The date, time of convening, and adjournment
- Board members present and absent
- Board members' arrival and departure time, if different from opening or adjournment times
- All action taken by the Board, with evidence of those voting in the affirmative and the negative, and those abstaining
- The nature of events that transpire, in general terms of reference. Also to include follow up items including responsible individual and tentative due date.

Communications and other documents that are too long and bulky to be included in the minutes shall be referred to in the minutes and shall be filed in the District Office.

All Board minutes shall be signed by the District Clerk when approved and stored in a designated room or designated file cabinet. Unless otherwise provided by law, minutes shall be available to the public within two (2) weeks following the date of a meeting, draft copies, so marked, are acceptable, subject to correction.

### Minutes of Executive Sessions

Minutes shall be taken at executive session of any action that is taken by formal vote. The minutes shall consist of a record of summary of the final determination of such action, the date and the vote. However, such summary need not include any matter which is not required to be made public by the Freedom of Information Law (FOIL).

If action is taken by a formal vote in executive session, minutes shall be available to the public within one (1) week of the date of the executive session.

## JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Orienting New Board Members

Policy Number: 2110

Date of Original Policy: 07/10/2002

Date Revision Adopted: 09/21/2011

Reviewed by Policy Committee: 09/16/2020

Date of Next Review: 08/17/2023

Replacement of Policy Number: 2100

The Jordan-Elbridge Central School District and its staff shall assist each new member-elect to understand the Board of Education's functions, policies, and procedures before he/she takes office, by the following methods:

- a) The board member elect shall be given selected material of the job on being part of the Board, which material is supplied by the New York State School Boards Association, the National School Boards Association, and/or other professional organizations;
- b) At the current Board's discretion, the board member elect shall be invited to attend Board meetings and to participate in its discussions;
- c) The Clerk shall supply material pertinent to meetings and shall explain its use;
- d) The board member elect shall be invited to meet with the Superintendent and other administrative personnel to discuss services they perform for the Board;
- e) A copy of the Board's policies and by-laws is available on the District website, or can be given to the board member elect by the Clerk upon request;
- f) The opportunity shall be provided for new Board members to attend the New York State School Boards Association or Central New York School Board Association orientation program.

**JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Organization and Dissolution of Advisory Committees Policy Number: 2210

Date of Original Policy: 07/10/2002 Date Revision Adopted: 09/07/2011

Reviewed by Policy Committee: 09/16/2020 Date of Next Review: 08/01/2023

Replacement of Policy Number: 2210

**Advisory Committees of the Board:**

The Board and/or the President of the Board may at its discretion establish committees for the purpose of undertaking a specific task in connection with Board activity. These committees, however, cannot make legal decision for the entire Board.

At the request of the Board, the President shall appoint temporary committees consisting of fewer than the full membership for special purposes. These committees shall be discharged on the completion of their assignment. The President of the Board shall be ex-officio member of such committees.

The Board of Education shall seek the advice of the Superintendent before establishing or dissolving any advisory committee.

Specific topics for study or well defined areas of activity shall be assigned in writing to each committee immediately following its appointment. Each committee shall be instructed as to:

- a) Length of time each member is being asked to serve;
- b) The service the Board wishes it to render;
- c) The resources the Board intends to provide;
- d) The approximate dates on which the Board wishes it to submit reports;
- e) The approximate date on which the Board wishes to dissolve the committee;
- f) The relationship the committee has to the Board;
- g) The relationship the committee has to the individual Board members;
- h) The relationship, the committee has to the Board member assigned to provide liaison, to the Clerk, the Superintendent, the committee assistant, and the remainder of the professional staff.



Upon completing its assignment, each committee either shall be given new problems or shall be dissolved promptly, but shall not be allowed to continue for prolonged periods without a definite assignment.

The Board of Education shall have sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

### **Prospective Members and Appointments to Advisory Committees**

All appointments of citizens to advisory committees for the Board shall be approved by the Board.

All appointments of staff members to citizens' advisory committees for the Board shall be made by the Superintendent with the approval of the Board.

#### **a) Correspondence**

Correspondence between the Board and its committees shall ordinarily be conducted by the appointed committee chairperson with the advice of the President. The Chairperson shall transmit the contents of any communication from a committee to the Board at its next meeting.

#### **b) Joint Meetings**

When a committee is ready to submit a periodic report on its final report on each assigned topic, the Board shall, upon request, attempt to arrange a joint meeting for the purpose of receiving the report. A summary of agreements, requests, and major viewpoints expressed in each joint meeting shall be prepared by the Chairperson(s) and copies sent to the Board and to the committees.

### **Liaison Personnel to Advisory Committees**

The Board shall appoint one of its members to provide a liaison with each of its committees. A Board member serving in such capacity shall meet or communicate with the committee as he/she deems appropriate.

The Superintendent shall serve as a channel of communication between his office and all Board committees. He/she shall meet or communicate with committees and committee chairperson as he deems proper, keeping informed as to activities, providing for the use of resources, and advising in the preparation of reports. In the absence of the Superintendent, he/she shall appoint a member of the administrative staff to fulfill this function. Such staff member shall report his own and all committee activities directly to the Superintendent.

### **Resources Available to Advisory Committees**

Advisory committees shall be encouraged to draw upon a wide variety of resources both inside and outside the school system. Each committee shall be particularly encouraged to draw upon the talents of other local residents and to recommend to the Board the official appointment of any such additional members as the committee desires.

At the request of any committee, the Superintendent shall appoint a member of the professional staff to assist it in carrying out the work assigned to it by the Board. Such committee assistants shall be responsible to the Superintendent.

Arrangements for the use of supplies, equipment, and personnel from within the school system shall be made through the committee chairperson.

Expenditure of District funds by any advisory committee shall be made only upon prior approval of the Superintendent or Board of Education.

**JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Board of Education Activities

Policy Number: 2350

Date of Original Policy: 07/10/2002

Date Revision Adopted: 09/21/2011

Reviewed by Policy Committee: 09/16/2020

Date of Next Review: 08/17/2023

Replacement of Policy Number: 2320, 2310 & 2330

**Attendance of Board Members at Conferences, Conventions, Workshop**

The Jordan-Elbridge Central School District believes that continuing in-service training and development are important for its Board of Education members. The Jordan-Elbridge Central School District, therefore, encourages the participation of all board members at appropriate school board conferences, conventions, workshops and/or webinars which are believed to be of benefit to the School District and Board of Education as a whole. However, in order to control both the investment of time and funds necessary to implement this policy, the following guidelines have been established:

- a) A calendar of school board conferences, conventions, workshops and/or webinars shall be maintained by the Board Clerk. The Board will periodically decide which meetings appear to be most likely to produce direct and indirect benefits to the School District. At least annually, the Board will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings based on established annual goals set forth by the Board of Education and the Superintendent.
- b) Funds for participation at such conferences, conventions, workshops and/or webinars and the like will be budgeted for on an annual basis. When funds are limited, the Board will designate which members are to participate.
- c) Reimbursement to Board members for all actual and necessary registration fees, expenses of travel, meals and lodging, and all necessary tuition fees incurred in connection with attendance at conferences and the like will be in accordance with established regulations for expense reimbursement.
  1. There will no reimbursement for alcoholic beverages.
  2. Meals are not to exceed \$50.00 per day.
  3. Mileage will reimbursed at IRS rates.
- d) When a conference, convention, workshop and/or webinar is not attended by the full Board, those who do participate shall be required to share information, recommendations and materials acquired at the board meeting following their return.

The authorization for Board members to attend a conference, convention, workshop and/or webinar and the like shall be by Board resolution adopted prior to such attendance. However, the Board, in its

discretion, may delegate the power to authorize attendance at such conferences to the President of the Board of Education.

Where authorization has been delegated to the President of the Board, no expense or claim form shall be paid unless a travel order or similar document signed by the President is attached to such form, authorizing the claimant to attend the conference.

General Municipal Law Section 777-b and 77-c  
Education Law Section 2118

### **Membership in Associations**

In the interest of the District, the Jordan-Elbridge Central School District has the option to be a member of the New York State and the Onondaga County School Boards Associations. Additionally, the Board may maintain membership and participate cooperatively in other associations.

Education Law Section 1618  
Comptroller's Opinion 81-255

### **Compensation and Expenses**

No member of the Board may receive any compensation for his/her services unless he/she shall also serve as District Clerk and be paid as Clerk. All members of the Board of Education may be reimbursed for actual expenses incurred in representing the District. All bills or claims for reimbursement must be itemized in reasonable detail.

Education Law Section 2118  
General Municipal Law Section 777-b



**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: 09/16/2020

Date of Next Review: 09/16/2021

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: Charter Schools Policy Number: 3160

Date of Original Policy: 07/10/2002 Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 09/16/2020 Date of Next Review: 11/19/2023

Replacement of Policy Number: \_\_\_\_\_

A charter school is a public school financed through public local, state and federal funds that is independent of local school boards. Although the New York Charter Schools Act of 1998 designates certain “charter entities”, only the local School District may approve the conversion of an existing public school to a charter school. Prior to any such conversion to a charter school, the parent/guardians of the majority of the students then enrolled in the public school must have voted in favor of the conversion.

For charter schools approved by the Board of Trustees of the State University of New York or the Board of Regents, the local School District within which the charter school is located has the right to visit, examine, and inspect the charter school for compliance with all applicable laws, regulations, and charter provisions.

Charter schools may be located in part of an existing public school building, a private work site, a public building, or any other suitable location. At the request of the charter school or prospective applicant, the School District shall make available a list of vacant and unused school building and vacant and unused portions of school buildings, including private school buildings within the School District which may be suitable for the operation of a charter school.

The School District’s high school(s) may accept academic credit from students who transfer from the charter school as authorized and /or permitted in accordance with law, Commissioner’s Regulations, and local District standards. Either the charter school or the local School Board may issue a high school diploma upon students’ graduation from a charter school.

For the purposes of the Textbook Loan Program defined in Education Law Section 701, the Library Materials Loan Program defined Education Law Section 711, and the Computer Software Loan Program defined in Education Law Section 751, and Health and Welfare Services defined in Education Law Section 912, students attending a charter school have the same access to textbooks, software and library materials loaned by the School District as if enrolled in a nonpublic school. Within available School District inventory and budgetary appropriations of purchase of such materials, the School District is required to provide such materials on an equitable basis to all public school students and to all nonpublic school and charter school students who are resident of the District (Textbook Loan Program) or who attend a nonpublic or charter school in the School District (Software and Library Material Loan Programs). The base year enrollment of students in the charter school may be claimed by the School district for the purposes of textbook, Software and Library Material Aids, in the same manner as nonpublic school enrollments are claimed.

For the purpose of transportation, charter schools are considered nonpublic schools which means that student attending charter schools who reside within a fifteen (15) mile radius of the charter school {or greater radius if the voters of the school district of residence have approved nonpublic transportation for more than fifteen (15) miles will receive transportation from their school district of residence on the same basis from nonpublic school students; that is, subject to the applicable minimum mileage limits for transportation in the school district of residence, the requirement of the timely filing of the request for transportation pursuant to Education Law Section 3635 (2).

A student cannot be dually enrolled in the charter school and District schools. However, the school district of residence of students attending a charter school may, but is not required to, allow such students to participate in athletic and extracurricular activities.

Special Education programs and services shall be provided to students with disabilities attending a charter school in accordance with the individualized education program recommended by the Committee or Subcommittee of Special Education of the student's school district of residence. The charter school may arrange to have such services provided by the school district of residence or by the charter school directly or by contract with another provider.

All employees of a public school converted to a charter school are included within the negotiating unit for the local School District, but the collective bargaining agreement of that negotiating unit may be modified by a majority vote of the members who work at the charter school, with the approval of the Board of trustees of the charter school.

Instructional employees of a charter school which has not been converted from an existing public school and which has more than 250 students during the first year of instruction will be represented in a separate negotiating unit at the charter school by the same employee organization representing similar employees in the local School District. Employees may be included in the Teacher's Retirement System and other retirement systems open to employees of the School District. Financial contributions for such benefits are the responsibility of the charter school and the charter school's employees.

Teachers employed by the School District may apply for a leave of absence for purposes of teaching at a charter school. Approval for such leave of absence for a period two (2) years or less shall not be unreasonably withheld. If such approval is granted to a teacher by the District, the teacher may return to teach in the School District during such period of leave without the loss of any right of certification, retirement, seniority, salary status, or any other benefit provided by law or by collective bargaining agreement. If an appropriate position is unavailable, the teacher's name shall be placed on a preferred eligible list of candidates for appointment to a vacancy that may thereafter occur in an office or position similar to the one such teacher filled in the District immediately prior to the leave of service.



## **Charter School Finances**

Charter school financing shall be based on the number of students projected to be served by the charter school and the approved operating expenses of the district of residence of those students. The New York Charter Schools Act requires that the school district of the residence forward payments to the charter school, which shall include State and Federal aid and any other pertinent aid to students with disabilities, in six (6) SUBSTANTIALLY EQUAL INSTALLMENTS EACH YEAR BEGINNING ON THE FIRST BUSIENSS DAY OF THE MONTHS OF July, September, November, January, March and May. Failure by the School District to make such required payments will result in the State Comptroller deducting the required amounts form State funds due to the District and paying them to the charter school.

Approved operating expenses include the essential operating cost of the School District. Excluded are costs for transportation, debt services, construction, tuition payments to other school districts, some BOCES payments, cafeteria or school lunch expenditures, balances and transfers, rental income from leased property, and certain other limited categories.

Federal and state aid attributed to student with disabilities are required to be paid to a charter school by the school district of residence for those students attending such charter school in proportion to the services the charter school provides such students.

Amounts payable to a charter school by the School District will be determined by the Commissioner of Education.

Neither the School District, the charter entity, nor the State is liable for the debts of the charter school.

## **Notice and Hearing Requirements**

The New York State Board of Regents is required to provide the School District information on the charter school process. If a charter school is proposed, the charter entity and the Board of Regents have to notify the school district in which the charter school is located and public and nonpublic schools in the same geographic area as the proposed charter school at each significant stage of the chartering process.

Before a charter is issued or renewed, the school district in which the charter school is located is entitled:

- a) To hold a public hearing to receive comments from the community, and
- b) To comment on the proposed charter to the charter entity

Time limits on the charter application process will be in accordance with the Charter School Act.



**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Public Expression at Meetings &  
Public Complaints

Policy Number: 3231

Date of Original Policy: 01/16/2013

Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 09/16/2020

Date of Next Review: 09/16/2022

Replacement of Policy Number: \_\_\_\_\_ 3220 & 3230 (from 2002)

**Public Expression at Meetings**

All matters that residents wish to bring before the Board of Education will be given careful consideration. The request to consider said matter should be made by writing a letter to the Superintendent or the President of the Board so that the matter appears on the agenda.

The Jordan-Elbridge Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the community to be involved in a fair and orderly expression (of such comment).

In the interest of affording an opportunity for public participation at Board meetings, provision will be made at each meeting during which residents may express their opinions, concerns, or provide information on topics that may be of interest to the Board.

Individuals wishing to be heard will be recognized by the Board President. The President shall be responsible for establishing time limits, if warranted; prohibiting repetitious comments, and any other rules deemed by the President as necessary for the orderly conduct of business.

Defamatory or abusive remarks, personal attacks, charges or complaints against district employees or Board members will not be permitted during the public comment portion of any meeting.

**Public Complaints**

Complaints by citizens regarding any facet of the school operation often can be handled more satisfactorily by the administrative officer in charge of the unit closest to the source of the complaint. In most instances, therefore, complaints will be made to the building principal and/or his/her assistant if the matter cannot be resolved by the teacher, coach, or other school employee.

If the complaint and related concerns are not resolved at this level to the satisfaction of the complainant, the complaint may be carried to the Superintendent and/or his/her assistants. Unresolved complaints at the building level must be reported to the Superintendent by the building principal. The Superintendent may require the statement of the complainant in writing.

If the complaint and related concerns are not resolved at the Superintendent level to the satisfaction of the complainant, the complaint may be carried to the Board of Education. Unresolved complaints at the Superintendent level must be reported to the Board of Education by the Superintendent. The Board of Education reserves the right to require prior written reports from appropriate parties.

## JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Use of School Owned Material & Equipment Policy Number: 3281

Date of Original Policy: 07/10/2002 Date Revision Adopted: \_\_\_\_\_

Reviewed by Policy Committee: 09/16/2020 Date of Next Review: 09/16/2022

Replacement of Policy Number: \_\_\_\_\_

### Use of School-Owned Materials and Equipment

Except when used in connection with or when rented under provisions of Education Law Section 414, school owned materials or equipment may be used by members of the community or by District employees and/or students for school related purposes only. Private and/or personal use of school owned materials and equipment is strictly prohibited.

The Board will permit school materials and equipment to be loaned to staff members when such use is directly or peripherally related to the employment and loaned to students when the material and equipment is to be used in connection with their studies or extracurricular activities. Community members will be allowed to use school owned materials and equipment at the discretion of the Superintendent.

### Loan of Athletic Equipment

Protective Athletic Equipment will not be loaned to any individual or agency for use other than for school designated and/or sanctioned activities.

Administrative regulations will be developed to assure the lender's responsibility for, and return of, all such materials and equipment.

**JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: <u>Grant Writing</u>	Policy Number: <u>5260</u>
Date of Original Policy: <u>12/03/2003</u>	Date Revision Adopted: <u>01/04/2012</u>
Reviewed by Policy Committee: <u>09/16/2020</u>	Date of Next Review: <u>04/26/2023</u>
Replacement of Policy Number: _____	

The Jordan-Elbridge Central School District recognizes that grants can provide important support for district goals, policies and benchmarks.

Staff, Parent and/or Community based groups/organizations who wish to apply for grants for the purpose of supporting a specific school program or goal are encouraged to do so, as long as the grant is consistent with district goals and benchmarks.

**Grants** are monies that are used to provide programs or services that promote district goals and benchmarks, other than by taxation or through charges of the Board of Education, for, by, or in the name of the school, student body, or any subdivision thereof.

Staff, Parent and/or Community based groups/organizations who wish to apply for grants to achieve district goals and benchmarks must follow these guidelines:

1. The grant must be used for district goals and benchmarks.
2. Submit a copy of the grant application or proposal in advance to the Superintendent of Schools or his/her designee for prior approval. (Any use of the name of the school district, or any language suggesting that the district has endorsed, sponsored or otherwise approved of the grant, must have prior written approval by the Superintendent of Schools or his/her designee).
3. Seek advance approval for any use of school facilities and/or equipment, following procedures outlined in Board of Education Policy.
4. Avoid interference of previously scheduled approved district activities.
5. Understand and respect the authority of district employees in the administration of their duties.
6. There will be no commitment on the part of the Board of Education for continuation of program upon termination of grant funding source.
7. The Superintendent must identify the district's terms and conditions of accepting such grants, and seek the Board's official approval before accepting or publicly announcing any contribution.
8. Grant checks must be made payable to the Treasurer of the Jordan-Elbridge Central School District.
9. All grant monies must be used in accordance to the approved grant stipulation(s) and applicable guidelines.

## **JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Bonding of Employees and  
School Board Members \_\_\_\_\_

Policy Number: 5310

Date of Original Policy: 07/10/2002

Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 09/16/2020

Date of Next Review: 05/22/2023

Replacement of Policy Number: \_\_\_\_\_

In accordance with New York State Education Law and the Commissioner's Regulations, the Jordan-Elbridge Board of Education directs that the School District Treasurer, the Tax Collector and the Internal Claims Auditor will be bonded prior to assuming their duties by a blanket undertaking.

Other school personnel and members of the Board of Education authorized or required to handle the District's revenues may be covered by a blanket undertaking provided by the District in such amounts as approved by the Board based upon the recommendations of the Superintendent or their designee.

Education Law Sections 1709(20-a)  
1720, 2130 (5), 2526 and 2527  
Public Officers Law Section 11 (2)  
8 New York Code of Rules and Regulations (NYCRR) Section 170.2(d)



**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: **Energy/Water Conservation and  
Recycling of Solid Waste  
Hazardous Waste and Handling of  
Toxic Substances by Employees**

Policy Number: 5651\_\_\_\_\_

Date of Original Policy: 06/18/2014\_\_\_\_\_

Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 09/16/2020

Date of Next Review: 06/18/2023

Replacement of Policy Number: 5650 & 5631

**Energy/Water Conservation and Recycling of Solid Waste**

The Jordan-Elbridge Board of Education recognizes the importance of energy and water conservation and is committed to the analysis, development, and initiation of conservation measures throughout the District for the purpose of reducing energy consumption.

**Recycling**

The Superintendent will develop a program for the source separation and segregation of recyclable or reusable material in the District. The District-wide recycling plan shall include:

- a) A conservation education program to teach students about their social responsibility for preserving our resources, and involvement of all students and personnel in a comprehensive effort to reduce, reuse and recycle waste materials
- b) A concerted effort to purchase recycled items and biodegradable rather than non-biodegradable products
- c) Separation of waste into appropriate categories for the purpose of recycling, including mercury-added consumer products
- d) A cooperative effort with community recycling programs

**Hazardous Waste and Handling of Toxic Substances by Employees**

The Jordan-Elbridge Board of Education recognizes the need to protect human health and the environment from damage resulting from the improper handling of hazardous wastes.

The management of hazardous waste from its point of generation to the ultimate disposal is regulated through specific Federal and State laws.

The Board directs the Superintendent to adopt rules to insure District implementation of applicable Federal and State laws pertaining to the identification, transportation, treatment, storage, and disposal of hazardous wastes.

Environmental Conservation Law Sections 27-2101-27-2115  
General Municipal Law Section 120-aa

Environmental Protection Agency  
40 Code of Federal Regulations (CFR) 261 & 262  
6 New York Code of Rules and Regulations (NYCRR) Part 371

## **JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Attendance Policy Number: 7110  
Date of Original Policy: 07/10/2002 Date Revision Adopted \_\_\_\_\_  
Reviewed by Policy Committee: 08/16/17 Date of Next Review: 09/17/2020  
Replacement of Policy Number: \_\_\_\_\_

Attendance is a critical factor for student success in school. Consistent school attendance, improved academic performance and school completion have a positive correlation. Therefore, it is the policy of the Jordan-Elbridge Central School District to promote a sound attendance policy, which, in turn, will lead to the development of skills, habits, understanding and knowledge for the success of all of our students.

The Jordan-Elbridge attendance policy will allow school administrators and district personnel to:

- Know the whereabouts of every student for safety and other reasons;
- Identify attendance patterns to design improvement efforts;
- Aid in closing gaps in student performance;
- Assist students in successful completion of high school;
- Determine the district's average daily attendance for State aid purposes;
- Verify compliance with compulsory education laws.

### Notice

When a student is absent, tardy, or leaves early from class or school without excuse, designated staff member(s) will notify the student's parent(s)/guardian(s).

The District's attendance policy is included in the Code of Conduct distributed to students each year.

### Record Keeping

A record shall be kept of each scheduled day of instruction during which the school is closed all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction or damage of a school building, or such other cause as may be found satisfactory to the Commissioner of Education.

Attendance records shall also indicate the date when a student withdraws from enrollment or is dropped from enrollment in accordance with Education Law Section 3202(1-a)

The attendance clerk/nurse will keep accurate attendance in each school building. In the elementary school buildings, the clerk/nurse will take attendance once in the morning and will record the attendance electronically through the BOCES Regional Information Center (RIC). In the middle school and high school, the clerk/nurse will report attendance electronically through the RIC at BOCES once in the morning.

Each classroom teacher will take attendance for each of her/his classes at the beginning of each period throughout the day and record it electronically. The safety of our students is our number one concern. Any teacher who does not take attendance at the onset of each period will be counseled /disciplined according to the provisions in the JETA contract and Section 3012 of Education Law. Students absent from class will be reported electronically to the clerk/nurse who will attempt to notify building administration who will attempt to verify the whereabouts of the absent student(s). If a student is not located prior to attendance being taken in the subsequent class, the parent/guardian will be notified.

The clerk/nurse will distribute a second updated absentee list to the teachers and administrators in the afternoon. In all buildings, the school will phone the home of the absent students as soon as possible to notify the parent/guardian that the student is not in school and to ascertain from the parent/guardian the reason for the absence.

The principal(s) and/or his/her designee(s) will review student attendance daily. On a quarterly and yearly basis, she/he will review school wide attendance practices and make recommendations to the Superintendent for revision of the attendance policy as needed, at the end of the year.

#### Attendance Codes for Recording Absences

For the purpose of identifying the reasons for absences, the following codes will be used. These codes are abbreviations used in reporting absences electronically through the BOCES RIC.

#### Table Lookup for Absence Codes

D	Early dismissal (w/parental note)
H	House Suspension
U	Illegal; no parental note
A	Legal, e.g. sickness (w/parental contact)
R	Truant
S	Suspended (No Tutor)
T	Tardy
X	Educational event (e.g. fieldtrip)
Y	Suspended (w/tutor)
V	Unexcused Tardy
M	Medical (tutored)



### Excused/Unexcused Absences

The Board of Education, administration and staff believe that students must be in attendance in all of their classes to reap the full benefit of the education offered at Jordan-Elbridge Central Schools and to be successful in completing the courses of study. Therefore, only the following absences will be considered as excused from regular instruction for the purpose of granting credit toward course completion.

1. In-school or out of school suspension assigned by the principal provided the student meets with the tutor as assigned. If a student is assigned a tutor, e.g. due to out of school suspension, and fails to meet with the tutor for the minimum amount of tutoring time, the student will be considered illegally absent.
2. Home tutoring.
3. Attendance at a field trip. Note: The student is required to meet with the teachers and make up the work missed in all of her/his classes to have the absences excused.
4. Band and chorus lessons – same as #3 above.
5. Attendance at any other school program, building or function assigned by the staff or administration as a requirement for a legitimate school function.
6. A medical excuse from a doctor excusing the student from physical education only.

Absences will carry over from a previously attended school to a school at Jordan-Elbridge and will become a part of the student's permanent record. Absences will also carry over from one class to another should a student change classes during the period of a school year.

### Attendance and Course Credit

A student must be in attendance 60% of the time to be able to sit for the local final exam. For a full year course, if a student exceeds 72 absences, the student will not be allowed to take the local final examination. In a half-year course, if a student exceeds 36 absences, the student will not be allowed to take the local final exam.

Students who are absent from class due to their participation in a school sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Attendance at school sponsored events where instruction is substantially equivalent to the instruction which was missed shall be counted as the equivalent of regular attendance in class.

For purpose of being able to complete a course and take the final examination, excused absences may be counted toward completion of the course if:

1. The student meets with the teacher to review the lesson missed, and/or audits the same lesson taught in a different section;
2. Makes up work missed during the absence in a timely manner, based on individual requirements of the course.

#### *Description of Notification to Parents*

Parents will be notified periodically of numbers of absences as they may affect the student's chances of passing the course or completing the grade. In addition, tardies and absences will be reported on each report card at the four ten-week periods at all grade levels.

#### *Sanctions*

Unexcused absences, tardiness and early departures will result in disciplinary sanctions as described in the District's Code of Conduct. If students choose not to comply with compulsory attendance laws and are excessively tardy, absent or truant, sanctions must be in place to improve attendance patterns of such students. Sanctions include, but are not limited to:

- Phone calls to parent/guardian;
- Conferences with parent/guardian;
- Discipline referral which may result in detention, in-school suspension;
- Superintendent's hearing;
- PINS Petition (Person in need of Supervision) to involve the probation department and/or court for students under the compulsory attendance age.

#### Description of Developmental Process for Intervention Strategies

The following process for intervention may be applied in cases where students are chronically absent:

1. Attendance clerk/nurse informs guidance counselor and/or the principal who requests parent conference.
2. Discipline referral sent to office.
3. If chronic unexcused absences persist, the school social worker will be sent for a home visit that will make an assessment and report back to the principal.
4. A PINS petition may be filed with the County Probation Department for chronic truancy and/or chronic unexcused absences.
5. If a student is absent for twenty consecutive days and is beyond the compulsory attendance age, a letter will be sent to the parent/guardian requesting a conference. If the parent/guardian does not attend the conference and does not get the student to school, the student will be dropped from attendance at the high school, per New York State Education Law 3202.1-A.

### Review of Attendance Records

The principal of each school building will review the attendance records of students who show a pattern of excessive absences with the attendance clerk/nurse every ten weeks.

At the end of each school year, the building principal will review the attendance procedures for the year and render an assessment to the Superintendent for modification of the attendance policy or procedures if warranted. The Superintendent will make recommendations to the Board of Education for revision of the attendance policy deemed necessary to improve student attendance.

8 NYCRR §§104.1; 175.6  
Social Service Law §34-a



**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Involuntary Transfer of Students

Policy Number: 7140

Date of Original Policy: \_\_\_\_\_

Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 09/16/2020

Date of Next Review: 03/21/2023

Replacement of Policy Number: \_\_\_\_\_

Involuntary transfer of a student from regular classroom instruction to an appropriate educational setting in another school shall be in accordance with Education Law.

**JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Loss or Destruction of District Property  
or Resources \_\_\_\_\_

Policy Number: 7311

Date of Original Policy: 07/10/2002

Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 09/16/2020

Date of Next Review: 09/24/2023

Replacement of Policy Number: \_\_\_\_\_

This District is authorized to seek restitution, through civil action when necessary, from the parent or guardian of an unemancipated student over the age of ten (10) and under the age of eighteen (18) where such student:

- a) Has willfully, maliciously, or unlawfully damaged, defaced or destroyed real or personal property in the care, custody or ownership of the District
- b) Has knowingly entered or remained in a District building, and wrongfully taken, obtained or withheld personal property owned or maintained by the District.

In instances where the District has sought and obtained a judgment from a court of competent jurisdiction, parent/guardian liability for civil damages shall not exceed \$5,000.00. Under certain circumstances, prior to the entering of a judgment in the sum total of \$500.00 or more, a court may consider the parent's or guardian's financial inability to pay any portion or all of the amount of damages which are in excess of \$500.00, and enter a judgment in an amount within the financial capacity of the parent or guardian. However, no such judgment shall be entered for an amount which is less than \$500.00.

**False Reporting of an Incident or Placing a False Bomb**

A School District is also authorized to seek restitution, as described in law, from a parent or guardian of and unemancipated student over the age of ten (10) and under the age of eighteen (18) where such student:

- a) Has falsely reported an incident
- b) Has placed a false bomb as defined in the New York State Penal Law

Damages for falsely reporting an incident or placing a false bomb shall mean the funds reasonably expended by the School District in responding to such false report of an incident or false bomb, less the amount of any funds which have been or will be recovered from any other source as enumerated in law.

In seeking restitution, the School District shall file with the court, the County district attorney and defense counsel an affidavit stating that the funds reasonably expended for which restitution is being sought have not been and will not be recovered from any other source or in any other civil or criminal proceeding, except as provided for pursuant to General Obligations Law Section 3-112.

**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Student Dress Code Policy Number: 7312

Date of Original Policy: 07/10/2002 Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 09/16/2020 Date of Next Review: 02/24/2023

Replacement of Policy Number: \_\_\_\_\_

The responsibility for the dress and appearance of students shall rest with individual students and their parents and must also still meet reasonable or defined standards of health, safety and welfare of District students, visitors or employees. Student dress and appearance must be in accordance with the District Code of Conduct. The administration is authorized to take action in instances where individual dress does not meet these stated requirements.

While the school administration may require student participating in physical education classes to wear certain types of clothing (e.g. Sneakers, socks, shorts, tee shirts), administrators or faculty may not prescribe a specific brand which students must wear. For special events or ceremonies such as inductions, dances, graduation or concerts, the administration may recommend or require appropriate attire to match the occasion.

Students may attend school and its related functions without restraint or discrimination as long as their attire and appearance meet the requirements described above.

**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Student Dress Code Policy Number: 7312

Date of Original Policy: 07/10/2002 Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 09/16/2020 Date of Next Review: 02/24/2023

Replacement of Policy Number: \_\_\_\_\_

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Students may attend school and its related functions without restraint or discrimination as long as their attire and appearance meet the requirements described above.



**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Suspension of Students Policy Number: 7313

Date of Original Policy: 07/10/2002 Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 09/16/2020 Date of Next Review: 02/24/2023

Replacement of Policy Number: \_\_\_\_\_

The Superintendent or the principal may suspend the following students from required attendance upon instruction:

- a) A student who is insubordinate or disorderly
- b) A student who is violent or disruptive
- c) A student whose conduct otherwise endangers the safety, morals, health or welfare of others

When a student has been suspended and is of compulsory attendance age, immediate steps shall be taken to provide alternative instruction which is of an equivalent nature to that provided in the student's regularly scheduled classes.

**Suspension: Five Days or Less**

The Superintendent or the principal of the school where the student attends shall have the power to suspend a student for a period not to exceed five (5) days. In the absence of the principal, the designated "Acting Principal" may then suspend a student for a period of five (5) days or less.

When the Superintendent or the principal (the "suspending authority") proposes to suspend a student for five (5) school days or less, the suspending authority shall provide the student with **notice** of the charged misconduct. If the student denies the misconduct, the suspending authority shall provide an **explanation** of the basis for the suspension.

When suspension of a student for a period of five (5) school days or less is proposed, administration shall also immediately notify the parent/person in parental relation in writing that the student *may* be suspended from school.

Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of the decision to propose suspension at the last known address or addresses of the parents/person in parental relation. Where possible, notification shall also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents/persons in parental relation.

The notice shall provide description of the incident(s) for which suspension is proposed and shall inform the student and the parent/person in parental relation of their right to request an immediate informal conference with the principal in accordance with the provisions of Education Law Section 3214(3)(b).

Both the notice and the informal conference shall be in the dominate language or mode of communication used by the parents/person in parental relation. At the informal conference, the student and parent/person in parental relation shall be authorized to present the student's version of the event and to ask questions of the complaining witnesses.

The notice and opportunity for informal conference shall take place **prior** to suspension of the student unless the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, in which case the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practical.

Teachers shall immediately report or refer a violent student to the principal or Superintendent for a violation of the District's Code of Conduct and a minimum suspension period.

### **Suspension: More than Five School Days**

In situations where the Superintendent determines that a suspension in excess of five (5) school days may be warranted, the student and parent/person in parental relation, upon reasonable notice, shall have had an opportunity for a fair hearing. At the hearing, the student shall have the right of representation by counsel, with the right to question witnesses against him/her, and the right to present witnesses and other evidence on his or her behalf.

Where the basis for the suspension is, in whole or in part, the possession on school grounds or school property by the student of any firearm, rifle, shotgun, dagger, dangerous knife, dirk razor, stiletto or any of the weapons, instruments or appliances specified in Penal Law Section 265.01, the hearing officer or Superintendent shall be barred from considering the admissibility of such weapon, instrument or appliances as evidence, notwithstanding a determination by a court in a criminal or juvenile delinquency proceeding that the recovery of such weapon instrument or appliance was the result of an unlawful search or seizure.

### **Minimum Periods of Suspension**

Pursuant to law, Commissioner's Regulations and the District's Code of Conduct, minimum periods of suspension shall be provided for the following prohibited conduct, subject to the requirements of federal and state law and regulations:

Consistent with federal Gun-Free Schools Act, any student who is determined to have brought a weapon to school shall be suspended for a period of not less than one calendar year. However, the Superintendent has the authority to modify this suspension requirement on a case-by-case basis.

A minimum suspension period for students who repeatedly are substantially disruptive of the educational process or substantially interfere with the teacher's authority over the classroom, provided that the suspending authority may reduce such period on a case-by-case basis to be consistent with any other state and federal law. The definition of "repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority" shall be determined in accordance with the Regulations of the Commissioner.

A minimum suspension period for acts that would qualify the student to be defined as a violent student pursuant to Education Law Section 3214(2-a)(a), provided that the suspending authority may reduce such period on a case-by-case basis to be consistent with any other state and federal law.

### **Suspension of Student with Disabilities**

Generally, should a student with a disability infringe upon the established rules of the schools, disciplinary action shall be in accordance with procedures set forth in the *District's Code of Conduct* and in conjunction with applicable law and the determination of the Committee on Special Education.

Generally, if suspension or removal from the current educational setting is in excess of then (10) cumulative school days and/or otherwise constitutes a disciplinary change in educational placement of a student with a disability or a student presumed to have a disability for discipline purposes as defined in law and regulation, the Committee on Special Education (CSE) shall, to the extent required by current applicable federal and state law, conduct a review of the relationship between the child's disability and the behavior subject to the disciplinary action. If it is determined, as a result of the review, that the student's behavior is not a manifestation of his or her disability, the relevant disciplinary procedures applicable to student without disabilities may be applied to the student in the same manner in which they would be applied to students without disabilities, subject to the right of the parent or person in parental relation to request a hearing objecting to the manifestation determination and the District's obligation to provide a free, appropriate public education to such student.

Additionally, the District may seek and order from a hearing officer for a change in placement of a student with a disability to an appropriate interim alternative educational setting for up to forty-five (45) days if the District establishes, in accordance with law, that such student is substantially likely to injure himself/ herself or others.

If it is determined that the student's behavior is a manifestation of his or her disability, the student may not be removed from the current placement unless in accordance with law. The student shall be referred to the CSE for program review.

### **Suspension from BOCES**

The Jordan-Elbridge principal may suspend School District students from BOCES classes for a period not to exceed five (5) school days when student behavior warrants such action.

### **In-School Suspension**

In-school suspension will be used as a lesser discipline to avoid an out-of-school suspension. The student shall be considered present for attendance purposes. The program is used to keep each student current with his or her class work while attempting to reinforce acceptable behavior, attitudes and personal interaction.



## **BOCES Activities**

BOCES Activities, like field trips and other activities outside the building itself, are considered an extension of the school program. Therefore, an infraction handled at BOCES is to be considered as an act within the School District itself.

A student who is ineligible to attend a District school on a given day may also be ineligible to attend BOCES classes. The decision rests with the Superintendent or their designee.

## **Exhaustion of Administrative Remedies**

If a parent or person in parental relation wishes to appeal the decision of the building principal or Superintendent to suspend a student from school, regardless of the length of the student's suspension, the parent or person in parental relation must appeal to the Board of Education prior to commencing an appeal to the Commissioner of Education.

Education Law Sections 2801 and 3214

8 New York Code of Rules and Regulations (NYCRR) Section 100.2(1)(2) and Part 201

18 United States Code (USC) Sections 914 and 921

20 United States Code (USC) Section 8921 as reauthorized by the No Child Left Behind Act of 2001

Penal Law Section 265.01

20 United States Code (USC) Sections 1400-1485, Individuals with Disabilities Education Act (IDEA)

34 Code of Federal Regulations (CFR) Part 300



**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Alcohol, Drugs and other Substances  
(Students) \_\_\_\_\_

Policy Number: 7320

Date of Original Policy: 07/10/2002

Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 09/16/2020

Date of Next Review: 02/24/2023

Replacement of Policy Number: \_\_\_\_\_

The Board of Education recognizes that the misuse of drugs or alcohol is a serious problem with legal, physical, emotional and social implications for the entire community. Therefore, the consumption, sharing or selling, use or possession of alcoholic beverages, illegal drugs, counterfeit and designer drugs or paraphernalia for the use of such drugs is prohibited at any school-sponsored event or on school property at all times. The inappropriate use of prescription and over-the-counter drugs shall also be disallowed. Persons shall be banned from entering school ground or school-sponsored events when exhibiting behavioral, personal or physical characteristics indicative of having used or consumed alcohol or other substances.

Through the collaborative efforts of staff, students, parents/guardians and the community as a whole, a certifiable comprehensive program shall be developed addressing alcohol and other substances to include the following elements:

**Primary Prevention**

Preventing or delaying alcohol and other substance use/abuse by students shall be the major focus of a comprehensive K-12 program in which proactive measures of prevention and early intervention are emphasized. This program shall include:

A sequential K-12 curriculum that will be developed and incorporated into the total educational process. The curriculum shall be concerned with education and prevention in all areas of alcohol and other substances uses or abuse.

Training school personnel and parents and guardians to reinforce the components of the policy through in service and community education programs with up-to-date factual information and materials.

An effort to provide positive alternatives to alcohol and other substances use or abuse through the promotion of drug and alcohol-free special events, service projects and extracurricular activities that will develop a positive peer influence.

## **Intervention**

School-based intervention services shall be made available to all students, grades K-12, and provide by prevention professionals who are appropriately trained in this area. The purpose of intervention is to eliminate any existing use or abuse of alcohol and other substances and to identify students considered to be at risk for use or abuse. Intervention programming shall include:

- a) Counseling of student in groups and as individuals on alcohol and other substance use or abuse. Counselors shall be appropriately trained and skilled school staff assigned for this purpose.
- b) Referring students to community or other outside agencies when their use or abuse of alcohol and other substances requires additional counseling or treatment. Referral is a key link in school and community efforts and the process is basic to the dissemination of information regarding available counseling and health services.
- c) Providing a supportive school environment designed to continue the recovery process for student(s) returning from treatment. A re-entry program may include continuing student or family counseling and emphasizing positive alternatives to alcohol and other substance use or abuse.
- d) Developing a parent network to serve as a support group and provide a vehicle of communication for parent education
- e) Ensuring confidentiality as required by state and federal law.

## **Disciplinary Measures**

Disciplinary measures for students consuming, sharing or selling, using or possessing alcoholic beverages, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs shall be outlined in the *District's Code of Conduct on School Property*.

## **Staff Development**

There shall be ongoing training of District staff about the components of an effective alcohol and other substances program. Training shall include, but not be limited to, District policies and regulations and the staff's role in implementing such policies, and regulations. Teachers shall be trained to implement the District's K-12 alcohol and other substance prevention curricula; intervention staff shall be suitably trained to carry out appropriate services.

## **Implementation, Dissemination and Monitoring**

It shall be the responsibility of the Superintendent to implement the alcohol and other substances Board policy by collaboration with school personnel, students, parents /guardians and the community at large.

Additionally, copies of Board policy shall be disseminated to District staff, parents/guardians and community members. The Superintendent shall biennially review the drug and alcohol abuse prevention program to determine its effectiveness and support appropriate modifications, as needed.

## JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Searches and Interrogations Policy Number: 7330

Date of Original Policy: 07/10/2002 Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 09/16/2020 Date of Next Review: 02/24/2023

Replacement of Policy Number: \_\_\_\_\_

Students are protected by the Constitution from unreasonable searches and seizures. A student may be searched and contraband seized on school grounds or in a school building by a School District employee only when the School District employee has reasonable suspicion to believe the student is engaging in proscribed activity which is in violation of school rules or illegal.

Factors to be considered in determining whether reasonable suspicion exists to search a student include:

- a) The age of the student
- b) The student's record and past history
- c) The predominance and seriousness of the problem in the school where the search is directed
- d) The urgency to conduct the search without delay

If reasonable suspicion exists to believe that a student possesses a weapon, it is permissible for a School District employee to search that student

### **Lockers**

Lockers are provided by the school for student use and the administration has the right to search lockers. A student may have exclusive use of a locker as far as other students are concerned but he or she does not have such exclusivity over the locker as it relates to the school authorities.

### **Questioning of Students by School Officials**

School officials have the right to question students regarding any violations of school rules or illegal activity. In general, Administration may conduct investigations concerning reports of misconduct which may include, but are not limited to, questioning students, staff, parents/guardians, or other individuals as may be appropriate and, when necessary, determining disciplinary action in accordance with applicable due process rights.

Should the questioning of students by school officials focus on the actions of one particular student, the student will be questioned, if possible, in private by the appropriate school administrator. The student's parent / guardian may be contacted; the degree, if any, of parental/guardian involvement will vary depending upon the nature and the reason for questioning, and the necessity for further action which may occur as a result.



The questioning of students by school officials does not preclude subsequent questions/interrogations by police authorities as otherwise permitted by law. Similarly, the questioning of students by school officials does not negate the right/responsibility of school officials to contact appropriate law enforcement agencies, as may be necessary, with regard to such statements given by students to school officials.

School officials acting alone and on their own authority, without the involvement of or on behalf of law enforcement officials (at least until after the questioning of students by school authorities has been conducted) are not required to give the so-called "Miranda warnings" (i.e. advising a person, prior to any custodial interrogations as defined in law, of the right to remain silent; that any statement made by the individual may be used as evidence against him or her; and that the individual has the right to the presence of an attorney, either retained or appointed) prior to the questions of students.

If deemed appropriate and necessary, the Superintendent or their designee may also review the circumstances with School District legal counsel so as to address concerns and the course of action, if any, which may pertain to or result from the questioning of students by school officials.

#### **Law Enforcement Officials**

It shall be the policy of the Jordan-Elbridge Central School District that a cooperative effort shall be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on school premises or during a school sponsored activity, or to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property.

Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions. The School District's administrators shall at all times act in a manner that protect and guarantees the rights of students and parents.

#### **Interrogation of Students by Law Enforcement Officials**

If police are involved in the questioning of students on school premises, whether or not at the request of school authorities, it will be in accordance with applicable law and due process rights afforded students. Generally, police authorities may only interview students on school premises without the permission of the parent/guardian in situations where a warrant has been issued for the student's arrest (or removal). Police authorities may also question student(s) for investigations of crimes committed on school property. Generally, in all other situations, if the police wish to speak to a student without a warrant, they should take the matter up directly with the student's parents/guardians.

Whenever police wish to question a student on school premises, administration will attempt to notify the student's parent /guardian.



If possible, questioning of a student by police should take place in private and in the presence of the Building principal or their designee.

Family Court Act Section 1024

Education Law Sections 1709(2) and (33) and 2801

8 New York Code of Rules and Regulations (NYCRR) Section 100.2(1)

**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Corporal Punishment Policy Number: 7350

Date of Original Policy: 07/10/2002 Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 09/16/2020 Date of Next Review: 02/24/2023

Replacement of Policy Number: \_\_\_\_\_

Corporal punishment as a means of discipline shall not be used against a student by any teacher, administrator, office, employee or agent of this School District.

However, if alternative procedures and methods which would not involve physical force do not work, then the use of reasonable physical force is not prohibited for the following reasons:

- a) Self-protection
- b) Protection of others
- c) Protection of property
- d) Restraining or removing a disruptive student

Whenever a school employee uses physical force against a student, the school employee shall, within the same school day, make a report to the Superintendent describing in detail the circumstances and the nature of the action taken.

The Superintendent of Schools shall submit a written report annually to the Commissioner of Education, with copies to the Board of Education setting forth the substance of each written complaint about the use of corporal punishment received by the Jordan-Elbridge Central School authorities in each case.

## JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Weapons in School and the Gun-Free  
School Act

Policy Number: 7360

Date of Original Policy: 07/14/2005

Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 09/16/2020

Date of Next Review: 02/24/2023

Replacement of Policy Number: \_\_\_\_\_

### Weapons in School

The possession of a weapon on school property, in District vehicles, in school buildings or at school sponsored activities or settings under the control and supervision of the District regardless of location, is strictly prohibited, except by law enforcement personnel. Any person possessing a weapon for educational purposes in any school building must have written authorization of the Superintendent of Schools or his or her designee.

The Penal code of the State of New York shall be used to determine what is considered a weapon.

Penal Law Sections 265.01-265.06

### Specific Penalties Imposed by the Gun-Free Schools Act

No student shall bring or possess any "firearm" as defined in federal law on school premises (including school buildings and grounds, district vehicles, school settings or school sponsored activities under the control and supervision of the District regardless of location). For purposes of this policy, the term "firearm" includes any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such weapon; any firearm muffler or silencer; or any "destructive device" (e.g., any explosive, incendiary, or poison gas, including bombs, grenades, rockets or other similar devices). The term does not include a rifle which the owner intends to use solely for sporting, recreational or cultural purposes; antique firearms; or Class C. common fireworks.

In accordance with the Gun-Free Schools Act Section 3214(3)(d) of the Education Law, any student who brings or possesses a firearm, as defined in federal law, on school property, will be referred by the Superintendent to the appropriate agency or authority for a juvenile delinquency proceeding in accordance with Article 3 of the Family Court Act when the student is under the age of sixteen (16) except for a student fourteen (14) or fifteen (15) years of age who qualifies for juvenile offender status under the Criminal Procedure Law, and will be referred by the Superintendent to the appropriate law enforcement officials when the student is sixteen (16) years of age or older or when the student is fourteen (14) or fifteen (15) years of age and qualifies for juvenile offender status under the Criminal Procedure Law.

In addition, any student attending a district school who has been found guilty of bringing a firearm to or possessing a firearm on school property, after a hearing has been provided pursuant to Section 3214 of the Education Law, shall be suspended for a period of not less than one (1) calendar year and any student attending non-district school who participation in a program operated by the School District using funds from the Elementary and Secondary Education Act of 1965 who is determined to have brought a firearm to or possessed a firearm at a District school or on other premises used by the School District to provide such programs shall be suspended for a period of not less than one (1) calendar year from participation in such program. The procedures of education Law Section 3214(3) shall apply to such a suspension of a student attending a non-district school. Further, after the imposition of the one (1) year penalty has been determined, the Superintendent of Schools has the authority to modify the suspension requirement for each student on a case-by-case basis. In reviewing the student's one (1) year suspension penalty, the Superintendent may modify the penalty based on factors as set forth in Section 100.2 of the Regulations of the Commissioner of Education and in Commissioner's Decisions. The determination of the Superintendent shall be subject to review by the Board of Education in accordance with Education Law Section (3)(c) and by the Commissioner of Education in accordance with Education Law Section 310.

#### Student with a Disability

A student with a disability who is determined to have brought a firearm to school or possessed a firearm at school may be placed in an interim alternative educational setting, in accordance with federal and state law, for not more than forty-five (45) calendar days. If the parent or guardian requests an impartial hearing, the student must remain in the interim alternative placement until the completion of all proceedings, unless the parent or guardian and district can agree on a different placement.

A student with a disability may be given a long term suspension pursuant to the Gun-Free Schools Act only if a group of persons knowledgeable about the student is defined in federal regulations implementing the IDEA, determines that the bringing of a firearm to school or possessing a firearm at school was not a manifestation of the student's disability, subject to applicable procedural safeguards.

If it is determined that the student's bringing of a firearm to school or possessing a firearm at school was a manifestation of the student's disability, the Superintendent must exercise his or her authority under the Gun-Free Schools Act to modify the long term suspension requirement, and determine that the student may not be given a long term suspension for the behavior. The Committee on Special Education may review the student's current educational placement and initiate change in placement proceedings, if appropriate, subject to applicable procedural safeguards.

The District may offer home instruction as an interim alternative educational setting during the pendency of review proceedings only if the student's placement in a less restrictive alternative educational setting is substantially likely to result in injury either to the student or to others.

The District may also seek a court order to immediately remove a student with a disability from school if the District believes that maintaining the student in the current educational placement is substantially likely to result in injury to the student or to others.



Students with disabilities continue to be entitled to all rights enumerated in the Individuals with Disabilities Education Act and Article 89 of the Education Law; and this policy shall not be deemed to authorize suspension of students with disabilities in violation of these laws.

This policy does not prohibit the district from utilizing other disciplinary measures including, but not limited to, out-of-school suspension for a period of five (5) days or less, or in-school suspension, in responding to other types of student misconduct with infringe upon the established rules of the school. Additionally, this policy does not diminish the authority of the Board of Education to offer courses in instruction in the safe use of firearms pursuant to Education Law Section 809-a.

The District will continue to provide the suspended student who is of compulsory attendance age with appropriate alternative instruction during the period of the student's suspension.

Gun-Free Schools Act as reauthorized by the No Child Left Behind Act of 2001

18 United States Code (USC) Section 921(a)

Individuals with Disabilities Education Act (IDEA)

20 United States Code (USC) Section 1400-1485 and 7151

Criminal Procedure Law Section 1.20(42)

Education Law Sections 310, 809-a, 3214 and Article 89

Family Court Act Article 3

8 New York Code of Rules and Regulations (NYCRR)Section 100.2 and Part 200

**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Contest for Students, Student Awards  
and Scholarships

Policy Number: 7430

Date of Original Policy: 07/10/2002

Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 09/16/2020

Date of Next Review: 02/24/2023

Replacement of Policy Number: \_\_\_\_\_

**Contests for Students**

Distribution of educational material, essay contests, and poster contests must be approved in advance by the building principals if the sponsoring organization wishes to involve students in the project on school time. Sample of the informational material should accompany the request. Upon the judgment of the principal, the request may be forwarded to the Superintendent and the Board of Education for approval.

**Student Awards and Scholarships**

The School District may obtain and award to its students, awards and scholarships. The Board of Education, having been entrusted by law, will hold in trust; gifts, grants, bequests and legacies given or bequeathed to the Jordan-Elbridge Central School district. These awards and scholarships shall be distributed according to the instruction of donors and according to the procedures established by the administration.

Awards or scholarships that are to be continued annually and are awards or scholarships of \$50.00 or more, may, at the request of the donating person or organization, be deposited in the School's Private Purpose Trust Fund. Prior to the establishment of such an account, it will be necessary for the donating person or organization to define the criteria for the selection of the recipient.

**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Musical Instruments Policy Number: 7440

Date of Original Policy: 07/10/2002 Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 09/16/2020 Date of Next Review: 02/24/2023

Replacement of Policy Number: \_\_\_\_\_

- a) All instrumental music students shall be expected to own or rent their instrument- particularly the common and less expensive instruments (flute, clarinet, trumpet, saxophone etc.)
- b) Students will not be required to own or rent the less common and more expensive instruments. Instruments in this category are as follows: oboe, bassoon, tuba, French horn, trombone, baritone horn, tenor and baritone saxophones, bass trombone and percussion instruments. School-owned instruments in this classification will be disbursed upon decisions by the instrumental music staff. Decisions will be dependent upon the individual student's talent and merit and the need for a balanced instrumentation at each grade level.
- c) Students and parents/guardians will assume responsibility for proper care of school-owned instruments and will pay for damages to same.
- d) The District will only transport in its vehicles those instruments meeting certain safety standards as indicated in the New York State Department of Transportation Regulations.

**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Private School and Home Instruction  
Students Participation in Elementary  
Extracurricular Music Programs

Policy Number: 7441

Date of Original Policy: \_\_\_\_\_

Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 09/16/2020

Date of Next Review: 02/24/2023

Replacement of Policy Number: \_\_\_\_\_

The Board of Education of the Jordan-Elbridge Central School District has the authority and discretion to permit private school and home instruction students to participate in extracurricular programs which the District offers.

Private school and home instruction students are hereby authorized to participate in the Extracurricular Music Programs provided that:

- a) Said private school and home instruction students obtain their own transportation to and from the programs
- b) The District does not incur any additional expenses due to the students' participation
- c) No student who attends the District's schools shall be displaced from the Extracurricular Music programs because of participation in such programs by private school and home instruction students

This resolution does not create an entitlement or right for private school or home instruction students to participate in any other extracurricular program which the District currently offers or which it may offer in the future.



## JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Concussion Management

Policy Number: 7521

Date of Original Policy: 08/15/2012

Date Revision Adopted 11/07/2012

Reviewed by Policy Committee: 09/16/2020

Date of Next Review: 09/28/2023

Replacement of Policy Number: \_\_\_\_\_

The Jordan-Elbridge Board of Education recognizes that concussions and head injuries are the most commonly reported injuries in children and adolescents who participate in sports and recreational activities. The physical and mental well being of our students is a primary concern, therefore, the Jordan-Elbridge Board of Education adopts the following policy to support the proper evaluation and management of concussions and/or other head injuries.

**A concussion** is a mild traumatic brain injury (MTBI). A concussion occurs when normal brain functioning is disrupted by a blow or jolt to the head or body that causes the head and brain to move rapidly back and forth. Recovery from concussion and its symptoms will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management. Concussions can impact a student's academics as well as their athletic pursuits.

### Symptoms:

- Headache
- Nausea or vomiting
- Unusual drowsiness or difficult to arouse
- Changes in the level of consciousness; alertness and/or personality
- Blood or other fluids draining from the ears or nose
- Convulsions or seizures
- Dizziness, trouble with coordination or balance
- Disturbances in vision
- He/She appears confused or unable to concentrate
- Pupils become dilated or unequal in size/shape
- Weakness or numbness of arms, legs, or trouble walking
- Fever and stiff neck

### Concussion Management Team (CMT)

In accordance with the Concussion Management and Awareness Act, the Jordan-Elbridge Central School District is authorized, at its discretion to establish a concussion Management Team (CMT) to be composed of, but not limited to the following: Athletic Director, School Nurse, School District Physician, Coach, Athletic Trainer or such other appropriate personnel as Designated by the Superintendent and/or his designee. The Concussion management Team will oversee and implement the School District's concussion policy and regulations including the requirement that all school coaches, physical education teachers, nurses and certified athletic trainers who work with and/or provide instruction or pupils engaged in school sponsored athletic activities and/or clubs complete training relating to mild traumatic brain injuries. Furthermore, the concussion management team may establish and implement a program which provides information on mild traumatic brain injuries to parents and/or guardians throughout each school year.

### **Staff Training/Course of Instruction**

Each school coach, physical education teacher, school nurse and certified athletic trainer who works with and/or provides instruction to students in school-sponsored athletic activities/clubs (including physical education class and recess) shall complete a course of instruction every two (2) years relating to recognizing the symptoms of concussions or MTBIs and monitoring and seeking proper medical treatment for students who suffer from a concussion or MTBI.

#### **Components of the training will include:**

- a) Definition of mild traumatic brain injury (MTBI);
- b) Signs and symptoms of MTBI;
- c) How MTBIs may occur;
- d) Practices regarding prevention; and
- e) Guidelines for the return to school and/or school activities for a student who has suffered an MTBI, even if the injury occurred outside of school.

The course can be completed by means of instruction approved by SED which include, but are not limited to, courses provided online and/or by teleconference.

### **Information to Parents**

The District shall include the following information on concussion in any permission/consent form or similar document that may be required from a parent/guardian for a student's participation in the sport, club or school sponsored activity.

- a) Definition of mild traumatic brain injury (MTBI);
- b) Signs and symptoms of MTBI;
- c) How MTBIs may occur;
- d) Practices regarding prevention; and
- e) Guidelines for the return to school and/or school activities for a student who has suffered an MTBI, even if the injury occurred outside of school

The District will provide a link on its website, if one exists, to the above list of information on the State Education Department's and Department of Health's website.

### **Identification of Concussion and Removal from Athletic Activities**

The District shall require the immediate removal from all athletic activities of any student who has sustained, or is believed to have sustained, a mild traumatic brain injury (MTBI) or concussion. Any student demonstrating signs, symptoms or behaviors consistent with a concussion while participating in a class, extracurricular activity, or interscholastic athletic activity shall be removed from the class, game and/or activity and must be evaluated as soon as possible by the appropriate health care professional. Such removal must occur based on display of symptoms regardless of whether such injury occurred inside or outside of school. If there is any doubt as to whether the student has sustained a concussion, it shall be presumed that the student has been injured until proven otherwise. The District shall notify the student's parents or guardians and recommend appropriate evaluation and monitoring.

The School District may choose to allow credentialed District staff to use validated Neurocognitive computerized testing as a concussion assessment tool to obtain baseline and post-concussion performance data. These tools are not a replacement for medical evaluation to diagnose and treat a concussion.



## **Return to School Activities and Athletics**

The student shall not return to physical activity (including athletics, physical education class and recess) until he/she has been symptom free for not less than forty eight (48) hours, and has been evaluated and received written authorization from a licensed physician. In accordance with Commissioner's Regulations, the School District's Medical Director will give final clearance on a return to activity for extra-class athletics. All such authorizations shall be kept on file in the student's permanent health record. The standards for return to athletic activity will also apply to injuries that occur outside of school. School staff should be aware that students may exhibit concussion symptoms caused by injuries from outside activities and that these visible systems also indicate a removal from play.

The District shall follow any directives issued by the student's treating physician with regard to limitations and restrictions on school and athletic activities for the student. The District's Medical Director may also formulate a standard protocol for treatment of students with concussions during the school day.

In accordance with NYSED guidelines, this policy shall be reviewed yearly and updated as necessary in accordance with the New York State Education Department guidelines. The Superintendent, in consultation with the District's Medical Director and other appropriate staff, may develop regulations and protocols for strategies to prevent concussions, the identification of concussions, and procedures for removal from and return to activities or academics.

## **ImPACT Testing**

The District offers to conduct Immediate Post Concussion Assessment and Cognitive Testing (ImPACT) prior to the start of a season to establish baseline data for a student. This data is valid for two years. Notes: ImPACT is the most widely used and scientifically validated computerized concussion evaluation system currently available. Athletes in collision and contact sports which include football, lacrosse, basketball and wrestling, are to take a "new" baseline test every two years: grade 7, grade 9, and grade 11.

## **Management of Concussion in Sports- Based on Zurich Guidelines 2008**

The Zurich Guidelines were established by an international panel of experts on sports concussion. These guidelines are based on the most recent research, and are accepted as part of the Board of Education Administrative procedure in dealing with BOE policy for head injury management.

Concussion is now classified as either simple or complex.

**Simple Concussions** are those where loss of consciousness (if any) was less than one (1) minute, and symptoms resolve without complications within seven to ten (7-10) days. In such cases, apart from limiting playing and other activities while symptomatic, no further intervention is required during the period of recovery.

**Complex Concussions** include those where there is prolonged loss of consciousness, symptoms or cognitive impairment lasting longer than seven (7) days, or there is a history of more than one (1) concussion. In these cases, return to play should be managed by a multidisciplinary team, and formal neuropsychological testing (testing of attention, memory, etc.) should be considered at a specialized head injury clinic.

## **Zurich Guidelines for Return to Play (Participation) After Sports Concussion Administrative Procedure**

When a player shows **ANY** signs or symptoms of a concussion:

1. The Player should **NOT** be allowed to return to play in the current game or practice
2. The player should not be left alone, and regular monitoring for deterioration is essential over the initial few hours following the injury.
3. The player should be medically evaluated following the injury.
4. Return to participation must follow a medical clearance and successful completion of “return to play (participation) protocol”.

The cornerstone of proper concussion management is rest until all symptoms resolve and then a graded program of exertion before return to sport, involving the following six (6) Zurich Guidelines:

1. No Activity, complete rest. When symptom free, proceed to level 2.
2. Light aerobic exercise such as walking or stationary cycling, no resistance training.
3. Sport specific exercises- for example skating in hockey, running in soccer, progressive addition of resistance training at steps 3 or 4.
4. Non contact training drills.
5. Full contact training after medical clearance.
6. Game play.

If any post concussion symptoms recur, the athlete should drop back to the previous level and try to progress again after twenty-four (24) hours. The student athlete should also be monitored for recurrence of symptoms due to mental exertion, such as reading, working on a computer or other technological device, or taking a test. In cases of complex concussion, the rehabilitation will be more prolonged and return to play advice should be provided by professional with specific expertise in the management of such injuries. Students who received multiple concussions must be released by the school physician.



**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Allergies and Anaphylaxis Policy Number: 7522  
Date of Original Policy: 04/22/2015 Date Revision Adopted \_\_\_\_\_  
Reviewed by Policy Committee: 09/16/2020 Date of Next Review: 04/22/2023  
Replacement of Policy Number: \_\_\_\_\_

The Jordan-Elbridge School District is committed to providing a safe environment for students. The JECSD Board of Education understands the increasing prevalence of life threatening allergies among school populations. Recognizing that the risk of accidental exposure to food allergens can be reduced in the school setting, JECSD is committed to working in cooperation with parents, students, and physicians, to minimize risks and provide a safe educational environment for all students. The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response. While it is unrealistic to guarantee an allergen-free environment, this policy aims to minimize the risk by implementing procedures to prepare for and reduce the amount of life-threatening allergic reactions in our schools.

Under the Allergy and Anaphylaxis Management Act of 2007 (NY Public Health Law Section 2500-h) the Commissioner of the New York State Department of Health and the Commissioner of the New York State Education Department developed procedures and guidelines to address anaphylaxis, which refers to a collection of symptoms affecting multiple systems in the body caused by a life-threatening allergic reaction, the most dangerous of which are breathing difficulties and a drop in blood pressure. After consideration of these guidance documents, the District has implemented this policy which will address:

- Information collection, procedures and forms
- Responsibilities of parents/guardians, students, school administrators, school nurses, teachers, food service department, custodians, and transportation department, and other school employees
- School procedures for safeguarding allergic students
- Education and training

**AMPLIFYING INSTRUCTIONS AND GUIDELINES:**

The responsibility for developing and revising these procedures for implementing this policy shall reside with the Superintendent of Schools and/or his/her designee.

**DELEGATION OF AUTHORITY:**

The Superintendent, or his/her designee, has the responsibility for enforcing this Policy by communicating it to all relevant parties and by providing necessary instruction and guidelines to the appropriate administrators.

**REPORTS:**

All necessary and/or required forms developed to implement this policy will be completed and forwarded to the appropriate administrators and school nurses. All forms will be available on the district webpage.

## RESPONSIBILITIES OF THE PARENT/GUARDIAN OF A STUDENT WITH ALLERGIES

Each parent/guardian of a child with an allergy shall have the following expectations:

1. Teach your child to:
  - a. Recognize the first symptoms of an allergic reaction.
  - b. Communicate with school staff as soon as he/she feels a reaction is starting.
  - c. Carry his/her own epinephrine auto-injector when appropriate.
  - d. Consistently wear the medical alert bracelet if applicable.
  - e. Do not trade, exchange or share snacks, lunches, drinks or utensils.
  - f. Understand the importance of hand washing before and after eating.
  - g. Report teasing and/or bullying that may relate to the child's allergy.
2. Teach your child to take responsibility for his/her own safety. As children get older, teach them to:
  - a. Encourage self-advocacy of the seriousness of the allergy to adults and peers.
  - b. Communicate symptoms as soon as they appear to the school nurse and teacher.
  - c. Encourage education on label reading and ingredient safety.
  - d. Administer his/her own epinephrine auto-injector.
  - e. Develop awareness of their environments
3. Inform the school nurse of your child's allergies and health history prior to the opening of school (or as soon as possible after diagnosis). All food allergies must be verified by documentation from physician or physician's designated licensed extender Nurse Practitioner (NP) or Physician Assistant (PA), Doctor of Osteopathy (DO)], Advanced Practice Provider (APP).
4. Complete and submit all required medical documentation, instructions, and medications as directed by a physician using the Allergy Action Plan and Food Allergy Awareness forms. Include an updated photo of your child on the forms.
5. Provide the school with current cell phone, pager, etc., maintain updated emergency contact numbers and medical information.
6. Provide the school nurse with up-to-date emergency medications (including Epinephrine) so they can be placed in all required locations for the current school year. Medications must comply with the district medication policy of proper labeling and expiration. Replace medications after use or upon expiration.
7. Work with the school team collaboratively to develop the Individual Health Plan that accommodates your child's needs in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and provide an Allergy Action Plan.
8. The Individual Health Plan should also promote increasing age-appropriate independence as the student grows and matures. In determining age-appropriate independence the student's level of autonomy and their ability to function autonomously is considered. A self-directed student must be able to:
  - Identify medication (color, shape)
  - Identify the purpose
  - Determine correct dosage (e.g. 1 pill)
  - Identify the time medication is to be taken
  - Describe what would happen if medication was not taken
  - Refuse to take medication if the student has any concerns, re: its inappropriateness
9. Consider providing a medical alert bracelet and/or necklace for your child.
10. Complete appropriate forms requested by Transportation or other appropriate departments and/or programs.

11. If your child is attending a school activity and/or participating in an extracurricular activity, provide appropriate medications (Benadryl, Epi-Pen) and a copy of your child's Allergy Action Plan to district personnel in charge.
12. For students who require an alternative menu under their 504 Plan or IEP, submit a physician's note indicating dietary restrictions to Food Service. The parent must review the menu with the child.
13. Provide "safe snacks" for your student's classroom so there is always something your child can choose from during an unplanned special event.
14. Encourage your child to wash hands before and after handling food.
15. Inform the school of any changes in the child's allergy status and complete a Food Allergy Change of Status Form which includes a physician's statement.

#### RESPONSIBILITIES AND/OR EXPECTATIONS OF STUDENT

Each student with a Life-Threatening Allergy shall be expected to:

1. Develop a relationship with the school nurse to assist in identifying issues related to the management of the allergy in the school.
2. Use proper hand washing before and after eating and throughout the school day.
3. Avoid sharing or trading of foods or eating utensils with others. Take responsibility for avoiding food allergens.
4. Not eat anything with unknown ingredients or known to contain any allergen.
5. Avoid putting anything in mouth such as writing utensils, fingers, or other foreign object.
6. Be proactive in the care and management of their allergies and reactions based on their developmental level. Learn to recognize personal symptoms of an allergic reaction.
7. Notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
8. Notify an adult if they are being picked on or threatened by other students as it relates to their food allergy.
9. Keep emergency epinephrine with the student, in the nurse's office, in the classroom or in coaches' first aid box if deemed necessary. When appropriate, students are encouraged to carry their Epi-pen in accordance with school policy and guidelines. If the student is authorized to carry the emergency medication with them at all times, he/she will demonstrate responsibility of this practice by completing the skills checklist with the school nurse (found in the appendix within the Epinephrine Self-Administration Authorization packet for Anaphylaxis).
10. Develop an awareness of their environment.
11. Know the overall Individual Healthcare Plan and understand the responsibilities of the plan.
12. Develop greater independence to keep themselves safe from anaphylactic reactions.



## RESPONSIBILITIES OF SCHOOL ADMINISTRATORS

1. Follow all applicable federal laws, including ADA, Section 504, and FERPA, as well as all state laws and district policies/guidelines that may apply.
2. Have available the appropriate allergy forms for the parent and explain that the required forms must be returned in a timely fashion to ensure a safe environment.
3. Provide appropriate staff with opportunities for volunteer in-service training and education on reducing allergy risks, identifying allergy symptoms, implementing emergency procedures and administering epinephrine.
4. Ensure the Individual Health Plan for Accommodations is available in the nurse's office and in a student's homeroom at the elementary levels.
5. Instruct and reinforce with custodial personnel the development of cleaning protocol to ensure that the threat of allergens is minimized.
6. Direct school staff to discuss students' health issues in confidential settings and be mindful not to isolate the allergic student or label them in front of others.

## RESPONSIBILITIES OF SCHOOL NURSES

The school nurse is the primary coordinator of each student's life-threatening allergy plan. Each school nurse will have the following responsibilities:

1. Follow all applicable federal laws, including ADA, Section 504, and FERPA, as well as all state laws and district policies/guidelines that may apply.
2. The HIPAA Compliant Authorization for Exchange of Health & Education Information will be presented to parents for signature to provide needed communication between the supervising physician and school for effective implementation of the plan.
3. Maintain updated AAP/Individual Health Plan for Accommodations in the nurse's office, in the classroom when appropriate, and with Epinephrine that is carried by identified students. The emergency action plans will also travel with the Epinephrine on school-sponsored field trips.
4. Collaborate with school administrators to provide annual volunteer in-service education for staff that will address symptoms of life-threatening allergic reactions, risk reduction and emergency procedures, and the risks of a biphasic reaction by a student who has an allergic reaction.
5. Familiarize teachers with the Individual Health Plan for Accommodations of their students and any other staff member who has contact with student on need-to-know basis.
6. Inform the school principal and parent/guardian if any student experiences an allergic reaction that has not been previously diagnosed.
7. In the event the nurse is not in the building, person supervising event is responsible for making sure 911 is called. Plans for a nursing sub are in place in the event the nurse is not in the building.



8. Collaborate with classroom staff to determine whether a letter needs to be sent to all parent(s)/guardian(s) of students in class with an individual with a severe allergy in the class. The student's name should not be shared in the letter to protect the student's right to confidentiality.
9. Notify staff of self-directed students carrying antihistamines and Epinephrine. Staff will call 911 in all instances of Epinephrine administration, and request advanced life support.
10. Ensure that medications are appropriately stored and emergency kits are maintained in appropriate locations.
11. Work with the parent/guardian, healthcare provider, and other staff to develop an Individual Healthcare Plan for students with known allergies, as appropriate.
12. The Board of Education or trustees of each school district and board of cooperative educational services and nonpublic schools are authorized, but not obligated to have licensed registered professional nurses, nurse practitioners, physician assistants, and physicians train unlicensed school personnel to inject prescribed glucagon or epinephrine auto injectors in emergency situations, where an appropriately licensed health professional is not available.
13. The Medical Practice Act and the Nurse Practice Act permit a trained, unlicensed staff member to administer epinephrine in an emergency, to an identified patient (known allergen/carry own medication). School nurses and nurse practitioners are permitted to do this training if requested. (June, 2002 EMSCE)

#### RESPONSIBILITIES OF TEACHERS/TEACHER ASSISTANTS/TEACHER AIDES/THERAPISTS

Each teacher shall have the following responsibilities:

1. Knowledge of the signs and symptoms of severe allergic reaction as provided in the student's health care plan. If an exposure occurs, the teacher will contact the school nurse, and/or call 911 for emergency services.
2. Review the Individual Health Plan for Accommodations with the nurse of any student in your classroom with life-threatening allergies along with relevant staff members.
3. Establish a procedure regarding the management of food in the classroom.
4. Collaborate with administration, nurse, and parents to send out letters to all parent(s)/guardian(s) of students in a class with an individual with a severe allergy.
5. Reinforce appropriate classroom hygiene practices/hand washing before and after eating.
6. Respond immediately to reports of students being teased or bullied about their food allergies.
7. Communicate written notification of student allergy or allergies to substitute teachers, teacher aides, therapists and volunteers on a need to know basis.

#### RESPONSIBILITIES OF FOOD SERVICE PERSONNEL

1. Provide in-service training to food service employees regarding safe food handling practices to avoid cross contamination with potential food allergens.
2. Food service employees will wear non-latex gloves. Gloved hands will be changed during extended use to avoid cross contamination with potential food allergens.

3. Maintain a list of students with food allergies with a photo of the student whenever possible. (Not for public viewing.)
4. Maintain knowledge of which food products contain allergens.
5. Set up procedures for cafeteria regarding students with food allergies, including entering student's allergy into computerized database. Information will remain confidential and be shared on a need-to-know basis in compliance with federal privacy regulations.
6. Respond appropriately to all concerns from any student with an allergy, including allowing student to see school nurse if complaining of any potential symptoms.
7. Use a separate cloth for cleaning purposes, if an allergen-safe zone has been established per Individual Health Plan (IHP), 504 Plan or IEP.
8. Where possible, avoid cross contamination of foods by cleaning surfaces before and after students eat in the cafeteria.

#### RESPONSIBILITIES OF CUSTODIAL SERVICES

The custodial service department, under the direction of the Building Principal will:

1. Where possible, avoid cross contamination of foods by cleaning surfaces before and after students eat in the cafeteria and other school rooms.

#### RESPONSIBILITIES OF THE TRANSPORTATION DEPARTMENT

All school bus drivers shall be informed when he/she is transporting a child with a Life-Threatening Allergy. The transportation department will:

1. Encourage policy of no food eating on the bus except for those medically documented needs, i.e., diabetics. In cases of medically documented needs, those students must bring allergen safe foods for eating on the bus.
2. Upon parent request, communicate to discuss a plan for designated seating area for students with severe food allergies.
3. Direct bus drivers not to hand out food, even on special occasions due to risk of allergic reactions.
4. Provide school bus drivers who are transporting students with known life-threatening allergies with training on symptom awareness and steps to take if an allergic reaction occurs. Substitute bus drivers should be informed when they are transporting students with life-threatening allergies.

## Replacement of Policy Number: \_\_\_\_\_

EMERGENCY INDIVIDUAL HEALTHCARE PLANS will be written and in place for any student requiring potentially lifesaving intervention such as epinephrine or glucagon. The RN, parent and student (if age appropriate) will participate in creating and monitoring this plan. It will be maintained by the school nurse and renewed at least annually.



#### EXCEPTIONS TO POLICY:

There are times when it will be appropriate and prudent for students who are self-directed to carry and administer their own medication. Whenever possible, medication needed during school hours should be kept in the Health Office. When arrangements need to be made for students to carry medicine for field trips, before/after school activities, or during school, the RN MUST be the one who determines if all criteria are met for this to occur. The School Administrator must notify the nurse early in the process of scheduling off campus events.

#### AMPLIFYING INSTRUCTIONS AND GUIDELINES:

The responsibility for developing and revising the administrative guidelines and procedures for this policy shall reside with the Superintendent of Schools and/or his/her designee.

#### DELEGATION OF AUTHORITY:

The Superintendent or his/her designee has the responsibility for enforcing this policy by communicating it to all relevant personnel, and by providing necessary instructions and guidelines to the appropriate administrators.

#### REPORTS:

All necessary or required reports pertaining to the implementation of this policy will be distributed, completed and forwarded to the appropriate administrative personnel.



## JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: PREVENTION INSTRUCTION

Policy Number: 8211

Date of Original Policy: 07/10/2002

Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 09/16/2020

Date of Next Review: 09/16/2023

Replacement of Policy Number: \_\_\_\_\_

### **AIDS Instruction in Health Education**

The Board of Education shall provide a health education program that will include appropriate instruction for all students concerning Acquired Immune Deficiency Syndrome (AIDS). Accurate information concerning the nature of the disease, methods of transmission, and means of prevention shall be provided in an age-appropriate manner and shall be consistent with community values and will stress that abstinence is the most appropriate and effective premarital protection against AIDS. AIDS instruction for secondary students shall be a part of the required health education curriculum. No student shall be required to receive instruction concerning the methods of prevention of AIDS if the parent or legal guardian has filed with the principal a written request that the student not participate in such instruction, with an assurance that the student will receive this instruction at home.

### **Substance Abuse-Prevention Instruction**

The Board of Education recognizes the need to educate students on the hazards of alcohol, tobacco and/or drug abuse. A prevention program will be developed to inform students of:

- Causes for substance abuse;
- Physical and psychological damage associated with substance abuse;
- Avoidance of alcohol, tobacco and drugs.
- Dangers of driving while under the influence of alcohol or drugs.

### **Environmental Conservation Instruction**

The Board of Education supports and encourages the development of a District-wide, articulated curriculum of environmental conservation integrated into other program disciplines.

### **Fire and Arson Prevention Instruction**

The Board of Education directs the administration to provide instruction in fire and arson prevention for all students in each school through the implementation of fire drills.

### **Student Safety**

Instruction in courses in technology education, science, home and career skills, art and physical education, health, and safety shall include and emphasize safety and accident prevention. Safety instruction shall precede the use of materials and equipment by students in applicable units of work in the courses listed above, and instructors shall teach and enforce all safety procedures relating to the particular courses. These shall include the wearing of protective eye devices in appropriate activities.

### **Emergency Planning**

The School District shall maintain updated plans and operating procedures to be followed in the event of natural or manmade disasters or enemy attack. Students shall be provided instruction to respond effectively in emergency situations. Safety plans shall be reviewed annually per **PROJECT SAVE** legislation.

### **Instruction on Prevention of Child Abduction**

All students in District schools shall receive instruction designed to prevent the abduction of children. Such instruction shall be provided by or under the direct supervision of regular classroom teachers and the Board of Education shall provide appropriate training and curriculum materials for the regular classroom teachers who provide such instruction. However, at the Board's discretion, such instruction may be provided by any other public or private agency.

The Commissioner of Education will provide technical assistance to assist in the development of curricula for such courses of study which must be age appropriate and developed according to the needs and abilities of students at successive grade levels in order to provide awareness skills, information, self-confidence, and support to aid in the prevention of child abduction. For purposes of developing such courses of study, the Board of Education may establish a curriculum council to make recommendations concerning the content and implementation of such courses. Alternatively, the District may utilize courses of instruction developed by consortia of school districts, boards of cooperative educational services, other school districts, or any other public or private agency.

AIDS Instruction: 8 New York Code of Rules and Regulations (NYCRR) Section 135.3(b) (2) and (c) (2)

Substance Abuse: Education Law Section 804

8 New York Code of Rules and Regulations (NYCRR) Section 135.3(a)

Student Safety: Education Law Section 808

8 New York Code of Rules and Regulations (NYCRR) Sections 107 and 155

Fire and Arson: Education Law Section 808

Civil Preparedness: New York State

Office of Disaster Preparedness

Prevention of Child Abduction:

Education Law Section 803-a

**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: GUIDANCE PROGRAM

Policy Number: 8230

Date of Original Policy: 07/10/2002

Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 09/16/2020

Date of Next Review: 09/16/2023

Replacement of Policy Number: \_\_\_\_\_

A District plan relative to school counselors shall be posted and maintained on the district website in accordance with SED regulations

**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: PATRIOTISM, CITIZENSHIP AND HUMAN  
RIGHTS EDUCATION \_\_\_\_\_

Policy Number: 8241

Date of Original Policy: 07/10/2002

Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 09/16/2020

Date of Next Review: 09/16/2023

Replacement of Policy Number: \_\_\_\_\_

In order to promote a spirit of patriotic and civil service and obligation, K-12 students will receive instruction in patriotism, citizenship, and human rights issues through the social studies curriculum. The Board also directs that all secondary students receive instruction in the history, meaning, significance and effect of the United States Constitution, the New York State Constitution, and the Declaration of Independence. At the high school level, particular attention will be given to the study of the inhumanity of genocide, slavery, the Holocaust, and the mass starvation in Ireland from 1845 to 1850 (the "Irish Potato Famine").

The curricula for such courses must include the subjects specified by the Board of Regents and be for the period of instruction, as mandated by the Regents, which is necessary in these subjects in each of the appropriate grades.

The Board directs that the above named subjects, as mandated by law, be addressed in the instructional curricula provided by the District.



## JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: PROGRAMS AND PROJECTS FUNDED  
BY TITLE I \_\_\_\_\_

Policy Number: 8260

Date of Original Policy: 07/10/2002

Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 09/16/2020

Date of Next Review: 09/16/2023

Replacement of Policy Number: \_\_\_\_\_

The Jordan-Elbridge School District believes that a parent is a child's most significant teacher. Parents, on a day-to-day basis, interact with their children and serve as role models in both action and deed. Realizing that a parent's role is crucial in the development of a child's well-being, it is our district's policy to do all it can to encourage positive parental support to contribute to a child's social, emotional, and educational growth.

The Jordan-Elbridge School District recognizes the rights of parents/persons in parental relation to be fully informed of all information relevant to their children, including children who participate in programs and projects funded by Title I. Therefore, the Board of Education encourages the participation of parents of students eligible for Title I services in all aspects of their child's education.

### **District-Wide Parent Involvement Policy**

Consistent with the district's philosophy and mission statement, a variety of activities to foster the active involvement of parents shall be developed. In order to facilitate parental participation, as outlined in the Elementary and Secondary Education Act Section 6318(B), the District will:

- Involve parents in the joint development of a Title I application. If the plan is not satisfactory to the parents of children participating in Title I programs, the District will submit any parent comments to the State Education Department along with the District's plan;
- Provide coordination, technical assistance, and support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance. This may be in the form of science fairs, after school reading programs, homework support/tutoring centers, PARP activities (Parents as Reading Partners) etc.;
- Build the schools' and parents' capacity for strong parental involvement through implementing and encouraging participation in appropriate parental involvement activities such as those listed above and by encouraging and inviting parents to volunteer in the classrooms, library, and attend district events;
- Coordinate and integrate parental involvement strategies under Title I with those of other programs including, but not limited to, the Head Start and Universal Pre-K;
- Conduct an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the Title I schools. The evaluation shall include identifying barriers to greater participation by parents in activities under the policy and use the findings of the evaluation to design strategies for more effective parental involvement;
- Inform parents of the activities of the Title I schools in a variety of ways, but not limited to: Student Progress Reports, the District Calendar, the District Newsletters, the District Website, Principal's Coffees, workshops, and Open House activities. In addition, each grade level team,

school, team, and/or department send materials home to parents informing them of academic and behavioral expectations. Each school provides parents with a student handbook;

- Involve parents of children in Title I programs in decisions regarding how funds reserved for parental involvement activities are spent. In accordance with the Shared Decision-making Plan (Commissioners' Regulation 100.1), parents are involved in the district decision-making process. They, therefore, sit on the District Health and Wellness Committee, Interview Teams, and other task forces and have input into the district mission, goals, objectives, strategies, and action plans;

### **School-Level Parent Involvement Policy**

In accordance with Section 6318C, the Board of Education directs each school receiving Title I funds to ensure that a building level parental involvement plan is developed with the participation of that school's parents. In addition to the goals stated above, each school building level plan will describe the details to:

- Convene an annual meeting in conjunction with the schools' Open House or other school-wide event, at a convenient time, to inform parents of their schools' participation in Title I programs and to explain Title I requirements and the right of the parents to be involved. All parents of children participating in Title I programs will be invited and encouraged to attend the meeting. The AIS teachers in each school building will send invitations to all parents of eligible children.
- Offer a flexible number of meetings, such as meetings in the morning or evening; and, if necessary, provide transportation, child care or conduct home visits.
- Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school parental involvement policies.
- Provide parents of participating children with timely information about programs, a description and explanation of the curriculum in use in Title I programs, the forms of academic assessment used to measure student progress, the proficiency levels students are expected to meet, and if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children and respond to any such suggestions as soon as practicably possible. The district will provide parents with AIS brochures and information regarding the services available.
- In addition to the activities engaged in by our school in fostering parental involvement in Title I programs, we will also strive to do the following in a timely manner and as soon as assessment results are available:
  - Notify each child's parents in a timely manner that the child has been selected to participate in Title I, AIS services and why the child has been selected.
  - Inform each child's parents of the specific strengths and weakness that will be addressed with their child.
  - Report regularly (at least quarterly) to the parent on the child's progress.
  - Establish conferences between individual parents and teachers or grade level teams.
  - Provide materials and suggestions to parents to help them promote the education of their children at home.
  - Solicit parents suggestions through surveys and/or questionnaires in the planning, development, and operation of Title I programs.



- Develop a school-parent compact jointly with the parents that outlines how the parents, school staff and students will share the responsibility for improved student academic achievement and detail the means by which the school and parents will build and develop a partnership to help all children achieve the state's standards. The Parent-School Compact will be developed and sent to each parent for signature and return and must include the following: A description of the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served in Title I schools to meet the State's student academic achievement standards.
- To ensure effective involvement of parents and to support a partnership among the school involved, parents and the community in order to improve student academic achievement, the District and each school shall develop ways to:
  - Provide assistance to parents of children served by the District or school, in understanding such topics as the State's academic content standards and the State student academic achievement standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children.
  - Provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. This may be in the form of AIS teachers and regular classroom teachers sending free materials home from AIS teachers to help parents reinforce literacy skills;
  - Educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contribution of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
  - Coordinate and integrate to the extent feasible and appropriate, parent involvement programs and activities with Head Start, local library programs and local preschool programs that encourage and support parents in more fully participating in the education of their children.
  - Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.
  - In addition, in carrying out the parental involvement requirements, the District and schools, to the extent practicable, shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 6311 of the Elementary and Secondary Education Act in a format and, to the extent practicable, in a language such parents understand.

#### **Procedures for Filing Complaints/Appeals**

The District will disseminate free of charge to parents of children in Title I programs, and to appropriate private school officials adequate information regarding the District's written complaint procedures for resolving issues of violations(s) of a Federal statute or regulation that applies to Title I, Part A Programs.

#### **Comparability of Services- Not applicable**

The school district shall ensure equivalence among the schools in the District of the same grade span and levels of instruction with regard to teachers, administrators and auxiliary personnel as well as equivalence in the provision of curriculum materials and instructional supplies in Title I programs. In the Jordan-Elbridge School District there is only one school for each grade span.

## JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Religious Expression in the Public Schools Policy Number: 8360

Date of Original Policy: 07/10/2002 Date Revision Adopted: 08/17/2011

Reviewed by Policy Committee: 09/16/2020 Date of Next Review: 07/28/2023

Replacement of Policy Number: 8360

The Board of Education acknowledges the importance of religion to the understanding of society and the richness of the human experience. In approaching the teaching about religion in the school, the District will be guided by three concepts when making decisions about the appropriateness of activities for inclusion in the school program: the activity should have a secular purpose; the activity should neither advance nor inhibit religion; and the activity must not foster an excessive entanglement of “government” with religion.

Nurturing the development of knowledge and respect for the rights of all cultural and religious groups is a continuing goal of the School District. Students, faculty and administration are reminded of the pluralism of religious beliefs and are urged to be conscious of and respect the sensitivity of others.

Opportunities to learn about cultural and religious traditions should be provided within the framework of the curriculum. Information about religious and cultural holidays and traditions focusing on how and when they are celebrated, their origins and histories should be part of this instruction. This educational opportunity should be handled with great care, sensitivity and respect for the feelings and beliefs of individuals.

An environment should be created and encouraged where students of various ethnic backgrounds feel comfortable in sharing comments about their religious and cultural traditions. No student should be singled out to share or participate in such discussions solely on the basis of that student’s identification with the cultural or religious heritage being addressed. A student’s preference not to share or participate in such discussions should be honored and respected without penalty.

### **School Activities Related to Religious Holidays or Themes**

In planning school activities related to the teaching about religious holidays or themes, special effort must be made to ensure that the activity is not devotional and that students of all faiths can join without feeling they are betraying their own beliefs.

In planning school activities related to the teaching about religious holidays or themes, age appropriate activities are encouraged within the framework of the curriculum. Teaching about



religious and cultural holidays may include such special activities as parties and special foods, if they reinforce educational goals.

### **Symbols in the Schools**

The purpose of using religious symbols should be to teach about religious concepts and traditions, and to convey historical or cultural content, not to promote or celebrate religious concepts, events or holidays.

### **Music in the Schools**

The purpose of using religious music should be to teach musical concepts, to convey historical and cultural content, or to create aesthetic experiences in a setting, which emphasizes artistic expression and educational value, not to promote or to celebrate a religious faith.

### **District Calendar**

The days on which members of a religious group may be absent to observe a religious holiday (legal absence) will be noted on the school planning calendar and the District calendar distributed to parents/guardians. Out of respect for a student's observance of these holidays, teachers will be sensitive to the needs of the student by allowing them to make up all class work, homework, and tests without penalty. Parents/guardians are encouraged to notify the school prior to the absence in order to assist the staff in instructional planning and in meeting the needs of the student.

### **Curriculum Areas In Conflict With Religious Beliefs**

Students shall be given the option to be excused from participating in those parts of an activity, program, or area of instruction involving a religious theme, which conflicts with their own religious beliefs or that of their parents or guardians in accordance with applicable law and regulations. Alternatives may be provided that are of comparable instructional value.

### **Implementation**

Administrative regulations will be developed to implement the terms of this policy. Further, the District shall vigorously publicize and disseminate this policy and accompanying regulations in order to ensure community, faculty, student, and parental/guardian awareness.

United States Constitution, First Amendment  
New York State Constitution, Article XI, Section 4  
Equal Access Act, 20 United States Code (U.S.C.)  
Sections 4071- 4074  
Education Law Sections 1709(1) and (3), 3204(5) and 3210  
8 New York Code of Rules and Regulations (NYCRR)  
Sections 16.2 and 109.2

**JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Field Trips

Policy Number: 8460

Date of Original Policy: 07/10/2002

Date Revision Adopted: 01/04/2012

Reviewed by Policy Committee: 09/16/2020

Date of Next Review: 07/28/2023

Replacement of Policy Number: 8460

The Board of Education recognizes that field trips are an educationally sound and important ingredient in the instructional program of the schools.

For purposes of this policy, a field trip shall be defined as any journey by a group of students away from the school premises, under the supervision of a teacher, or administrator, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

Students/Staff/Volunteers should recognize the privileges of participation. It is expected that they will conduct themselves in a manner that will gain the maximum advantage of such experience and show them to be representatives of which their school and community can be proud.

Field trips are a part of the curriculum of the schools, and student/staff/volunteer conduct and attendance on field trips are governed by the same rules that govern regular classroom activities. The School System shall obtain written parental or guardian permission for students going on school-sponsored field trips.

Field trips shall, upon district approval, be provided within the limits of safety constraints and the ability of the district's financial resources to support such undertakings. Procedures shall be followed which integrate out of district trips with the school district calendar and curricula requirements. All reasonable steps will be taken to protect the health and safety of participants.

The Superintendent shall prepare procedures for the operation of a field trip activity. Field trip support shall be determined annually by the Board during its budget deliberations. Regardless of the fiscal support for field trips, the rules of the School District for approval and conduct of such trips shall apply.

The Board of Education and the Superintendent of Schools reserve the right to deny and to exercise judgment to cancel field trips, which have received prior approval, if they (Board of Education and Superintendent) deem that existing conditions could place students, staff, and volunteers of the district in serious physical, mental or emotional jeopardy, or extenuating circumstances.



## ***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](http://www.jecsd.org)

TO: Board of Education  
James Froio, Superintendent

FROM: Roxanne Miller, Treasurer *Roxanne Miller*

RE: Corrective Action Plan-Financial Statements  
2019-20

DATE: September 17, 2020

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, 2020 the following Corrective Action Plan will be implemented.

### **Fund Balance:**

Observation: The District's unassigned fund balance exceeded the four percent maximum allowed by Section 1318 of the Real property Tax law by \$385,428.

Corrective Action Plan: The Board of Education will regularly review fund balance and reserves. Fund balance will be used to reduce the 2021-22 tax levy.

### **Coaching Stipend:**

Observation: A coach was overpaid based on the Board approved stipend.

Corrective Action Plan: The Payroll Clerk has been instructed to verify payment of actual days worked when staff changes are made in the middle of a program.

### **Salary Notices:**

Observation: The payroll examination revealed twenty instances where salary notices were not signed.

Corrective Action Plan: The Personnel Clerk has been directed to email salary notices to all staff and request an email be returned to acknowledge receipt.

### **Vendor Change Reports:**

Observation: The District does not currently have a procedure in place where someone independent of the accounts payable department reviews vendor change reports.

Corrective Action Plan: The Business Administrator will print a *Vendor Change Report* for the Internal Claims Auditor to review each month. Any irregularities will be reported to the Audit Committee.





JAMES FROIO  
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 09/28/2020, **CLINTON J BOGART** 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 **CLINTON J BOGART**, 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/](http://www.highered.nysed.gov/tcert/ospra/)

Close

Print





JAMES FROIO  
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 09/28/2020, **HEATHER L SAUNDERS** 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 **HEATHER L SAUNDERS**, 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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[www.highered.nysed.gov/tcert/ospra/](http://www.highered.nysed.gov/tcert/ospra/)

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**JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT  
EMPLOYMENT AGREEMENT**

This Employment Agreement ("Agreement") is made and entered into by and between the **BOARD OF EDUCATION OF THE JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT** (the "Board" or the "Board of Education") and **RICHARD J. HARTWELL** ("Mr. Hartwell").

**RECITALS:**

The Board of Education has offered to employ Mr. Hartwell as the School Business Administrator for the Jordan-Elbridge Central School District (the "District") upon the terms and conditions set forth in this Agreement;

The parties have mutually agreed upon the following terms and conditions relative to Mr. Hartwell's employment by the District.

**NOW, THEREFORE**, in consideration of the agreements set forth below, and other good and valuable consideration, the parties agree as follows:

**TERMS:**

**1. OFFER OF EMPLOYMENT**

The Board offers to employ Mr. Hartwell as School Business Administrator upon the terms and conditions set forth in this Agreement.

**2. ACCEPTANCE BY MR. HARTWELL**

Mr. Hartwell accepts the Board's offer of employment as contained in this Agreement and agrees to perform, to the best of his ability, the duties of the position.

**3. TERM OF EMPLOYMENT**

Mr. Hartwell shall serve a three (3) year probationary appointment in the School Business Administrator tenure area from November 1, 2020 through October 31, 2023. Unless terminated sooner pursuant to the terms of this Agreement, this Agreement shall commence on November 1, 2020 and terminate on October 31, 2023.

**4. DUTIES AND RESPONSIBILITIES**

The Superintendent of Schools or his/her designee may prescribe duties, responsibilities, and work assignments for Mr. Hartwell. Such duties shall

include but are not limited to keeping records of the finances of the District and implementing and controlling the adopted school budget.

## **5. COMPENSATION**

Mr. Hartwell's gross annual salary shall be Ninety-Three Thousand Eight Hundred Sixty-Six Dollars (\$93,866.00), less applicable withholdings and deductions. Such salary shall be paid in equal installments in accordance with the policy of the Board governing payments of other professional staff members in the District. Mr. Hartwell will be eligible for salary adjustments during the 2021 – 2022 and 2022 – 2023 school years at the discretion of the District's Board of Education. However, during the term of this Agreement, Mr. Hartwell's salary will not be reduced.

## **6. OTHER BENEFITS**

In addition to the annual compensation in paragraph "5" of this Agreement, Mr. Hartwell shall be entitled to receive benefits as listed below:

### **(a) Leave Time**

- i. Vacation Leave – Mr. Hartwell may rollover into his new position the thirty (30) accrued, unused vacation days he has accumulated while employed by the District. In subsequent school years, Mr. Hartwell shall be credited with twenty (20) vacation days without loss of pay each school year. With the approval of the Superintendent, up to one (1) week (a total of five days) of vacation may be taken while school is in session. Vacation requests must be filed with the Superintendent at least two (2) weeks prior to the date(s) requested.

Mr. Hartwell may carry over up to ten (10) unused vacation days, to a maximum of thirty (30) accumulated days into the following school year. In addition, Mr. Hartwell may choose to be reimbursed for up to five (5) unused vacation days to be paid at Mr. Hartwell's per diem salary rate computed at 1/240<sup>th</sup> of the annual salary.

- ii. Sick Leave – Mr. Hartwell may rollover into his new position one hundred seven and one-half (107.5) accrued, unused sick days he has accumulated while employed by the District. During the term of this Agreement, Mr. Hartwell will earn one (1) day of sick leave per month of service, which may be used for personal or immediate family (immediate family being defined as son or daughter, husband or wife,



mother, father, sister, brother, or person occupying the position of parent) illness without loss of pay. These days will accumulate, if unused, to a maximum of two hundred fifty (250) days.

If Mr. Hartwell serves a minimum of fifteen (15) years in this District and officially retires at age fifty-five (55) or older, a retirement allowance will be paid in accordance with the following formula:

Subtract the first 50 days from Mr. Hartwell's accumulated sick leave days. Maximum accumulation is 200 sick leave days. The remaining days are multiplied by \$35.00. The maximum allowance under this section shall be \$7,000 if he has accumulated 200 sick days. Payment will be included in Mr. Hartwell's final paycheck.

- iii. Personal Leave – Mr. Hartwell will be allowed up to two (2) personal days per school year in addition to the regularly allotted sick leave without loss of pay. Whenever possible, requests should be made to the Superintendent at least one (1) week in advance. It is understood that these days will not be used for extending a vacation or holiday period.

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

- iv. Bereavement Leave – Mr. Hartwell will be allowed up to five (5) days of absence without loss of pay for any death in Mr. Hartwell's immediate family (immediate family being defined as husband, wife, mother, father, guardian, son, daughter, sister, brother, grandparent, grandchild, and in-laws in each of the above categories). Mr. Hartwell will be allowed one (1) day without loss of pay to attend the funeral for any members of his extended family. The extended family in this case being aunt, uncle, niece, nephew, cousin and in-laws in each of the above categories. Such leave days may not be carried over into the following school year.

Additional leaves without loss of pay for extenuating circumstances relating to death in the immediate family may also be granted by the Board of Education upon request.



- v. Holiday Schedule – Mr. Hartwell shall be entitled to the same paid holiday schedule for District-designated holidays as is provided to other Administrative employees in the District.
- vi. Leave Allowable for Court Attendance – If Mr. Hartwell's presence is required in court on a regular school day, Mr. Hartwell shall be excused for the period demanded by the court without loss of pay. These days of absence are not to be deducted from Mr. Hartwell's accumulated days of sick leave. Any compensation received for such court service shall be paid to the District. Expense allowances received in connection with court service shall not be construed as compensation.
- vii. Leave Allowable for Attendance at Conferences, Professional Meetings, Etc. – On the approval of the Superintendent, Mr. Hartwell may be allowed leave to attend conferences and professional meetings without loss of pay. For conferences in excess of one (1) school day, Mr. Hartwell must make a written request to the Board of Education. Requests should be made at least one (1) month in advance of the requested absence.

(b) Health Insurance

The Board agrees to assume the total cost (one hundred percent (100%)), less a \$500.00 annual contribution by Mr. Hartwell for individual coverage. The Board of Education agrees to assume eighty-five percent (85%) of dependent costs. The terms, conditions, and benefits of the health insurance program shall be the same as the plan provided to the teaching employees of the District pursuant to the Jordan-Elbridge Teachers' Association Contract.

In order to be eligible for health insurance upon retirement, Mr. Hartwell must be age fifty-five (55) or older, have been employed by the District on a continuous basis for ten (10) years or more immediately preceding his effective date of retirement, and have participated in the health insurance program on a continuous basis for one (1) year or more immediately preceding his effective date of retirement. If Mr. Hartwell meets these eligibility requirements, the Board will continue to pay the same percentage of costs in retirement as it paid in the year immediately preceding his effective date of retirement.

If Mr. Hartwell declines health insurance coverage, the District will pay Mr. Hartwell a \$500.00 stipend. Mr. Hartwell may enroll in the health insurance plan at any time, with a refund to the District if necessary, of any overpayment. Mr. Hartwell must submit proof of health insurance

coverage from another source other than the District in order to receive this stipend.

(c) Dental Insurance

The terms and conditions of the dental insurance benefits available to Mr. Hartwell shall be the same as those provided to the teaching employees of the District pursuant to the Jordan-Elbridge Teachers' Association contract.

(d) Vision Insurance

The terms and conditions of the vision insurance benefits available to Mr. Hartwell shall be the same as those provided to the teaching employees of the District pursuant to the Jordan-Elbridge Teachers' Association contract.

**7. INDEMNIFICATION**

In accordance with the New York State Education and General Municipal Laws, the Board agrees to provide legal counsel and to indemnify Mr. Hartwell against all uninsured financial loss arising out of any proceeding, claim, demand, suit or judgment by reason of alleged negligence or other conduct resulting in bodily or other injury to any person or damage to the property of any person committed while Mr. Hartwell is acting within the scope of his employment or at the direction of the Superintendent of Schools or the Board.

**8. OTHER WORK**

Mr. Hartwell shall devote his full time, skill, labor, and attention to the discharge of his duties on behalf of the District during the term of this Agreement; provided, however, he may undertake other work, with or without remuneration, so long as such activities do not interfere with the full and faithful discharge of his duties and responsibilities on behalf of the District. Mr. Hartwell must receive prior approval from the Superintendent of Schools to engage in other work.

**9. TERMINATION**

- (a) This Agreement may be terminated by written agreement between the Board and Mr. Hartwell.
- (b) Mr. Hartwell will be released from his obligation to complete the term of employment provided by this Agreement by submitting a written resignation to the Board at least sixty (60) days prior to him leaving.

- (c) The Board of Education may terminate this Agreement and the employment of Mr. Hartwell at any time during the term of this Agreement consistent with any applicable provisions of the New York Education Law, as well as other applicable federal, state, and local laws.

**10. WRITTEN AGREEMENT**

This Agreement shall continue in full force and effect for the term expressed herein unless otherwise terminated, amended, or modified in accordance with the provisions of paragraph "9" of this Agreement or by an agreement in writing between the parties.

**11. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the parties and contains all agreements between them with respect to the subject matter hereof.

**12. SEVERABILITY**

The invalidity or unenforceability of any provision of the Agreement shall in no way affect the validity of any other provisions.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals the date(s) set forth below.

**BOARD OF EDUCATION OF THE  
JORDAN-ELBRIDGE CENTRAL  
SCHOOL DISTRICT**

**SCHOOL BUSINESS ADMINISTRATOR**

By: \_\_\_\_\_  
**Karen Guerrette, President  
Board of Education**

\_\_\_\_\_  
**Richard J. Hartwell**

Dated: October \_\_, 2020

Dated: October \_\_, 2020

**Date of Board of Education Approval:** \_\_\_\_\_

STATE OF NEW YORK )

)

COUNTY OF ONONDAGA )

I, \_\_\_\_\_, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York and that I will faithfully discharge the duties of **Treasurer**, of the Board of Education of the Jordan-Elbridge Central School District to the best of my ability.

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(Signed)

Subscribed and sworn to  
before me this 15th day  
of October, 2020.

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Notary Public