

**Jordan-Elbridge Central School District
Committee Meeting Recommendations for Board of Education**

Student: 'Board of Education Copy'				Grade: 04
Meeting Date	BOE Date	Committee / Reason	Decision	Placement Recommendation / School Home Public School District(HPSD) / Jordan-Elbridge Middle School
09/01/2021	09/15/2021	Committee on Special Education / Requested Review Transfer Student	Classified	
Recommended Program/Service				
Resource Room Program		Start Date End Date 09/07/2021 06/23/2022		
Occupational Therapy Consultation		09/07/2021 06/23/2022		
Student: 'Board of Education Copy'				
Meeting Date	BOE Date	Committee / Reason	Decision	Placement Recommendation / School Home Public School District(HPSD) / Jordan-Elbridge Middle School
09/01/2021	09/15/2021	Committee on Special Education / Requested Review Transfer Student	Classified	
Recommended Program/Service				
Special Class - Reading (Direct)		Start Date End Date 09/07/2021 06/23/2022		
Speech/Language Therapy		09/07/2021 06/23/2022		
Occupational Therapy Consultation		09/07/2021 06/23/2022		
Speech/Language Consultation		09/07/2021 06/23/2022		
Student: 'Board of Education Copy'				
Meeting Date	BOE Date	Committee / Reason	Decision	Placement Recommendation / School BOCES Class in a Public School(BOCES-PSD) / BOCES CO Port Byron High School
09/02/2021	09/15/2021	Committee on Special Education / Requested Review Transfer Student	Classified	
Recommended Program/Service				
Adapted Physical Education		Start Date End Date 09/02/2021 06/23/2022		
Special Class		09/07/2021 06/23/2022		
Counseling Services		09/07/2021 06/23/2022		
Speech/Language Therapy		09/07/2021 06/23/2022		
Student: 'Board of Education Copy'				
Meeting Date	BOE Date	Committee / Reason	Decision	Placement Recommendation / School Home Public School District(HPSD) / Jordan-Elbridge Middle School
09/01/2021	09/15/2021	Committee on Special Education / Requested Review Transfer Student	Classified	
Recommended Program/Service				
Special Class - Reading (Direct)		Start Date End Date 09/07/2021 06/23/2022		
Speech/Language Therapy		09/07/2021 06/23/2022		
Speech/Language Consultation		09/07/2021 06/23/2022		

Student: 'Board of Education Copy'					Grade: 01	
Meeting Date	BOE Date	Committee / Reason	Decision	Placement Recommendation / School		
09/01/2021	09/15/2021	Committee on Special Education / Requested Review Transfer Student	Classified	Home Public School District(HPSD) / Elbridge Elementary School		
Recommended Program/Service						
Special Class		Start Date	End Date			
		09/07/2021	06/23/2022			
Special Class		07/06/2021	08/13/2021			
Speech/Language Therapy		09/07/2021	06/23/2022			
Speech/Language Therapy		09/07/2021	06/23/2022			
Occupational Therapy		09/07/2021	06/23/2022			
Speech/Language Therapy		07/06/2021	08/13/2021			
Visual Cues/Aides		09/07/2021	06/23/2022			
Student: 'Board of Education Copy'					Grade: 11	
Meeting Date	BOE Date	Committee / Reason	Decision	Placement Recommendation / School		
08/30/2021	09/15/2021	Subcommittee on Special Education / Amendment - Agreement No Meeting	Classified	Home Public School District(HPSD) / Jordan-Elbridge High School		
Recommended Program/Service						
Resource Room Program		Start Date	End Date			
		09/07/2021	06/23/2022			
Student: 'Board of Education Copy'					Grade: 09	
Meeting Date	BOE Date	Committee / Reason	Decision	Placement Recommendation / School		
08/30/2021	09/15/2021	Subcommittee on Special Education / Amendment - Agreement No Meeting	Classified	Home Public School District(HPSD) / Jordan-Elbridge High School		
Recommended Program/Service						
Resource Room Program		Start Date	End Date			
		09/07/2021	06/23/2022			
Student: 'Board of Education Copy'					Grade: 07	
Meeting Date	BOE Date	Committee / Reason	Decision	Placement Recommendation / School		
08/25/2021	09/15/2021	Subcommittee on Special Education / Transfer Student - Agreement No Meeting	Classified	Home Public School District(HPSD) / Jordan-Elbridge Middle School		
Recommended Program/Service						
Resource Room Program		Start Date	End Date			
		09/07/2021	06/23/2022			
Student: 'Board of Education Copy'					Grade: 11	
Meeting Date	BOE Date	Committee / Reason	Decision	Placement Recommendation / School		
08/30/2021	09/15/2021	Subcommittee on Special Education / Amendment - Agreement No Meeting	Classified	Home Public School District(HPSD) / Jordan-Elbridge High School		
Recommended Program/Service						
		Start Date	End Date			
		09/07/2021	06/23/2022			

Resource Room Program 09/07/2021 06/23/2022

Student: 'Board of Education Copy'

Grade: 10

Meeting Date 08/30/2021	BOE Date 09/15/2021	Committee / Reason Subcommittee on Special Education / Amendment - Agreement No Meeting	Decision Classified	Placement Recommendation / School Home Public School District(HPSD) / Jordan-Elbridge High School
Recommended Program/Service				
Resource Room Program		Start Date 09/07/2021	End Date 06/23/2022	
Speech/Language Therapy		09/07/2021	06/23/2022	
Psychological Counseling Services		09/07/2021	06/23/2022	
Speech/Language Consultation		09/07/2021	06/23/2022	



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

FINGERPRINT CLEARANCE

FOR EMPLOYMENT

This is a notice that on 09/09/2021, **ABIGAIL R WIEGAND** 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 **ABIGAIL R WIEGAND**, you are required pursuant to Education Law and Regulations to notify OSPRA. Such notice should be made by submitting an online employment termination request or by filing a paper OSPRA 105 form, which is available on the OSPRA website.

DEBORAH A. MARRIOTT
OSPRA Fingerprinting Unit

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

Close

Print



JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

Transportation: 9 N. Chappell Street, Jordan, NY 13080 • Mail: P.O. Box 902, Jordan, NY 13080
T: (315) 689-8500 • F: (315) 689-5264 • www.jecsd.org

September 9, 2021

Dear Board of Education,

8 NYCRR 156.3 (b)(1),(6) requires that each applicant for the position of school bus driver shall at the time of initial hire, and when subsequently required, provide at least three statements from individuals not related either by blood or marriage pertaining to the moral character and reliability of the applicant. The approval for employment of applicants as a school bus driver shall be in writing on a form prescribed by the Commissioner of Education.

The licensure, testing, training and criminal history of the applicant(s) listed below have been compiled and reviewed for compliance with law and regulation by the Transportation Department.

Based upon the requirements of Education Law 3624, 8 NYCRR 156.3 (b)(1),(5) and Article 19A of Vehicle & Traffic Law, the following individual, Michael L. Finnigan, has been approved for hire as school bus driver for the 2021-2022 school year.

Sincerely,



James R. Froio

Superintendent of Schools

Jordan-Elbridge Central School District

315.689.8500 x5001

Record ID	Author	Title	ISBN	Call Number	Pub. Date	Price	Barcode	Date
254		13 ghostly tales		Myst Fic 13	c1966.	p2.75	3.00E+13	9/7/2021 9:06
945		Great Horror Stories.		Myst Fic GRE		p4.83	3.00E+13	9/7/2021 9:06
4843	Keene, Car	In the spotlight	0671002116	Myst Fic KEE	1997		10 3.00E+13	9/7/2021 9:06
4421	Montgome	It happened at Camp Pine	055348328	Myst Fic MON	1996		10 3.00E+13	9/7/2021 9:06
5442	Salvadori, I	The art of construction: pr	1.56E+09	624.1 SAL	c1990	p20.00	3.00E+13	9/7/2021 9:06
5973	Egger-Bove	Book of the American Civil	3.16E+08	973.7 EGG	c1998	p14.22	3.00E+13	9/7/2021 9:06
8175	Leroe, Eller	Pizza zombies	078681096	Myst Fic LER	1996	p3.95	3.00E+13	9/7/2021 9:06
8632	Nixon, Joar	Two mysteries	3.29E+08	Myst Fic NIX	2005		10 3.00E+13	9/7/2021 9:06
9087	Mendoza, I	Between midnight and mo	087483607	Myst Fic MEN	2000		10 3.00E+13	9/7/2021 9:06
23354	Wing, Nata	The night before St. Patrici	4.48E+08	Fic WIN	c2009.	p8.91usd	3.00E+13	9/7/2021 9:06
7835	Stanchak, J	Civil War	7.89E+08	973.7 STA	c2000	p15.86	3.00E+13	9/7/2021 9:06
7380	Welsbache	Komodo dragons	7.37E+08	597.95 WEL	2002	p15.95	3.00E+13	9/7/2021 9:06
6174	Christophe	Skateboard tough	3.16E+08	Sports Fic CHR	c1991.	p7.40	3.00E+13	9/7/2021 9:06
5867	Gardner, R	Light	067169037	535 GAR	c1991	p0.01	3.00E+13	9/7/2021 9:06
9950	Marsh, Car	The mystery on Alaska's Id	9.78E+12	Myst Fic MAR	c2003.	p5.95	3.00E+13	9/7/2021 9:06
9515	Myers, Anr	Assassin	4.4E+08	Myst Fic MYE	c2005.		10 3.00E+13	9/7/2021 9:06
346	Peck, Richa	Ghosts I have been	4.41E+08	Myst Fic PEC	1979, c197	p5.95	3.00E+13	9/7/2021 9:06
831	Peck, Richa	The dreadful future of Blo:	3.85E+08	Myst Fic PEC	c1983.	p11.66	3.00E+13	9/7/2021 9:06
4698	Wilder, Lal	On the way home: the dial	00602649C	920 WIL	[1994], c19	p5.00	3.00E+13	9/7/2021 9:06
2082	VanCleave,	Janice VanCleave's machin	047157108	621.8 VAN	c1993	p13.00	3.00E+13	9/7/2021 9:06
2490	Keene, Car	Heart of ice	067188194	Myst Fic KEE	c1995.	p4.95	3.00E+13	9/7/2021 9:06
4811	Peck, Richa	Blossom Culp and the slee	3.85E+08	Myst Fic PEC	c1986.	p12.00	3.00E+13	9/7/2021 9:06
4788	Morley, Ch	The haunted bookshop	8.84E+08	Myst Fic MOR	1978, c191	p5.95	3.00E+13	9/7/2021 9:06
4396	Harmon, D	Civil War generals	079104675	920 HAR	c1998	p12.00	3.00E+13	9/7/2021 9:06
9074	Keene, Car	The mystery of the jade tiğ	6.72E+08	Myst Fic KEE	c1991.		10 3.00E+13	9/7/2021 9:06

JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

Date	Warrant Number	Checks	Check Number	Findings	Recommendations
8/11/2021	TE-1	1	70836	No Discrepancies	Check Released
8/11/2021	C-2	1	187	No Discrepancies	Check Released
8/11/2021	A-7	1	1633653	Warrant report dated 7/14/2021, given to me for auditing on 8/11/2021	Check Released
8/11/2021	A-8	1	27120	No Discrepancies	Check Released
8/11/2021	A-8	1	27121	Only invoices given to me, no PO attached	Check Released
8/11/2021	A-8	1	27122	PO Dated 7/19/21 Invoice dated 7/13/21	Check Released
8/11/2021	A-8	1	27123	3 inv given to me, credits made but inv not included. PO approved by PA not included	Check Released
8/11/2021	A-8	3	27124-27126	No Discrepancies	Checks Released
8/11/2021	A-8	1	27127	PO dated 8/04/21 Invoice dated 6/17/21	Check Released
8/11/2021	A-8	3	27128-27130	PO approved by purchasing agent not included	Checks Released
8/11/2021	A-8	1	27131	PO dated 7/22/21 Invoice dated 7/16/21	Check Released
8/11/2021	A-8	1	27132	No Discrepancies	Check Released
8/11/2021	A-8	1	27133	No Discrepancies	Check Released
8/11/2021	A-8	1	27134	Necessary support documentation not included for claim form	Check Released
8/11/2021	A-8	1	27135	PO Dated 7/16/21 Invoice dated 6/08/21	Check Released
8/11/2021	A-8	1	27136	PO Dated 7/22/21 Invoice dated 7/12/21	Check Released
8/11/2021	A-8	4	27137-27140	No Discrepancies	Checks Released
8/11/2021	A-8	1	27141	PO Dated 7/15/21 Invoice dated 6/8/21	Check Released

8/11/2021	A-8	1	27142	PO Dated 7/16/21 Invoice dated 7/01/21	Check Released
8/11/2021	A-8	1	27143	No Discrepancies	Check Released
8/11/2021	A-8	1	27145	PO approved by purchasing agent not included	Check Released
8/11/2021	A-8	2	27146-27147	No Discrepancies	Checks Released
8/11/2021	A-8	1	27148	PO approved by purchasing agent not included	Check Released
8/11/2021	A-8	1	27149	PO Dated 7/27/21 Invoice dated 7/15/21	Check Released
8/11/2021	A-8	1	27150	No Discrepancies	Check Released
8/11/2021	A-8	1	27151	PO Dated 7/15/21 Invoice dated 6/27/21	Check Released
8/11/2021	A-8	1	27152	PO Dated 7/16/21 Invoice dated 6/2/21	Check Released
8/11/2021	A-8	1	27153	No Discrepancies	Check Released
8/11/2021	A-8	1	27154	PO Dated 7/01/21 Invoice dated 6/29/21	Check Released
8/11/2021	A-8	1	27155	PO Dated 7/16/21 Invoice dated 7/15/21	Check Released
8/11/2021	A-8	7	27156-27162	No Discrepancies	Checks Released
8/11/2021	A-8	1	27163	Claimant signed as the authorizing supervisor as well	Check Released
8/11/2021	A-8	1	27164	No Discrepancies	Check Released
8/11/2021	A-8	1	27165	PO approved by purchasing agent not included	Check Released
8/11/2021	A-8	1	27166	PO approved by purchasing agent not included	Check Released
8/11/2021	A-8	1	27167	No Discrepancies	Check Released
8/11/2021	A-8	1	27168	PO approved by purchasing agent not included	Check Released
8/11/2021	A-8	3	27169-27171	No Discrepancies	Checks Released
8/11/2021	A-8	1	27172	PO approved by purchasing agent not included	Check Released
8/11/2021	A-8	1	27173	PO approved by purchasing agent not included	Check Released
8/11/2021	A-8	2	27174-27175	No Discrepancies	Checks Released

8/11/2021

No vendor name/address changes between 7/15/21 to 8/11/21

8/11/2021

Superintendent Froio also authorized for purchasing approvals

8/23/2021	A-10		1	27176	One PO dated 7/1/21 Invoice dated 6/24/21	Check Released
8/23/2021	A-10		7	27177 - 27184	No Discrepancies	Checks Released
8/23/2021	A-10		1	27185	PO dated 7/15/21 Invoice dated 7/01/21	Check Released
8/23/2021	A-10		1	27186	PO dated 8/05/21 Invoice dated 8/04/21	Check Released
8/23/2021	A-10		2	27187 & 27188	No Discrepancies	Checks Released
8/23/2021	A-10		1	27189	One PO dated 7/22/21 Invoice dated 7/19/21, another PO dated 7/27/21 Invoice dated 7/23/21	Check Released
8/23/2021	A-10		7	27190 - 27196	No Discrepancies	Checks Released
8/23/2021	A-10		1	27197	PO dated 6/14/21 Invoice dated 6/07/21	Check Released
8/23/2021	A-10		1	27198 & 27199	No Discrepancies	Check Released
8/23/2021	A-10		1	27200	PO dated 8/17/21 Invoice dated 8/9/21	Check Released
8/23/2021	A-10		1	27201	PO dated 7/30/21 Invoice dated 7/28/21	Check Released
8/23/2021	A-10		1	27202	No Discrepancies	Check Released
8/23/2021	A-10		1	27203	PO dated 7/16/21 Invoice dated 7/08/21	Check Released
8/23/2021	A-10		1	27204	No Discrepancies	Check Released
8/23/2021	A-10		1	27205	PO dated 7/29/21 Invoice dated 7/28/21	Check Released
8/23/2021	A-10		4	27206 - 27209	No Discrepancies	Checks Released
8/23/2021	A-11		1	1633654	No Discrepancies	Check Released
8/23/2021	C-3		1	188	No Discrepancies	Check Released

8/23/2021	F-3		1	434	No Discrepancies	Check Released
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Jordan-Elbridge Community Sports Boosters

PO Box 23, Elbridge, NY 13060

TO: Jim Froio, Superintendent
JE School Board of Education Members

From: Jessica Green, JE Community Sports Boosters Vice-President

Date: August 23rd, 2021

Re: Booster Club Fundraising

The Jordan-Elbridge Community Sports Boosters is a group of parents, District staff, And community members who are dedicated to supporting the district's student athletes and athletic programs. Through fundraising efforts we are able to support student athletic camp participation, provide equipment unable to be covered by the district budget, and recognize our student athletes for their individual and team accomplishments. Every dollar raised by the group is given back to the athletic programs.

We are requesting permission to conduct various raffles(i.e. 50/50 ticket sales, gift baskets, etc.) at our home athletic events during the 2021-2022 school year.

PLease feel free to contact me with any questions or concerns (315) 224-7434 or at Jessicagreen6464@gmail.com)Thank you in advance for considering the boosters club's request.

Jessica Green

RECEIVED
AUG 30 2021
BY: *PH*

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Information Security Breach and Notification Policy Number: 5672

Date of Original Policy: 03/22/2006 Date Revision Adopted _____

Reviewed by Policy Committee: 04/21/2021 Date of Next Review: 08/19/2024

Replacement of Policy Number: _____

The School District values the protection of private information of individuals in accordance with applicable law and regulations. Further, the District is required to notify affected individuals when there has been or is reasonably believed to have been a compromise of the individuals private information in compliance with the Information Security Breach and Notification Act and Board policy.

- a) "Private information" shall mean personal information in combination with any one or more of the following data elements when either the personal information or the data element is not encrypted or encrypted with an encryption key that has also been acquired:
1. Social security number
 2. Driver's license number or non-driver identification card number
 3. Account number, credit or debit card number, in combination with any required security code, access code, or password which would permit access to an individual's financial account (s).

"Private information" does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.

"Personal information" shall mean any information concerning a person which, because of name, number, symbol, mark or other identifier, can be used to identify that person.

- b) "Breach of security of the system," shall mean unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security confidentiality, or integrity of person information maintained by the District. Good faith acquisition of person information by an employee or agent of the District for the purposes of the District is not a breach of the security of the system, provided that private information is not used or subject to unauthorized disclosure.

Examples of Determining Factors

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or person without valid authorization, the District may consider the following factors, among others:

- a) Indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer or other device containing information
- b) Indication that the information has been downloaded or copied
- c) Indication that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported.

Notification Requirements

- a) For any computerized data owned or licensed by the School District that includes private information, the District shall disclose any breach of the security of the system following discover or notification of the breach to any New York State resident whose private information was, or is reasonably believed to have been, acquired by a person without valid authorization. This disclosure to affected individuals shall be made in the most- expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system. The District shall consult with the State Office of Cyber Security and Critical Infrastructure Coordination (CSCIC) to determine the scope of the breach and restoration measures.
- b) For any computerized data maintained by the District that includes private information which the District does not own, the District shall notify the owner or licensee of the information of any breach of the security of the system immediately following discovery, if the private information was, or is reasonably believed to have been, acquired by a person without valid authorization.

The notification requirement may be delayed if a law enforcement agency determines that such notification impedes a criminal investigation. The required notification shall be made after the law enforcement agency determines that such notification does not compromise the investigation.

Methods of Notification

The required notice shall be directly provided to the affected persons by one of the following methods:

- a) Written notice
- b) Electronic notice, provided that the person to whom notice is required has expressly consented to receiving the notice in electronic form; and a log of each such notification is kept by the District when notifying affected persons in electron form. However, in no case shall the District require a person to consent to accepting such notice in electronic form as a condition of establishing any business relationship or engaging in any transaction.
- c) Telephone notification, provided that a log of each such notification is kept by the District when notifying affected persons by Phone
- d) Substitute notice, if the District demonstrates to the State Attorney General that the cost of providing notice would exceed \$250,000.00, or that the affected class of subject persons to be notified exceeds 500,000, or that the District does not have sufficient contact information. Substitute notice shall consist of all the following:

1. E-mail notice when the District has an e-mail address for the subject person
2. Conspicuous posting of the notice on the District's website page, if the District maintains one
3. Notification to major statewide media

Regardless of the method by which notice is provided, the notice shall include contact information for the notifying District and a description of the categories of information that were, or are reasonably believed to have been, acquired by a person without valid authorization, including specification of which of the elements of personal information and private information were, or are reasonably believed to have been, so acquired.

In the event that any New York State residents are to be notified, the District shall notify the State Attorney General, the Consumer Protection Board, and the State Office of Cyber Security and Critical Infrastructure Coordination as to the timing, content and distribution of the notices and approximate number of affected persons. Such notice shall be made without delaying notice to affected New York State residents.

In the event that more than 5,000 New York State residents are to be notified at one time, the District shall also notify consumer reporting agencies, as defined pursuant to State Technology law Section 208, as to the timing, content and distribution of the notices and approximate number of affected persons. Such notice shall be made without delaying notice to affected New York State residents. A list of consumer reporting agencies shall be compiled by the State Attorney General and furnished upon request to school districts required to make a notification in accordance with section 208(2) of the State Technology Law, regarding notification of breach of security of the system for any computerized data owned or licensed by the District that includes private information.

SAMPLE

School District Reporting Form for a "Breach of the Security System" Pursuant to the Information Security Breach and Notification Act (State Technology Law Section 208)

Name of School District: _____

Date of Discover of Breach: _____

Estimated Number of Affected Individuals: _____

Manner of Notification ☐ ☐ **Written notice**
 ☐ **electronic notice (e-mail)**
 ☐ **telephone notice**

Are you requesting substitute notice? ☐ **Yes** ☐ **No** **(If yes, attach justification)**

Content of Notification to Affected Individuals: Describe what happened in general terms and what kind of information was involved. Please attach copy of Notice.

Name of School District: _____

Contact Person/Title: _____

Telephone Number: _____

E-mail: _____

Dated: _____

Submitted by: _____

Title: _____

Address: _____

Email: _____

Telephone: _____

Please submit this form to all three (3) State Agencies as follows:

Fax this form to the Consumer Protection Board (CPB):

CPB:

Security Breach Notification

Fax: 518-474-2474

Fax & Mail this form to:

NYS Office of Cyber Security and Critical Infrastructure Coordination (CSCIC):

30 South Pearl St.

Floor P2

Albany NY 12207

Fax: 518-474-9090

Attorney General:

Asst. Attorney General in Charge

Bureau of Consumer Frauds

120 Broadway-3rd Floor

New York, NY 10271

Fax: 212-416-6003

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: School Safety Plans Policy Number: 5681

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

Reviewed by Policy Committee: 04/21/2021 Date of Next Review: 08/19/2024

Replacement of Policy Number:

The District has developed, and will update by July 1st of each succeeding year, a comprehensive District-wide school safety plan and building-level school safety plans, as enumerated in Education Law and Commissioner's Regulations, and in a form as prescribed by the Commissioner of Education. These plans will be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of schools and the School District with local and county resources in the event of such incidents or emergencies.

Each plan shall be reviewed by the appropriate school safety team on at least an annual basis, updated as needed and recommended to the Board of Education for approval. The district-wide school safety plan shall be adopted by the Board only after at least one public hearing, which provides for participation of school personnel, parent, students, and any other interested parties. Further, the Board shall make the district-wide school safety plan available for public comments at least thirty (30) days prior to its adoption.

District-Wide School Safety Plan

District-wide school safety plan means a comprehensive, multi-hazard school safety plan that covers all school buildings of the School District that addresses prevention and intervention strategies, emergency response and management at the District level and has the contents as prescribed in Education Law and Commissioner's Regulations.

The District-wide school safety plan shall be developed by the district-wide school safety team appointed by the Board of Education. The District-wide team shall include, but is not limited to, representatives of the School Board, student, teacher, administrators, and parent organizations, school safety personnel and other school personnel.

Building-Level School Safety Plans

Building-level school safety plan means a building-specific school emergency response plan that addresses prevention and intervention strategies, emergency response and management at the building level and has the contents as prescribed in Education Law and Commissioner's Regulations.

The building-level plan shall be developed by the building-level school safety team. The building-level school safety team means a building-specific team appointed by the building principal, in accordance with regulations or guidelines prescribed by the Board of Education. The building-level team shall include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance, other emergency response agencies, and any other representative the School Board deems appropriate.

Filing/Disclosure Requirements

The District shall file a copy of its comprehensive district-wide school safety plan and any amendments thereto with the Commissioner of Education no later than thirty (30) days after their adoption. A copy of each building-level school safety plan and any amendments thereto shall be filed with the appropriate local law enforcement agency and with the state police within thirty (30) days of its adoption. Building – level emergency response plans shall be confidential and shall not be subject to disclosure under the Freedom of Information Law or any other provision of law.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Cardiac Automated External Defibrillators Policy Number: 5682
(AEDs) in Public School Facilities _____

Date of Original Policy: 07/14/2005 Date Revision Adopted _____

Reviewed by Policy Committee: 04/21/2021 Date of Next Review: 08/19/2024

Replacement of Policy Number: _____

The School District shall provide and maintain on-site in each instructional school facility functional cardiac automated external defibrillator (AED) equipment as defined in Public Health Law Section 3000-b for use during emergencies. Each such facility shall have sufficient automated external defibrillator equipment available to ensure ready and appropriate access for use during emergencies in quantities and types as deemed by the Commissioner of Education, in consultation with the Commissioner of Health. Determination of the quantity and placement of AEDs must be made with consideration of at least the factors enumerated in Commissioner's Regulations. An instructional school facility means a building or other facility maintained by the School District where instruction is provided to students pursuant to its curriculum.

Whenever an instructional school district facility is used for a school-sponsored or school-approved curricular or extracurricular event or activity and whenever a school-sponsored athletic contest is held at any location, the public school officials and administrators responsible for such school facility or athletic contest shall ensure that AED equipment is provided on-site and that there is present during such event, activity or contest at least one staff person who is trained in accordance with Public Health Law in the operation and use of an AED. School-sponsored or school-approved curricular or extracurricular events or activities mean events or activities of the School District that are, respectively, associated with its instructional curriculum or otherwise offered to its students. A school sponsored athletic contest means an extra class intramural athletic activity of instruction, practice and competition for students in grades 4 through 12 consistent with Commissioner's Regulations Section 135.4.

Where a school-sponsored competitive athletic event is held at a site other than a school district facility, school district officials shall assure that AED equipment is provided on-site by the sponsoring or host district and that at least one staff person who is trained, in accordance with Public Health Law, in the operation and use of the AED is present during such athletic event. A school-sponsored competitive athletic event means an extra class interscholastic athletic activity of instruction, practice and competition for students in grades 7 through 12 consistent with Commissioner's Regulations Section 135.4.

School district facilities and District staff responsible for carrying out the duties enumerated in Education Law section 917 are deemed a "public access defibrillation provider" as defined pursuant to Public Health Law Section 3000-b and subject to the Public Health Law requirements and limitations.

Therefore, it is the policy of our School District to provide proper training requirement for District AED users, to ensure the immediate calling of 911 or the community equivalent ambulance dispatch entity whenever the AED is used, to ensure ready identification of the location of the AED units as enumerated in the District's Public Access Defibrillation Collaborative Agreement.

The District will provide for regular maintenance and checkout procedures of the AED unit(s) which meet or exceed manufacturer's recommendations. Appropriate documentation will be maintained in accordance with Law or regulation. Further, the District will participate in the required Quality Improvement Program as determined by the Regional Emergency Medical Services Council.

Pursuant to Public Health Law Sections 300-a and 3000-b, the School District (as a public access defibrillation provider), or any employee or other agent of the School District who, in accordance with the provisions of law, voluntarily and without expectation of monetary compensation renders emergency medical or first aid treatment using an AED to a person who is unconscious, ill or injured, shall not be liable for damages for injury or death unless caused by gross negligence.

JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Idling School Buses

Policy Number: 5751

Date of Original Policy: 08/15/2012

Date Revision Adopted 11/07/2012

Reviewed by Policy Committee: 04/21/2021

Date of Next Review: 08/15/2024

Replacement of Policy Number: _____

The Jordan-Elbridge Board of Education is committed to promoting the health and safety of our students, staff and district residents, as well as, recognizing the importance of protecting our environment from harmful emissions found in bus and other vehicle exhaust. In accordance with Education Law and Commissioner's Regulations, the District will minimize, to the extent practicable, the idling of all school buses and other vehicles owned and/or leased by the District while such bus and/or vehicle is parked, standing on school grounds, or in the front of any school. This policy also applies to contractor owned and operated school buses under contract with the District.

Responsibility of Administration

It is the sole responsibility of the Administration for the Jordan Elbridge Central School District to:

- Ensure that each driver of a school bus or other vehicle owned, leased or contracted for by the district turn off the engine of the bus or vehicle while waiting for passengers to load or off load on school grounds, or while such vehicle is parked; standing on school grounds; or in front of or adjacent to any school.
- Provide annually with a notice of the provisions of Education Law section 3637 and Commissioner's Regulation section 156.3 (h)
 - Materials for annual notices and training school bus drivers are posted on State Education Department www.p12.nysed.gov/schoolbus/anti-idling/home.html.
 - Notices must be provided no later than 5 days after the start of school
- Monitor the compliance of the drivers with the requirements and prepare written report describing actions taken to review compliance and the degree of adherence found

Private Vendor Transportation Contracts

All contracts for pupil transportation services between the School District and a private vendor that are entered into on or after July 01, 2008 shall include a provision requiring such vendor's compliance with the provisions of reducing idling in accordance with Commissioner's Regulations Section 156.3 (h)

Requirements of School Bus Drivers

Bus Drivers must instruct pupils on the necessity to board the bus promptly to reduce loading time.

Bus Drivers must park the school bus diagonally in loading areas to minimize the amount of exhaust from adjacent buses that may enter the school bus and/or school buildings.

Bus Drivers must turn off the engine during sporting and/or other school events.

Idling Exceptions

Limited idling may be permitted when necessary for the following reasons:

- For mechanical work or to defrost the windshield for visibility
- Maintain an appropriate temperature for passenger comfort and or occupant safety when the temperature is below 20 degrees F
- Emergency evacuations when necessary to operate wheelchair lifts.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: THE CHILDREN'S INTERNET PROTECTION ACT Policy Number: 8271
INTERNET CONTENT FILTERING/SAFETY

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

Reviewed by Policy Committee: 04/21/2021 Date of Next Review: 08/19/2024

Replacement of Policy Number: _____

In compliance with The Children's Internet Protection Act (CIPA) and Regulations of the Federal Communications Commission (FCC), the District has adopted and will enforce this Internet safety policy that ensures the use of technology protection measures (i.e., filtering or blocking of access to certain material on the Internet) on all district computers with Internet access. Such technology protection measures apply to Internet access by both adults and minors with regard to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, considered harmful to such students. Further, appropriate monitoring of online activities of minors, as determined by the building/program supervisor, will also be enforced to ensure the safety of students when accessing the Internet.

Further, the Board of Education's decision to utilize technology protection measures and other safety procedures for staff and students when accessing the Internet fosters the educational mission of the schools including the selection of appropriate teaching/instructional materials and activities to enhance the schools' programs; and to help ensure the safety of personnel and students while online.

However, no filtering technology can guarantee that staff and students will be prevented from accessing all inappropriate locations. Proper safety procedures, as deemed appropriate by the applicable administrator/program supervisor, will be provided to ensure compliance with the CIPA.

In addition to the use of technology protection measures, the monitoring of online activities and access by minors to inappropriate matter on the Internet may include, but shall not be limited to, the following guidelines:

- a) Ensuring the presence of a teacher and/or other appropriate district personnel when students are accessing the Internet including, but not limited to, the supervision of minors when using electronic mail, chat rooms, and other forms of direct electronic communications. As determined by the appropriate building administrator, the use of e-mail and chat rooms may be blocked as deemed necessary to ensure the safety of such students;
- b) Monitoring logs of access in order to keep track of the web sites visited by students as a measure to restrict access to materials harmful to minors.

- c) In compliance with this Internet Safety Policy as well as the District's Acceptable Use Policy, unauthorized access (including so-called "hacking") and other unlawful activities by minors are prohibited by the District; and student violations of such policies may result in disciplinary action;
- d) Appropriate supervision and notification to minors regarding the prohibition as to unauthorized disclosure, use and dissemination of personal information regarding such students; and The determination of what is "inappropriate" for minors shall be determined by the District and/or designated school official(s). It is acknowledged that the determination of such "inappropriate" material may vary depending upon the circumstances of the situation and the age of the students involved in online research.

The terms "minor," "child pornography," "harmful to minors," "obscene," "technology protection measure," "sexual act," and "sexual contact" will be as defined in accordance with CIPA and other applicable laws/regulations as may be appropriate and implemented pursuant to the District's educational mission.

*Under certain specified circumstances, the blocking or filtering technology measure(s) may be disabled for adults engaged in bona fide research or other lawful purposes. The power to disable can only be exercised by an administrator, supervisor, or other person authorized by the School District.

The School District shall provide certification, pursuant to the requirements of CIPA, to document the District's adoption and enforcement of its Internet Safety Policy, including the operation and enforcement of technology protection measures (i.e., blocking/filtering of access to certain material on the Internet) for all School District computers with Internet access.

Notification/Authorization

The District's Acceptable Use Policy and accompanying Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and student's obligations when accessing the Internet.

"Opt-in" Student access to district computers is conditioned upon written agreement by the student and his/her parent acknowledging that the student's use will conform to the requirements of the District's Acceptable Use Policy. All agreements shall be kept on file in the District Office.

Procedures will be established to define the process by which parents may submit a written request to deny or rescind student use of District computers.

The District has provided reasonable public notice and has held at least one public hearing or meeting to address the proposed Internet Content Filtering/Safety Policy prior to Board adoption. Furthermore, appropriate actions will be taken to ensure the ready availability to the public of the District's Internet Content Filtering/Safety Policy, as well as any other district policies relating to the use of technology.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: PURPOSES OF INSTRUCTIONAL MATERIALS

Policy Number: 8310

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 04/21/2021

Date of Next Review: 08/19/2024

Replacement of Policy Number: _____

The purpose of instructional materials shall be to implement, enrich, and support the educational program of the school. Instructional materials should contribute to the development of positive social and intellectual values of the students.

The Board of Education shall provide the faculty and students in the District with such instructional materials as are educationally needed and financially feasible to make the instructional program meaningful to students of all levels of ability.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: SELECTION OF LIBRARY AND AUDIOVISUAL MATERIALS

Policy Number: 8320

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 04/21/2021

Date of Next Review: 08/19/2024

Replacement of Policy Number: _____

The Board of Education agrees that the responsibility of the school library is:

- a) To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served.
- b) To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and that comply with the Code of Conduct.
- c) To provide a background of information that will enable students to make intelligent judgments in their daily lives.
- d) To provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.
- e) To provide materials representative of the many religious, ethnic, and cultural groups and their contribution to our American heritage.
- f) To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

In interpreting these principles, the following will apply:

- a) Broad and varied collections will be developed systematically by the librarian based on recommendations of the professional staff and suggestions of students and parents. Final approval will be made by the building principal.
- b) Qualitative standards of selection involving factual accuracy, authoritativeness, artistic quality and appeal will be applied by librarians and audiovisual specialists before purchases are made.
- c) Materials will not be excluded because of the race, nationality, political opinions or religious views of the author.
- d) Materials will be continuously re-evaluated in relation to changing curriculum and instructional needs. Worn out, outdated materials will be discarded by Board of Education approval as required.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: OBJECTION TO INSTRUCTIONAL MATERIALS

Policy Number: 8330

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 04/21/2021

Date of Next Review: 08/19/2024

Replacement of Policy Number: _____

Any criticism of instructional materials that are in the schools should be submitted in writing to the Superintendent. The Board of Education will be informed. A committee, including the librarian and building principal, will be designated by the Superintendent to investigate and judge the challenged material according to the principles and qualitative standards stated in Policy #8320.

Curriculum Areas In Conflict With Religious Beliefs

In accordance with applicable law and regulation, a student may be excused from the study of specific materials relating to health and hygiene if these materials are in conflict with the religion of their parents or guardians.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: CONTROVERSIAL ISSUES

Policy Number: 8331

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 04/21/2021

Date of Next Review: 08/19/2024

Replacement of Policy Number: _____

Controversial issues may be studied as part of the curriculum and teachers shall present these issues in their classrooms in an impartial and objective manner.

Teachers wishing to call upon outside speakers in the presentation of controversial issues are required to obtain the approval of the principal who shall keep in mind the obligation for presenting opposing views as well, and who shall inform the Superintendent prior to the presentation.

It is recognized that parents and citizens of the community have a right to protest to the school administration when convinced that unfair and biased presentations are being made by the teacher. In considering such protests, the Superintendent of Schools shall provide for a hearing so that both parties may fairly express their views. If requested, the Superintendent's decision may be appealed to the Board of Education.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: <u>Administrative Personnel</u>	Policy Number: <u>4110</u>
Date of Original Policy: <u>07/10/2002</u>	Date Revision Adopted _____
Reviewed by Policy Committee: <u>04/21/2021</u>	Date of Next Review: <u>07/22/2024</u>
Replacement of Policy Number: _____	

Administrative and supervisory personnel shall be considered to be those district employees officially designated by Board of Education action as responsible for the administrative and supervisory tasks required to carry out Board of Education policy, programs, decisions, and actions.

These employees shall meet all certification and/or Civil Service requirements as outlined in New York State Civil Service Law, and the Rules and Regulations promulgated by the Commissioner of Education of New York State. The administrative and supervisory staff must be eligible to meet these requirements at the time of employment.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Administrative Organization and Operation Policy Number: 4212

Date of Original Policy: 07/22/2015 Date Revision Adopted _____

Reviewed by Policy Committee: 04/21/2021 Date of Next Review: 07/22/2024

Replacement of Policy Number: 4210 & 4211

The basic principles of Administrative Organization and Operation are:

- a) The working relationships shall involve two (2) types of officers: line and staff. Line organization involves a direct flow of authority upward and downward from chief school officer to building principal. A line officer has power and authority over subordinates. Staff do not stand in the direct line of authority; they serve as coordinators or consultants.
- b) The Board of Education shall formulate and legislate educational policy.
- c) Administrative regulations shall be developed by the chief school officer in cooperation with affected or interested staff members or lay persons.
- d) The central office staff shall provide overall leadership and assistance in planning and research.
- e) A reasonable limit shall be placed upon the number of persons with whom an administrator shall be expected to work effectively.
- f) Areas of responsibility for each individual shall be clearly defined.
- g) There shall be full opportunity for complete freedom of communication between all levels in the school staff.

Line Responsibility

All employees of the District shall be under the general direction of the Superintendent. Teachers shall be immediately responsible to the principal of the building in which they work. Other employees shall be immediately responsible to the administrative personnel under whom they work directly.

The lines of responsibility/reporting shall be as depicted on the organizational chart.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Abolishing an Administrative Position

Policy Number: 4220

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 04/21/2021

Date of Next Review: 07/22/2021

Replacement of Policy Number: _____

Existing administrative positions shall not be abolished by the Board of Education without previous written notification of the impending abolition. Such written notification is to be served to the individual currently holding that position. In all cases the individual currently holding the position should receive ninety (90) days notice if possible.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Use of Committees

Policy Number: 4250

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 04/21/2021

Date of Next Review: 07/22/2024

Replacement of Policy Number: _____

Standing or ad hoc committees may be appointed to study and to recommend courses of action in response to department, building or district needs. These committees may be appointed by the Board of Education, the Superintendent or other administrators, with the knowledge of the Superintendent, and in accordance with the range of responsibilities of the appointing body or administrator to whom the committee shall report. The composition of each committee shall reflect its purpose and each committee shall have a clear assignment. All committees must be reappointed annually at the Reorganizational Meeting.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Evaluation of the Superintendent
And Other Administrative Staff

Policy Number: 4261

Date of Original Policy: 07/10/2002

Date Revision Adopted 02/25/2009

Reviewed by Policy Committee: 04/21/2021

Date of Next Review: 07/22/2024

Replacement of Policy Number: 4260 & 4420

Superintendent

The Board of Education shall conduct annually a formal performance evaluation of the Superintendent. Completed evaluations are to be filed in the District Office, no later than August first of each year, and the summary ratings are to be made available for review by any individual upon request.

The formal performance procedures shall include written criteria, a description of the review procedures, opportunities for post-conferencing, and methods used to record results of the evaluation. The Superintendent shall be granted the opportunity to respond to the evaluation in writing.

Evaluation of Administrative Staff

The Board shall direct the Superintendent to conduct an annual evaluation of all administrative personnel.

The purposes of these evaluations are:

- To determine adequacy of administrative staffing
- To improve administrative effectiveness
- To encourage and promote self-evaluation by administrative personnel
- To provide a basis for evaluative judgments by the Superintendent and the Board
- To make decisions about continued employment with the district

8 New York Codes of Rules and Regulations (NYCRR) Section 100.2 (o)

Compensation and Related Benefits

The salaries and related benefits of administrators shall be set by the Board of Education per the negotiated agreement upon the recommendation of the Superintendent.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Superintendent- Board of Education Relations Policy Number: 4321

Date of Original Policy: 07/22/2015 Date Revision Adopted _____

Reviewed by Policy Committee: 04/21/2021 Date of Next Review: 07/22/2024

Replacement of Policy Number: 4320 & 4240

The Board of Education is responsible for the oversight of all pursuits, achievements and duties of the school district. The Board's specific role is to deliberate and to establish policies for the organization. The Board delegates the necessary authority to the Superintendent who, acting as chief executive officer, is held accountable to the Board for compliance with its policies.

- a) With respect to the school district goals and objectives, the Board will establish broad guidelines to be observed in the development of further policy and action. The Board reserves the right to issue either restrictive or general policy statements.
- b) Generally, the Superintendent will be empowered to assign and use resources; employ, promote, discipline and deploy staff; to translate policies of the Board into action; to speak as agent of the Board; to organize and delegate administrative responsibilities; and to exercise such other powers as are customary for chief executives.
- c) The Superintendent may not perform, cause, or allow to be performed any act that is unlawful, in violation of commonly accepted business and professional ethics; in violation of any contract into which the Board has entered; or, in violation of policies adopted by the Board that limit the Superintendent's authority.
- d) Should the Superintendent or their designee consider it unwise or impractical to comply with an explicit Board policy, the Superintendent will inform the Board of that determination. The Board will decide whether such judgment is warranted.
- e) When law or other authority calls for Board approval of decisions that the Board has delegated to the Superintendent, Board approval will be routinely given if those decisions have been made within the limits of Board policies.

Education Law Section 1711

Administrative Latitude in the Absence of Board Policy

From time to time problems and new questions arise for which no specific policy has been prepared. Members of the administrative staff shall act in a manner consistent with the existing policies of the school district and shall alert the Superintendent of Schools to the possible need for additional policy development.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Professional Development Opportunities Policy Number: 4410

Date of Original Policy: 07/10/2002 Date Revision Adopted 07/14/2005

Reviewed by Policy Committee: 04/21/2021 Date of Next Review: 07/22/2024

Replacement of Policy Number: _____

Professional Development Opportunities

The Board of Education shall encourage administrators to keep informed of current educational theory and practice by study, by visiting other school systems, by attendance at educational conferences, and by such other means as are appropriate.

The approval of the Superintendent shall be required for any conference attendance or visitation requested by administrators.

Participation shall be limited by available resources and reimbursement guidelines.

Professional Development Plan

The Professional Development Plan is intended to improve the quality of teaching and learning by ensuring that teachers participate in substantial professional development in order to remain current with their profession and meet the learning needs of their students.

Professional Development Plans must include a needs analysis, goals, objectives, strategies, activities and evaluation standards for professional development of the school district.

Professional Development hours required of teachers and teaching assistants will be consistent with the regulations of the State Education Department.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Reserve Funds Policy Number: 5511

Date of Original Policy: 03/02/2011 Date Revision Adopted _____

Reviewed by Policy Committee: 04/21/2021 Date of Next Review: 08/19/2024

Replacement of Policy Number: _____

Reserve funds (essentially a legally authorized savings account designated for a specific purpose) are an important component in the District's financial planning for future projects, acquisitions and other lawful purposes. To this end, the District may establish and maintain reserve funds in accordance with New York State Laws, Commissioner's Regulations and the rules or opinions issued by the Office of the New York State Comptroller, as applicable. The District shall comply with the reporting requirements or Article 3 of the General Municipal Law of the State of New York and the Governmental Accounting Standards Board (GASB) issued GASB Statement Number 54, Fund Balance Reporting and Governmental Fund Type Definitions.

Any and all District reserve funds shall be properly established and maintained to promote the goals of creating an open, transparent and accountable use of public's funds. The District may engage independent experts and professionals, including but not limited to, auditors, accountants and other financial and legal counsel, as necessary, to monitor all reserve fund activity and prepare any and all reports that the Board may require.

Periodic Review and Annual Report

The Board of Education will periodically review all reserve funds. The District will also prepare and submit an annual report of all reserve funds to the Board of Education. The annual report shall include the following information for each reserve fund:

- a) The type of description of the reserve fund
- b) The date the reserve fund was established and the amount of each sum paid into the fund
- c) The interest earned by the reserve fund
- d) The total amount and date of each withdrawal from the reserve fund
- e) And analysis of the projected needs for the reserve fund in the upcoming fiscal year and a recommendation regarding funding those projected needs

The Board shall utilize the information in the annual report to make necessary decisions to adequately maintain and manage the District's reserve fund balances while mindful of its role and responsibility as a fiduciary of public funds.

The Superintendent shall develop any necessary and appropriate regulations to implement the terms of the Board's policy.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Accounting of Funds and Fixed Assets Policy Number: 5541
Publication of District's Annual Financial Statement

Date of Original Policy: _____ Date Revision Adopted _____

Reviewed by Policy Committee: 04/21/2021 Date of Next Review: 08/19/2024

Replacement of Policy Number: _____ 5510, 5540 & 5621

Accounting of Funds

Accounting and reporting procedures shall be developed to facilitate analysis and evaluation of the District's financial status and fixed assets. The District will use the Uniform System of Accounting for School Districts.

Books and records of the District shall be maintained in accordance with statutory requirements.

Provision shall be made for the adequate storage, security and disposition of all financial and inventory records.

Accounting of Fixed Assets

The District Treasurer shall be responsible for accounting for general fixed assets according to the procedures outlined by the Uniform System of Accounts for School Districts and GASB Statement 34 Regulations.

The accounts will serve to:

- a) Maintain a physical inventory of assets
- b) Establish accountability
- c) Determine replacement costs
- d) Provide appropriate insurance coverage

Fixed assets with a minimum value established by the Board, that have a useful life of one (1) year or more and physical characteristics not appreciably affected by use or consumption, shall be inventoried and recorded on an annual basis. Fixed assets shall include land, buildings, equipment and materials.

The Board shall establish a dollar threshold as a basis for considering which fixed assets are to be depreciated. Such thresholds shall ensure that at least 80 percent of the value of all assets is reported. However, it is recommended that such threshold shall not be greater than \$5,000.00. A standardized depreciation method and averaging convention shall also be established for depreciation calculations.

Fixed assets acquired having a value equal to or greater than the established threshold are considered depreciable assets and shall be inventoried for the purposes of GASB 34 accounting practices and placed on a depreciation schedule according to its asset class and estimated useful life as stipulated by the NY State Comptroller's Office or the IRS.

Assets shall be recorded at initial cost or, if not available, at estimated initial cost; gifts of assets shall be recorded at estimated fair value at the time of the gift. A property record will be maintained for each asset and will contain, where possible, the following information:

- a) Date of acquisition
- b) Description
- c) Cost or value
- d) Location
- e) Asset Type
- f) Estimated useful Life
- g) Replacement Cost
- h) Current Value
- i) Salvage Value
- j) Date and Method of disposition
- k) Responsible Official

The District Treasurer shall arrange for the annual update of the inventory and arrange for the 5-year full inventory and appraisal of school district property, equipment and material. Any discrepancies between the inventory and the District's property records on file should be traced and explained.

Publication of the District's Annual Financial Statement

In compliance with Education Law, as a central school district, the Board of Education is required to publish a financial statement, including the items of expenditure in full, at least once a year, during either July or August.

The law requires that the information be published in one public newspaper which is published in the District. If no public newspaper is published in the District, then the District must use a newspaper having general circulation in the District. If no public newspaper is published in the District, and there is no newspaper having general circulation in the District, then the School District must provide the information to the taxpayers by posting copies in five (5) public places in the District.



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

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FINGERPRINT CLEARANCE

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FOR EMPLOYMENT

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This is a notice that on 09/07/2021, **MELISSA A HARRIS** 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 **MELISSA A HARRIS**, you are required pursuant to Education Law and Regulations to notify OSPRA. Such notice should be made by submitting an online employment termination request or by filing a paper OSPRA 105 form, which is available on the OSPRA website.

DEBORAH A. MARRIOTT
OSPRA Fingerprinting Unit

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

Close

Print



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

FINGERPRINT CLEARANCE

FOR EMPLOYMENT

This is a notice that on 09/07/2021, **CAMILLE M BUTKINS-REITH** 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 **CAMILLE M BUTKINS-REITH**, 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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JAMES FROIO
JORDAN-ELBRIDGE CSD
PO BOX 902
JORDAN, NY 13080

FINGERPRINT CLEARANCE

FOR EMPLOYMENT

This is a notice that on 09/09/2021, **ROBERT S MOORE** 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 **ROBERT S MOORE**, 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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