

DeRuyter Central School
711 Railroad Street
DeRuyter, NY 13052

REGULAR MEETING AGENDA

6:00 PM – Library/Media Center
September 16, 2020

Public Comments at Board of Education Meetings – The DeRuyter Central School Board of Education welcomes comments from the public. This is why we provide “Public Comments” as part of our regular agenda. In fairness to everyone, we ask the public to please abide by the following conditions: **1)** The Board reserves the right to limit the comments of individuals to **three (3) minutes**; **2)** It is not appropriate to comment on individual staff members or about personnel matters during public session. We ask that such concerns be addressed initially with the appropriate administrator (usually one of our Principals or Business Administrator); **3)** Your next step should be to address this matter with the Superintendent; **4)** If you are still dissatisfied, please ask the Superintendent to request that this matter be discussed by the Board of Education in Executive Session.

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- I. Regular Meeting Call To Order/Pledge of Allegiance**
 - II. Establish Agenda**
 - III. Presentation**
 - A. COVID 19 Addendum to the Code of Conduct (with approval) – Mr. Rafferty
 - IV. Discussion Items**
 - A. Sports update
 - B. Capital Project Update
 - V. Public Comments**
 - VI. Board Comments**
 - VII. Administrative Comments**
 - VIII. Board Action Items**
 - A. Consent Agenda Items**
 - 1. Approve Minutes – 8/12/20 (attached)
 - 2. Approve 2020-2021 Initial AS-7 (attached)
 - 3. Accept Donation - \$1,500 from The Mustard Seed
 - 4. Accept Claims Auditor Report (attached)
 - 5. Approve Claims Auditor Claim - # 21-002 - \$75.00 (attached)
 - 6. CSE Recommendations
 - B. Personnel Items**
 - 1. Appoint Substitutes
 - P. Gage – Substitute Cleaner/Food Service Worker
 - A. Warner - Long Term Substitute Cleaner - of \$26,000 effective September 1, 2020 – pending fingerprint clearance.
 - R. Hayes as Non-Certified Substitute Teacher/Substitute Teaching Assistant/Aide.
 - 2. Appoint Substitute Caller – S. Cline – eff. 9/1/20 - \$3,000
 - 3. Appoint Class Advisor – M. Lynch – Freshman Class - \$1,872
 - 4. Appoint Mentor – J. Jones (for L. Zaspel) - \$300 (Step 1)
 - 5. Appoint Long-Term Substitute Teacher – L. Zaspel (for Elementary Remote Learning) eff. 9/1/20 - \$51,250.
 - 6. Appoint Long-Term Substitute Teacher – A. Browka (10/29/20 – 1/29/21 – for K. Stenger) - \$46,575 prorated
 - C. Approve District Safety Plan**
 - IX. Public Comments**
-

NEXT MEETING: October 14, 2020

X. Executive Session (If Needed)

XI. Adjournment

COVID-19 ADDENDUM TO THE CODE OF CONDUCT

Refusal to comply - In the event of a pandemic, medical emergency, or if needed to ensure the safety of staff and students, the wearing of face masks can be required and enforced by the school. Students refusing to comply will face disciplinary action, including removal from school property and transportation. After the third offense, whether it occurs in one day, or over several days, the student will be transferred to full remote instruction.

Face mask requirements - Masks are required at all times when individuals cannot maintain appropriate social distancing. This includes on school buses and in classrooms, hallways, bathrooms, and when entering/exiting the building during dismissal. Additionally, students must adhere to social distancing guidelines and follow directions to ensure proper spacing is occurring in said areas.

The design of the mask must adhere to the school dress code and cannot have offensive or obscene graphics that would disrupt the school or learning environment. Masks found to be in violation will be handled according to the code of conduct. Face masks must fit snugly but comfortably against the side of the face and allow for breathing without restriction.

DeRuyter Central School
711 Railroad Street
DeRuyter, NY 13052

REGULAR MEETING UNOFFICIAL MINUTES

6:00 PM – Library/Media Center
August 12, 2020

Members Present: Dean Hathaway, Daniel Degear, Richard Metcalf, Jodi Wiesing
Members Absent: Bradley Mierke
Others Present: David Brown, Sandy Welsh, Jim Southard, Jenny Valente, Steve Rafferty, Kim O'Brien, Mitchell Judd, Paul O'Connor, Barb Moade, Sandy Camelbeek, Thomas Moade, Brandi Carpenter

I. Regular Meeting Call To Order/Pledge of Allegiance 6:00

The Regular Meeting of the DeRuyter Central School Board of Education was called to order by President Hathaway at 6:02 pm.

*Call to
Order/Pledge
of Allegiance*

II. Establish Agenda

RESOLVED, That the Board establish the agenda as presented.

*Established
Agenda*

Motion: **CARRIED** **1st: Wiesing** **2nd: Metcalf**
Vote: **Yes: 4** **No: 0** **Absent: 1 (Mierke)**

III. Presentation

1. Eagle Scout Presentation – Mitchell Judd

*Eagle Scout
Presentation –
Mitchell Judd*

Presented a plan to put a raised flower bed around the legs of the electronic sign in the front of the school. Flowers should be school colors.

Questions included:

- Maintenance (pass down to his sister)
- Around both legs? Yes both legs
- Time line? - Paperwork very lengthy – easily a month – After approval – 2 days max.
- Block or wood? Block

2. Promethean Project – Mr. Southard

*Promethean
Project*

Project to replace all smart boards, etc. Financed \$165K to be paid back over 5 years.

Provides instructional display.

Could possibly be ordering by mid-September.

Questions Included:

- Was this in the budget? Started planning in March, just prior to pandemic.

- How long will it take to install? CDW - \$700/board. We should look for others with that expertise - Hopefully 1 or 2/day during breaks.
- Borrowing and overages and finance charges. – Resolution seems open-ended
- Shipment time – 7-10 days
- Removal? And Disposition?
- Rolling replacement?

3. Reopening – Dr. Brown Changes hourly.

Topics:

- How to educate kids who stay home.
- Guidelines seem to change hourly
- Team working tirelessly
- Created subcommittees
- Health – looking at the requirements and testing before getting to school, attestation, once we get to school – what happens when a kid gets a fever of 100
- Team leaders summarized their committees' progress
- Social distancing in hallways and large areas – gyms, etc.
- Shout out to Kevin Springer and Brenda Scutt (Transportation and Food Services)
- Shortage of substitutes

IV. Discussion Item

Discussion

Mr. Hathaway introduced Otselic Valley BOE President, Paul O'Connor. Mr. Hathaway attended the Otselic Valley Board Meeting the previous evening and invited Mr. O'Connor to DeRuyter's. Purpose – to open communication and have discussions regarding the sharing services, staff, etc.

V. Executive Session

Executive Session

RESOLVED, That the Board adjourn to Executive Session at 7:05 pm for the purpose of discussing the employment, of a particular person or persons, and contract negotiations, after which action will not be taken..

<u>Motion:</u>	CARRIED	1st: Degear	2nd: Wiesing
<u>Vote:</u>	Yes: 4	No: 0	Absent: 1 (Mierke)

The Board returned to public session at 7:28 pm

V. Public Comments - None

No Public Comments

VI. Board Comments

Keep up the good work. Thank you for all you do. Actions of administration and staff don't go unnoticed.

Board Comments

VII. Administrative Comments - None

No Administrative Comments

VIII. Board Action Items

A. Consent Agenda Items

RESOLVED, That the Board approve/accept the following Consent Items:

1. Approve Minutes – 5/26/20, 6/17/20, 7/7/20 Reorganization and Regular (attached)
2. Accept Claims Auditor Report (attached)
3. Approve Claims Auditor Claim - # 21-001 - \$75.00 (attached)
4. Accept Treasurer's Reports as Presented (attached)
5. CSE Recommendations (attached)

Motion: **CARRIED** **1st: Degear** **2nd: Metcalf**
Vote: **Yes: 4** **No: 0** **Absent: 1 (Mierke)**

B. Personnel Items

1. Rescind Appointment

RESOLVED, That the Board, upon the recommendation of the Superintendent of Schools, rescind the appointment of Rachel Hyde as 2020-2021 SADD Advisor. (Original Resolution Passed at the 7/7/20 Meeting)

Motion: **CARRIED** **1st: Wiesing** **2nd: Metcalf**
Vote: **Yes: 4** **No: 0** **Absent: 1 (Mierke)**

2. Extra-Curricular Appointment

RESOLVED, That the Board, upon the recommendation of the Superintendent of Schools, appoint Daisy Brewer as 2020-2021 SADD Advisor at a stipend of \$210.12.

Motion: **CARRIED** **1st: Degear** **2nd: Wiesing**
Vote: **Yes: 4** **No: 0** **Absent: 1 (Mierke)**

3. Correct 2020-2021 Ski Club Stipend

RESOLVED, That the Board, upon the recommendation of the Superintendent of Schools, correct the 2020-2021 Ski Club Stipend from Volunteer to \$225.10 (\$112.55 each Co-Advisor). (Original Motion Passed at the 7/7/20 Meeting).

Motion: **CARRIED** **1st: Wiesing** **2nd: Degear**
Vote: **Yes: 4** **No: 0** **Absent: 1 (Mierke)**

Action Items

*Approved
Consent Items*

*Rescinded
Appointment -
R. Hyde - SADD*

*Appointed D.
Brewer as
SADD Advisor*

*Corrected Ski
Club Stipend*

4. Appoint Mentors

RESOLVED, That the Board, upon the recommendation of the Superintendent of Schools, appoint the following mentors for the 2020-2021 school year:

Stacy Inman – Step 2 - \$400 (for Kristen Romagnoli)
Jennifer Ladd – Step 3 - \$500 (for Lisa Clark)
Joe Drake – Step 1 - \$300 (for Ken Hammond)
Shannon Forrest – Step 3 - \$500 (for Coby Merkle 2019-2020)

Motion: CARRIED 1st: Wiesing 2nd: Metcalf
Vote: Yes: 4 No: 0 Absent: 1 (Mierke)

*Appointed
Mentors*

5. Appoint Long-Term Substitute Food Service Worker

RESOLVED, That the Board, upon the recommendation of the Superintendent of Schools, appoint Karen P. Crandall as Long Term Substitute Food Service Worker effective September 1, 2020 at a salary of \$15,000.

Motion: CARRIED 1st: Degear 2nd: Wiesing
Vote: Yes: 4 No: 0 Absent: 1 (Mierke)

*Appointed
Long-Term Sub.
Food Service
Worker -
K.P.Crandall*

C. Financial

1. Amendment to Reserve Resolutions passed at June 17, 2020 Meeting

RESOLVED, That the Board remove abolishment of Reserve for Insurance and establish maximum of \$300,000 as of June 30, 2020 in light of potential costs of COVID-19.

Motion: CARRIED 1st: Wiesing 2nd: Metcalf
Vote: Yes: 4 No: 0 Absent: 1 (Mierke)

*Amended
Reserve
Resolutions
passed at
6/17/20 mtg.*

RESOLVED, That the Board amend ERS main reserve maximum \$795,000.

Motion: CARRIED 1st: Wiesing 2nd: Metcalf
Vote: Yes: 4 No: 0 Absent: 1 (Mierke)

2. Reserve Resolutions

RESOLVED, That the Board set Reserve for Insurance balance at \$300,000 as of June 30, 2020.

Motion: CARRIED 1st: Degear 2nd: Wiesing
Vote: Yes: 4 No: 0 Absent: 1 (Mierke)

RESOLVED, That the Board set ERS main reserve at \$794,787.

Motion: CARRIED 1st: Degear 2nd: Wiesing
Vote: Yes: 4 No: 0 Absent: 1 (Mierke)

RESOLVED, That the Board set TRS subreserve of ERS Reserve of \$148,000.

Motion: **CARRIED** **1st: Degear** **2nd: Wiesing**
Vote: **Yes: 4** **No: 0** **Absent: 1 (Mierke)**

3. Tax Warrants

RESOLVED, That the Board approve the tax warrants as presented (attached) for the School Tax Levy, the DeRuyter Free Library Tax Levy, and the Village of DeRuyter Summer Recreation Tax Levy.

Motion: **CARRIED** **1st: Wiesing** **2nd: Degear**
Vote: **Yes: 4** **No: 0** **Absent: 1 (Mierke)**

Jw rm **4. Approve Contract with OCM BOCES – Classroom Technology**

WHEREAS, the Board of Education of the DeRuyter School District desires to enter into up to a 5 year service contract with the Onondaga-Cortland-Madison Board of Cooperative Educational Services (hereafter referred to as OCM BOCES) in order for the Regional Information Center (RIC) to furnish certain services to the District pursuant to Education Law 1950(4)(jj), those services being but not limited to classroom technology and library automation and other instructional technologies in CoSer 562 and/or CoSer 620.

NOW, THEREFORE, it is **RESOLVED**, that the Board of Education of the above School District agrees to enter into a contract with the OCM BOCES for the provision of said services to the District in total over the life of this agreement not to exceed the principal amount of \$200,000.00 plus related borrowing fees incurred by the OCM BOCES on behalf of the school district, plus yearly Regional Information Center support during the term of this contract. This amount may be amended with the approval of both parties. Payments will be made as part of a regular annual BOCES contract for services. Further, this contract will be finalized by the Superintendent of the school district and is subject to the approval of the Commissioner of Education for both this multi-year service agreement and the OCM BOCES Installment Purchase contract which will be entered into on behalf of the school district at its request. This contract will be for a maximum period of 5 years commencing on or about . 09/30/2020.

Motion: **CARRIED** **1st: Wiesing** **2nd: Metcalf**
Vote: **Yes: 3** **No: 1 (Degear)** **Absent: 1 (Mierke)**

5. Approve Contract with OCM BOCES - Copier

WHEREAS, the Board of Education of the DeRuyter School District desires to enter into up to a 36 month service contract with the Onondaga-Cortland-Madison Board of Cooperative Educational Services (hereafter referred to as OCM BOCES) in order for the Regional Information Center (RIC) to furnish certain services to the District pursuant to Education Law 1950(4)Gj), those services being but not limited to network printing services in CoSer 521,562 and/or CoSer 620.

WHEREAS, the Board of Education of the above DeRuyter School District acknowledges that the Equipment is, and shall at all times be and remain the sole and exclusive property of the entity leasing the equipment to

*Approved Tax
Warrants*

*Approved
Contract
w/OCM BOCES
- Classroom
Technology -
Promethean
Project*

*Approved
Contract
w/OCM BOCES
- Copier*

OCM BOCES, and District shall not have any right, title or interest in the Equipment. Above School District hereby disclaims, waives and releases any right, interest, title, lien or claim in the Equipment, and acknowledges that, upon a default under the lease provided to OCM BOCES, lessor may take possession of the Equipment.

NOW, THEREFORE, it is **RESOLVED**, that the Board of Education of the above School District agrees to enter into a contract with the OCM BOCES for the provision of said services to the District not to exceed in total over the life of this agreement the estimated annual payment for equipment and Regional Information Center support of **\$4,920.00** plus overage charges incurred by the OCM BOCES on behalf of the school district during the term of this contract. This amount may be amended with the approval of both parties. Payments will be made as part of a regular annual BOCES contract for services. Further, this contract will be finalized by the Superintendent of the school district and is subject to the approval of the Commissioner of Education for both this multi-year service agreement and the OCM BOCES Document Services Agreement contract that will be entered into on behalf of the school district at its request. This contract will be for a maximum period of 36 months commencing on or about August 31, 2020.

Motion: **CARRIED** **1st: Wiesing** **2nd: Degear**
Vote: **Yes: 4** **No: 0** **Absent: 1 (Mierke)**

D. Approval of Codes of Conduct

RESOLVED, That the Board, upon the recommendation of the Superintendent of Schools, approve the Middle School/High School and the Elementary Codes of Conduct as presented.

Motion: **CARRIED** **1st: Degear** **2nd: Metcalf**
Vote: **Yes: 4** **No: 0** **Absent: 1 (Mierke)**

IX. Public Comments - None

NEXT MEETING: September 16, 2020

X. Executive Session (If Needed)

XI. Adjournment

RESOLVED, That the Regular Meeting of the DeRuyter Central School Board of Education be adjourned at 7:58 pm

Motion: **CARRIED** **1st: Degear** **2nd: Wiesing**
Vote: **Yes: 4** **No: 0** **Absent: 1 (Mierke)**

Respectfully Submitted: _____


Sandra Welsh, District Clerk

*Approved
MS/HS and
Elem. Codes of
Conduct*

*No Public
Comments*

Adjournment

**ONONDAGA-CORTLAND-MADISON BOCES
6820 THOMPSON ROAD
SYRACUSE, NY 13211**

2020-21 Initial AS-7 Contract

THIS AGREEMENT made this 1st day of July, 2020 by and between the ONONDAGA-CORTLAND-MADISON BOCES, party of the first part, and DeRuyter CSD, party of the second part.

WITNESSETH, That whereas party of the first part has been duly authorized to provide the approved Services below and has been authorized to enter into agreements with boards of education and school trustees, under the provisions of sections 1950-51 of the Education Law.

NOW THEREFORE, The said party of the first part hereby agrees to provide to the party of the second part the following Services during the 2020-21 school year at the indicated cost:

Program/ Serial No.	Service	Basis for Current Contract			Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis				
001.010	Administration	367.0000	38.4994	RWADA	0.00	14,129.28	0.00	14,129.28
002.010	Rental of Facilities	367.0000	21.6427	RWADA	0.14	7,943.01	0.00	7,943.01
002.020	Capital Facilities	367.0000	25.8192	RWADA	0.00	9,475.65	0.00	9,475.65
101.000	Career & Tech Educ	23.0000	8,872.0000	Per FTE	0.00	204,056.00	0.00	204,056.00
101.700	New Vision	3.0000	8,872.0000	Per FTE	0.00	26,616.00	0.00	26,616.00
224.100	STAR	5.0000	22,411.0000	Per FTE	0.00	112,055.00	0.00	112,055.00
224.745	STAR Related Services Therapis	0.2500	0.0000		949.00	949.00	0.00	949.00
263.200	SKATE	1.0000	36,506.0000	PER FTE	0.00	36,506.00	0.00	36,506.00
293.100	SED	2.0000	37,620.0000	Per FTE	0.00	75,240.00	0.00	75,240.00
293.745	SED Related Services Therapists	2.9250	0.0000		10,245.00	10,245.00	0.00	10,245.00
308.010	Shared Business Official	0.5000	168,971.0000	Per FTE	0.00	84,485.50	0.00	84,485.50
335.010	Occupational Therapist	0.4000	106,952.0000	Per FTE	0.00	42,780.80	0.00	42,780.80
337.010	Physical Therapist	0.1500	106,442.0000	Per FTE	0.00	15,966.30	0.00	15,966.30
340.340	Visually Impaired	0.1750	0.0000	PER HOUR	1,414.00	1,414.00	0.00	1,414.00
358.358	Related Service-Audiology	0.3000	0.0000	Per Hour	3,624.00	3,624.00	0.00	3,624.00
405.010	Alternative Education							
405.010.150	CAS	2.0000	15,533.0000	Per FTE	0.00	31,066.00	0.00	31,066.00
405.120	Seven Valleys New Tech Academy	2.0000	18,033.0000	Per FTE	0.00	36,066.00	0.00	36,066.00

ONONDAGA-CORTLAND-MADISON BOCES
6820 THOMPSON ROAD
SYRACUSE, NY 13211

2020-21 Initial AS-7 Contract

ONONDAGA-CORTLAND-MADISON BOCES

School Year 2020-21

DeRuyter CSD

Program/ Serial No.	Service	Basis for Current Contract			Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis				
406.010	Summer School	0.0000	387.0000	Per Student	0.00	7,353.00	-7,353.00	0.00
406.012	Summer School SWD	0.0000	530.0000	Per Student	0.00	6,360.00	-6,360.00	0.00
406.030	Summer Sch Exams w/o modifications	0.0000	92.0000	Per Exam	0.00	1,748.00	-1,748.00	0.00
406.040	Summer Sch Exams w/ modifications	0.0000	112.0000	Per Exam	0.00	448.00	-448.00	0.00
406.050	Summer School Review Classes	0.0000	102.0000	Per Student	0.00	1,428.00	-1,428.00	0.00
416.490	Performing Arts Base - Oswego	1.0000	2,550.0000	X-CONTRACT	0.00	2,450.00	100.00	2,550.00
416.491	Performing Arts Requests - Oswego	0.0000	0.0000	X-CONTRACT	13,000.00	13,000.00	0.00	13,000.00
416.492	Performing Arts Srv Chg - Oswego	0.0000	0.0000	X-CONTRACT	1,820.00	1,820.00	0.00	1,820.00
417.490	Exploratory Enrich Base- Oswego	1.0000	1,150.0000	X-CONTRACT	0.00	1,100.00	50.00	1,150.00
417.491	Exploratory Enrich Requests Oswego	0.0000	0.0000	X-CONTRACT	5,000.00	5,000.00	0.00	5,000.00
417.492	Exploratory Enrich Srv Chg Oswego	0.0000	0.0000	X-CONTRACT	475.00	475.00	0.00	475.00
446.010	Summer Online & Blended Learning	19.0000	387.0000	Per Student	0.00	0.00	7,353.00	7,353.00
446.012	Summer School SWD Online	12.0000	530.0000	Per Student	0.00	0.00	6,360.00	6,360.00
456.010	High School Equivalency	1.0000	4,494.0000	Per FTE	0.00	4,494.00	0.00	4,494.00
472.010	E-Learning Connect							
472.010.001	E-Learning Connect	1.0000	4,220.0000	Base Fee	0.00	4,220.00	0.00	4,220.00
472.010.005	E-Learning Connect-Integration Su	1.0000	0.0000		300.00	300.00	0.00	300.00
472.020	E-Learning Connect-Other Charges							
472.020.001	E-Learning Con-Virtual Field Trip	1.0000	0.0000		4,000.00	4,000.00	0.00	4,000.00
472.030	E-Learning Connect - Applications							
472.030.100	Zoom	0.0000	0.0000	Per License	200.00	0.00	200.00	200.00
502.490	Courier Service Mad Oneida	0.0000	0.0000	X-Contract	124.75	124.75	0.00	124.75
504.490	Access To College Ed TST	0.0000	0.0000	X-Contract	3,584.00	3,584.00	0.00	3,584.00
521.011	Instructional Graphics	1.0000	0.0000		30,000.00	30,000.00	0.00	30,000.00
539.010	Grant Writer							

ONONDAGA-CORTLAND-MADISON BOCES
6820 THOMPSON ROAD
SYRACUSE, NY 13211

2020-21 Initial AS-7 Contract

ONONDAGA-CORTLAND-MADISON BOCES

School Year 2020-21

DeRuyter CSD

Program/ Serial No. Service	Basis for Current Contract			Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
	Quantity/ Share	Unit Cost	Cost Basis				
539.010.001 Base	1.0000	840.0000	Per District	0.00	840.00	0.00	840.00
540.010 Film/Video Library							
540.010.001 mediaCONNECT	367.0000	7.4500	RWADA	0.00	2,734.15	0.00	2,734.15
541.010 Technical Services							
541.010.001 Technical Srvc & AV Repair	367.0000	10.2500	RWADA	0.00	3,761.75	0.00	3,761.75
541.021 Technical Services Repair Parts	1.0000	0.0000		150.00	150.00	0.00	150.00
547.010 IT & L Base Fee	1.0000	15,850.0000	Per District	0.00	15,850.00	0.00	15,850.00
547.011 Workshop/Days/Scoring Base							
547.011.003 Small District < 2000 RWADA	1.0000	12,700.0000	Per District	0.00	12,700.00	0.00	12,700.00
547.410 IT & L School Improvement	0.0000	0.0000		2,191.00	2,191.00	0.00	2,191.00
547.650 Dignity Act & Mental Health							
547.650.001 Components	2.0000	1,020.0000	Per Building	0.00	2,040.00	0.00	2,040.00
547.657 Health Kit Training	11.0000	26.5000	Per Classroom	0.00	291.50	0.00	291.50
547.715 SLS Conference Bill at 100%	1.0000	110.0000	.	0.00	110.00	0.00	110.00
559.010 Home Instruction							
559.010.001 Base - First 10 Students	1.0000	3,540.0000	First 10 Stud	0.00	3,540.00	0.00	3,540.00
559.010.002 > 10 Students	17.0000	305.0000	Per Student	0.00	5,185.00	0.00	5,185.00
562.010 Instructional Technology Support							
562.010.010 Insurance for Technology Projects	1.0000	0.0000		168.24	168.24	0.00	168.24
562.030 Printer/Copier Lease							
562.030.015 Eastern / Konica Leases	1.0000	0.0000		18,624.00	18,624.00	0.00	18,624.00
562.030.016 Eastern / Konica Overages	1.0000	0.0000		2,400.00	2,400.00	0.00	2,400.00
562.032 Digital Printing Managed Services	1.0000	0.0000		3,300.00	3,300.00	0.00	3,300.00
562.110 Instructional Technology & Design							
562.110.001 Common Set of Learn Obj - 2 Days	1.0000	6,210.0000	Per District	0.00	6,210.00	0.00	6,210.00
562.120 Instructional Software							
562.120.020 SMART Licensing	1.0000	0.0000		1,575.90	1,575.90	0.00	1,575.90

ONONDAGA-CORTLAND-MADISON BOCES
6820 THOMPSON ROAD
SYRACUSE, NY 13211

2020-21 Initial AS-7 Contract

ONONDAGA-CORTLAND-MADISON BOCES

School Year 2020-21

DeRuyter CSD

Program/ Serial No.	Service	Basis for Current Contract			Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis				
562.120.470	Ensemble Video	1.0000	4,220.0000	Base Fee	0.00	4,220.00	0.00	4,220.00
562.140 Guidance Applications								
562.140.001	Guidance Applications-Base Fee	1.0000	590.0000	Base Fee	0.00	590.00	0.00	590.00
562.140.062	Frontline-Guid Direct Annual Supt	1.0000	850.0000	Base Fee	0.00	850.00	0.00	850.00
562.140.063	Frontline-Guidance Direct License	1.0000	0.0000		1,444.97	1,444.97	0.00	1,444.97
562.140.300	Principal License and Support	1.0000	0.0000		460.88	460.88	0.00	460.88
563.010 Model Schools								
563.010.001	Model Schools (Base Fee)	1.0000	4,840.0000	Base Fee	0.00	4,840.00	0.00	4,840.00
572.010	Library Media Services	0.0000	0.0000		10,068.00	10,068.00	0.00	10,068.00
573.015 Automation								
573.015.030	Automation with Basic Support	1.0000	1,560.0000	Per Building	0.00	1,560.00	0.00	1,560.00
593.010 Science Kits								
593.010.001	Full Program (Grades K-6)	13.0000	1,300.0000	Per Classroom	0.00	16,900.00	0.00	16,900.00
593.010.005	Full Program Middle School	1.0000	4,500.0000	Per Section	0.00	4,500.00	0.00	4,500.00
593.050	Health Kits	11.0000	400.0000	Per Kit	0.00	4,400.00	0.00	4,400.00
601.010 Telecommunications Base Fee								
601.010.001	Telecommunications Base Service	1.0000	10,900.0000	Per District	0.00	10,900.00	0.00	10,900.00
601.040 E Rate Base Application Fee								
601.040.001	E Rate Applications-Base Fee	1.0000	3,895.0000	Per District	0.00	3,895.00	0.00	3,895.00
601.050 E Rate RWADA Application Fee								
601.050.001	E Rate Applications-RWADA	367.0000	0.5800	RWADA	0.00	212.86	0.00	212.86
601.060 CNY Regional Network-OCM BOCES								
601.060.001	CNY Regional Network-OCM BOCES	1.0000	46,963.0000	Per District	0.00	46,963.00	0.00	46,963.00
602.010 Telephone Interconnect Service Fee								
602.010.001	Telephone Interconnect Base Servi	1.0000	3,378.0000	Base Fee	0.00	3,378.00	0.00	3,378.00
602.020 Local Telephone								

ONONDAGA-CORTLAND-MADISON BOCES
6820 THOMPSON ROAD
SYRACUSE, NY 13211

2020-21 Initial AS-7 Contract

ONONDAGA-CORTLAND-MADISON BOCES

DeRuyter CSD

School Year 2020-21

Program/ Serial No. Service	Basis for Current Contract			Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
	Quantity/ Share	Unit Cost	Cost Basis				
602.020.001 Telephone Interconnect-Local	1.0000	0.0000		12,000.00	12,000.00	0.00	12,000.00
602.030 Long Distance							
602.030.001 Telephone Interconnect-Long Dist	1.0000	0.0000		500.00	500.00	0.00	500.00
602.060 Voice Services							
602.060.010 Voice Service-Service/Support	1.0000	9,500.0000	Per District	0.00	9,500.00	0.00	9,500.00
602.060.011 Voice Service-Service/Support	367.0000	1.5000	RWADA	0.00	550.50	0.00	550.50
605.310 STAC Processing	0.0000	0.0000		3,250.00	3,250.00	0.00	3,250.00
605.410 FORECAST5 Base Fee	1.0000	1,000.0000		0.00	1,000.00	0.00	1,000.00
605.440 5Cast & 5Cast Plus							
605.440.001 5Cast License Agreement	0.0000	0.0000		5,728.50	5,728.50	0.00	5,728.50
606.010 Recruiting Service	1.0000	1,129.0000	Base Fee	0.00	1,129.00	0.00	1,129.00
606.020 Recruiting Service RWADA	367.0000	0.5600	RWADA	0.00	205.52	0.00	205.52
606.030 Recruiting Service Advertising	0.0000	0.0000		4,023.09	4,023.09	0.00	4,023.09
607.490 Recruiting Service Putnam	0.0000	0.0000	X-Contract	1,500.00	1,500.00	0.00	1,500.00
610.010 Tower	1.0000	700.0000		0.00	700.00	0.00	700.00
612.010 Handicapped/BOCES Programs	3.0000	105.0000	Per FTE	0.00	315.00	0.00	315.00
617.010 Teacher Immersion Program	1.0000	1,000.0000	Base Fee	0.00	1,000.00	0.00	1,000.00
618.490 Planning Service Erie 1	0.0000	0.0000	X-Contract	5,400.00	5,400.00	0.00	5,400.00
620.010 Administrative Services							
620.010.100 Frontline Prof Learning Mgmt Supt	1.0000	1,300.0000	Base Fee	0.00	1,300.00	0.00	1,300.00
620.010.101 Frontline Prof Learning Mgmt Lic	0.0000	0.0000	Per User	2,782.00	2,782.00	0.00	2,782.00
620.015 e-Communication Services							
620.015.150 Website Design(Devlpmt & License)	1.0000	0.0000		1,212.75	1,212.75	0.00	1,212.75
620.015.151 Website Design(Hosting&Supt)	1.0000	2,660.0000	Base Fee	0.00	2,660.00	0.00	2,660.00
620.015.200 SchoolMessenger Base Fee	1.0000	1,385.0000	Base Fee	0.00	1,385.00	0.00	1,385.00
620.015.201 SchoolMessenger License Fee	1.0000	0.0000	Per Student	829.29	829.29	0.00	829.29

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SYRACUSE, NY 13211

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ONONDAGA-CORTLAND-MADISON BOCES

School Year 2020-21

DeRuyter CSD

Program/ Serial No.	Service	Basis for Current Contract			Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis				
620.035	Managed Desktop Printing Services							
620.035.001	Managed Desktop Printing Services	1.0000	0.0000		14,366.05	14,366.05	0.00	14,366.05
620.100	Financial							
620.100.022	Check Stuffing & Insertion	2,965.0000	0.2100	Per Envelope	0.00	622.65	0.00	622.65
620.100.306	nVision-Basic Package Maintenance	1.0000	0.0000		3,983.00	3,983.00	0.00	3,983.00
620.100.320	nVision-Base Fee	1.0000	18,000.0000	Base Fee	0.00	18,000.00	0.00	18,000.00
620.100.324	nVision-Limited Application Suppo	0.1000	83,560.0000	Per FTE	0.00	8,356.00	0.00	8,356.00
620.100.330	nVision-Server Access Fees	5.0000	235.0000	Per Concurrent	0.00	1,175.00	0.00	1,175.00
620.300	Operations							
620.300.300	Ntwrk Server Support-Contracted H	15.0000	130.0000	Per Hour	0.00	1,950.00	0.00	1,950.00
620.300.302	Ntwrk Technician-Contracted Hrs	10.0000	90.0000	Per Hour	0.00	900.00	0.00	900.00
620.300.335	Insurance for Technlgy Projects	1.0000	0.0000		859.73	859.73	0.00	859.73
620.300.378	Remote Server Hosting	1.0000	5,800.0000	Per Server	0.00	5,800.00	0.00	5,800.00
620.300.410	Visitor Managemnt -Hardware/Sftwa	1.0000	0.0000		540.00	540.00	0.00	540.00
620.300.411	Visitor Management - Support	1.0000	250.0000	Per Building	0.00	250.00	0.00	250.00
620.300.502	Network Switch Priority Service	20.0000	375.0000	Per Switch	0.00	7,500.00	0.00	7,500.00
620.300.505	Hosted Wireless Support	40.0000	50.0000	Per Unit	0.00	2,000.00	0.00	2,000.00
620.300.520	Cisco Voice & Data Maintenance	1.0000	0.0000		5,977.13	5,977.13	0.00	5,977.13
620.300.705	Distributed Virus Protection	1.0000	0.0000		2,307.20	2,307.20	0.00	2,307.20
620.300.713	Spam Filtering License Renewals	1.0000	250.0000	Per License	0.00	250.00	0.00	250.00
620.301	Computer Supplies Service							
620.301.001	Computer Supplies Service	1.0000	0.0000		3,000.00	3,000.00	0.00	3,000.00
620.455	Student Services							
620.455.001	SMS Annual Base Fee	1.0000	3,950.0000	Base Fee	0.00	3,950.00	0.00	3,950.00
620.455.002	SMS Hosting Fee	2.0000	2,300.0000	Annual Fee	0.00	4,600.00	0.00	4,600.00
620.455.006	Schooltool License & Maintenance	367.0000	7.9000	RWADA	0.00	2,899.30	0.00	2,899.30
620.455.007	Schooltool Annual Support	367.0000	16.8500	RWADA	0.00	6,183.95	0.00	6,183.95
620.455.100	Athletics Applications RIC Base F	1.0000	550.0000	Base Fee	0.00	550.00	0.00	550.00
620.455.125	Sch Galaxy Athletics Annual Suppo	1.0000	475.0000	Base Fee	0.00	475.00	0.00	475.00
620.455.126	Sch Galaxy Athletics License	1.0000	950.0000	Annual Fee	0.00	950.00	0.00	950.00
620.455.200	Report Card & Printing Base Fee	1.0000	925.0000	Base Fee	0.00	925.00	0.00	925.00
620.455.205	Secondary Report Card Black & Whi	1,432.0000	0.0800	Per Page	0.00	114.56	0.00	114.56

ONONDAGA-CORTLAND-MADISON BOCES
6820 THOMPSON ROAD
SYRACUSE, NY 13211

2020-21 Initial AS-7 Contract

ONONDAGA-CORTLAND-MADISON BOCES

School Year 2020-21

DeRuyter CSD

Program/ Serial No. Service		Basis for Current Contract			Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis				
620.456 Special Education								
620.456.002	IEP Direct Annual Support	100.0000	13.6000	Per SE Pupil	0.00	1,360.00	0.00	1,360.00
620.456.003	Frlne IEP Direct Lic Consolidati	1.0000	0.0000		8,954.92	8,954.92	0.00	8,954.92
620.456.021	Medicaid Direct Annual Support	1.0000	1,725.0000	Base Fee	0.00	1,725.00	0.00	1,725.00
620.456.023	Medicaid Direct Lic Consolidation	1.0000	0.0000		870.71	870.71	0.00	870.71
620.456.100	Application Hosting for SE	1.0000	1,765.0000	Annual Fee	0.00	1,765.00	0.00	1,765.00
620.600 Test Scoring								
620.600.034	NYS Testing Support	367.0000	4.7500	RWADA	0.00	1,743.25	0.00	1,743.25
620.600.045	NYS Reg Remote-Lic Supt/Maint	1.0000	2,000.0000	Annual Fee	0.00	2,000.00	0.00	2,000.00
620.600.405	Online Vendor Scoring ELA 3-8	154.0000	13.0000	Per Exam	0.00	2,002.00	0.00	2,002.00
620.600.406	Online Vendor Scoring Math 3-8	154.0000	11.0000	Per Exam	0.00	1,694.00	0.00	1,694.00
620.600.409	Online Vend Scien 4 Written & Per	24.0000	13.4500	Per Exam	0.00	322.80	0.00	322.80
620.600.410	Online Vend Scien 8 Written & Per	30.0000	15.5000	Per Exam	0.00	465.00	0.00	465.00
620.650 Food Service								
620.650.100	Nutri-kids Application Support-Ma	1.0000	0.0000		3,887.00	3,887.00	0.00	3,887.00
620.650.101	Nutri-kids Application Supt-Build	1.0000	849.0000	Per Building	0.00	849.00	0.00	849.00
620.650.104	Nutri-kids Technical Support	8.0000	78.0000	Per Hour	0.00	624.00	0.00	624.00
620.650.110	Nutri-kids Software Maint-Manager	1.0000	163.0000	Annual Fee	0.00	163.00	0.00	163.00
620.650.112	Nutri-kids Software Maint-F & R	1.0000	163.0000	Annual Fee	0.00	163.00	0.00	163.00
620.650.114	Nutri-kids Software Maint-Buildin	1.0000	172.0000	Per Building	0.00	172.00	0.00	172.00
620.650.120	Nutri-kids Equip Supt/Service-PC	1.0000	163.0000	Per Unit	0.00	163.00	0.00	163.00
620.650.122	Nutri-kids Eq Supt/Serv-Ultimate	2.0000	264.0000	Per Unit	0.00	528.00	0.00	528.00
620.650.124	Nutri-kids Equip Supt/Serv-PinPad	2.0000	60.0000	Per Unit	0.00	120.00	0.00	120.00
620.650.130	Server Hosting Fees	1.0000	1,545.0000	Annual Fee	0.00	1,545.00	0.00	1,545.00
620.700 Data Warehouse								
620.700.001	Data Warehouse Srves-Level 1	367.0000	8.5000	RWADA	0.00	3,119.50	0.00	3,119.50
620.700.200	Data Warehouse Support Services	1.0000	0.0000		34,000.00	34,000.00	0.00	34,000.00
620.700.430	AIMSweb Plus Annual Support-Part	1.0000	0.0000	Base Fee	3,580.00	3,580.00	0.00	3,580.00
620.700.431	AIMSweb Plus Software Licenses	1.0000	0.0000	Per Contract	1,483.50	1,483.50	0.00	1,483.50
620.700.432	AIMSweb Plus Annual Support-Part	230.0000	0.3500	Per Student	0.00	80.50	0.00	80.50
620.700.435	AIMSweb Plus Data Migration-Local	1.0000	640.0000	Annual Fee	0.00	640.00	0.00	640.00
620.700.501	College Clearinghouse HS < 300	1.0000	585.0000	Base Fee	0.00	585.00	0.00	585.00

ONONDAGA-CORTLAND-MADISON BOCES
6820 THOMPSON ROAD
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ONONDAGA-CORTLAND-MADISON BOCES
DeRuyter CSD

School Year 2020-21

Program/ Serial No. Service	Basis for Current Contract			Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
	Quantity/ Share	Unit Cost	Cost Basis				
630.010 Employee Assistance Program	100.0000	32.5000	Per Employee	0.00	3,250.00	0.00	3,250.00
633.010 Employer Employee Rel - Base Fee	1.0000	17,718.0000	Base Fee	0.00	17,718.00	0.00	17,718.00
633.050 Civil Service Liaison	1.0000	225.0000	Per Year	0.00	225.00	0.00	225.00
634.010 Transportation Compliance Service	367.0000	2.2000	RWADA	0.00	807.40	0.00	807.40
634.020 Drug & Alcohol Testing	5.0000	26.5000	Per Test	0.00	132.50	0.00	132.50
634.022 Breathalyzer	2.0000	3.5000	Per Test	0.00	7.00	0.00	7.00
636.010 Health & Safety Std. Level I	1.0000	25,679.0000	Base Fee	0.00	25,679.00	0.00	25,679.00
636.050 Health & Safety Workshops & Other	0.0000	0.0000		840.00	840.00	0.00	840.00
640.010 Staff Development for Bus Drivers	1.0000	736.0000	Per Person	0.00	736.00	0.00	736.00
646.490 GASB 45 Planning Albany	0.0000	0.0000	X-Contract	3,500.00	3,500.00	0.00	3,500.00
660.490 State Aid Planning Questar	1.0000	3,345.0000	X-Contract	0.00	3,345.00	0.00	3,345.00
665.010 Medicaid Billing							
665.010.001 < 100 CSE Med Elig Stud w/ RS	19.0000	118.0000	Per ME Student	0.00	2,242.00	0.00	2,242.00
670.010 Gas/Electric Accounts	2.0000	510.0000	Per Account	0.00	1,020.00	0.00	1,020.00
670.030 Gas/Electric Low Use Meter	2.0000	100.0000	Per Account	0.00	200.00	0.00	200.00
670.110 Cooperative Purchasing	1.0000	3,723.0000	Per District	0.00	3,723.00	0.00	3,723.00
675.012 Graphic Design Services							
675.012.001 Graphic Design Services	30.0000	75.0000	Per Hour	0.00	2,250.00	0.00	2,250.00
676.010 Employee Benefits Coordination	0.0000	0.0000		10,126.00	10,082.00	44.00	10,126.00

ONONDAGA-CORTLAND-MADISON BOCES
6820 THOMPSON ROAD
SYRACUSE, NY 13211

ONONDAGA-CORTLAND-MADISON BOCES

DeRuyter CSD

School Year 2020-21

Summary:**Total of Service Costs - All Funds:****1,268,415.90** **(Except 001/002)****Capital Costs:****17,418.66** **(CoSer 002)****Adm. & Clerical Costs:****14,129.28** **(CoSer 001)****Total Contract Costs:****1,299,963.84**

The party of the second part has approved the Service Unit Cost Methodologies used to calculate costs for each Service as reviewed and approved by the Superintendent of Schools, and has adopted a resolution to participate in the specific services marked above for the 2020-21 school year.

The party of the second part hereby agrees to pay the total contract cost to the party of the first part according to the following schedule:
 10 Times per year

This contract shall not be valid or binding until it is approved by the Commissioner of Education.
 IN WITNESS WHEREOF, the parties have set their hands the day and year above written.

ONONDAGA-CORTLAND-MADISON BOCES

6820 THOMPSON ROAD, SYRACUSE, NY, 13211

Signature, President and/or Clerk, BOCES

(Party of the First Part)

(Post Office Address)

DeRuyter CSD

711 Railroad St, De Ruyter, NY, 13052-

Signature, President and/or Clerk, Board of
Education (As Authoized)

(Party of the Second Part)

(Post Office Address)

THE MUSTARD SEED
ST. JAMES CHURCH
6 GREEN ST.
CAZENOVIA, NY 13035

50-755/213

3183

DATE 8-19-2020

PAY TO THE
ORDER OF

De Ruyster Central School \$ 1500.00
Fifteen hundred & 00/100

DOLLARS

Security Features
Included
Details on Back

Community
Bank N.A.
Cazenovia, New York 13035 833

MEMO

Marlene L. Ward

⑆021307559⑆ 320002678⑆ 3183

DCS Business Office

AUG 20 2020

Received - H. Foster

**DeRuyter Central School District
Claims Auditor Report for Board of Education**

Month of August, 2020

	Date and Type of Claims Audited							
	8/4/2020 PR/BOE	8/12/2020 AP	8/18/2020 AP/PR	8/25/2020 AP				
Total # of Claims Audited/Payroll Checks	25	59	27	56				
Sales Tax								
NO PO Created								
PO created after Invoice								
Exceeds limit of PO w/out Proper Approvals								
Incorrect Time Being Paid								

Detail about Write Up

Date: 8/4/2020 no issues

District Response:

Date: 8/12/2020 no issues

District Response:

Date: 8/18/2020 no issues

District Response:

Date: 8/25/2020 2 unsigned po. deliveries - corrected

District Response:

Date:

District Response:

Signature: Bonita B. Young
Bonita B. Young, Claims Auditor

Date: 8/25/2020

Bonnie B. Young
2169 Smith Road
DeRuyter, NY 13052
315-378-9608

PO# 210054
Subst
9-16-20

CLAIMS AUDITOR CLAIM

21-002

To: DeRuyter Central School
711 Railroad Street
DeRuyter, NY 13052

Date	Total Hours	Type of Audit	Rate	Total
8/4/2020	3/4	PR/DOE	\$15/Hr	\$ 11.25
8/12/2020	1 1/2	AP	\$15/Hr	\$ 22.50
8/18/2020	3/4	PR/AP	\$15/Hr	\$ 11.25
8/25/2020	2	AP	\$15/Hr	\$ 30.00
			\$15/Hr	
			\$15/Hr	
			\$15/Hr	

Total this Claim \$ 75.00

Bonnie Young
Signature: Claims Auditor

8/25/2020
Date

Kathy L. DeRuyter
Signature: District Treasure

8/25/2020
Date

Date of Approval of Board of Education 9-16-20

District Clerk SPW

DeRUYTER
CENTRAL SCHOOL DISTRICT

DISTRICT-LEVEL
Emergency Response Plan

Safe Schools Against Violence in Education Act (SAVE)

Distribution List

School Superintendent
CSE office
School Business Official
Principal, DCS Elementary School
Principal, DCS MS/HS School
Supervisor of Transportation
Superintendent of Buildings and Grounds
Director of Food Service
Building Nurse
Custodian's Office
DeRuyter Fire Station
State Police
Madison County Sheriff's Office
OCM BOCES Safety Officer

Adopted by DCS Board of
Education: Sept. 16, 2020

DeRuyter Central School Comprehensive School Safety/Emergency Management Plan & Procedures

INTRODUCTION

This District-wide safety plan has been developed to comply with the mandates of the Safe Schools Against Violence in Education Act (“Project SAVE”) and the Regulations of the Commissioner of Education at 8 NYCRR Section 155.17(e)(1). The Board of Education appointed a District-wide School Safety Team, comprised of representatives of the school board, administrators, faculty, staff, parent organizations, students, school safety personnel and other individuals, to develop the plan. It provides standard procedures to guide staff and students of the DeRuyter Central School District (the “District”) when responding to an emergency. It also sets forth the required drills to keep staff and students familiar with the standard response procedures. The plan includes legislative changes from May 2016 related to school emergency response planning.

Building-level safety plans have also been developed to comply with Project Save to establish specific emergency response plans for each school building. These building safety plans provide detailed response procedures for each school building within District. In contrast to this Plan, which is accessible to the public, the building-level plans are confidential and not subject to disclosure under Article 6 of the Public Officers Law, the Freedom of Information Act, or any other provision of law, in accordance with Education Law, Section 2801-a. Therefore, the building-level plans provide a confidential means to outline sensitive emergency procedures not included herein. Such plans comply with the requirements of Education Law §2801-a (3) and the Regulations of the Commissioner of Education at 8 NYCRR §155.17(e)(2).

Project SAVE requires that this Plan include policies and procedures on several prescribed topics. In some instances, a general policy on a prescribed topic is set forth in the District Safety Plan and the specific procedures to implement such a policy are included in the Building-level Safety Plans or annexed as an appendix to the Building-level Safety Plans.

Emergency situations can range from man-made problems such as power outages, fires and bomb threats to natural disasters like blizzards and floods, and may present highly dangerous situations or mere inconveniences. In an emergency situation, District priorities are first the protection of life, then preservation of property, and restoration to normal activities. This Plan and the Building Safety Plans describe procedures for a variety of emergencies. Obviously, no plan can cover all possible emergencies. Therefore, District officials are to use their judgment and discretion in responding to an emergency in a manner consistent with the provisions of this Plan and the applicable school Building Safety Plan in a manner that will minimize loss of life, personal injury and property damage.

DeRuyter Central School District
Emergency Response – District Level Plan

1. DEFINITIONS

- A. ACCIDENTAL DISASTER - Any major fire, explosion, transportation crash, hazardous material incident or other major occurrence in which the lives, safety or property of numerous persons is in jeopardy.
- B. BUILDING ADMINISTRATOR - The principal of a school building or his or her designee.
- C. BUILDING SAFETY PLAN - A building-specific school emergency response plan that addresses crisis intervention, emergency response and management at the building level and contains the provisions required by 8 NYCRR §155.7(e)(2).
- D. BUILDING RESPONSE TEAM – Individuals within the school building designated to serve specific roles in responding to an emergency or individuals that may be called upon to assist response and recovery efforts during a crisis.
- E. CHIEF EMERGENCY OFFICER – The individual responsible for coordinating communication between staff and law enforcement and first responders and for ensuring staff understanding of the district-level safety plan. The chief emergency officer shall also be responsible for ensuring completion and yearly update of building-level emergency response plans.
- F. CIVIL DISTURBANCE - An action by any individual or group that poses a substantial threat to peace, life and/or property or any tumultuous or violent activity that creates a grave risk of causing public alarm.
- G. CRITICAL INTERVENTION TEAM – A district wide team that includes appropriate administrators, medical personnel, counselors, school social workers, school psychologist and others who can assist the school community in coping with the aftermath of a Serious Violent Incident or emergency.
- H. DISASTER – The occurrence or imminent threat of injury, loss of life, or severe damage to property, resulting from any natural or manmade causes, such as fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, windstorm, wave action, epidemic, air contamination, drought, explosion, water contamination, chemical accident, war or civil disturbance.
- I. DISTRICT-WIDE SCHOOL SAFETY TEAM – A District-wide team appointed by the Board to develop the initial plan. The District-wide team shall include, but not be limited to, student, teacher, administrator, and parent organizations, local emergency agency personnel, and other school personnel.
- J. EARLY DISMISSAL – Returning students to their homes or other appropriate locations before the end of the school day.

DeRuyter Central School District
Emergency Response – District Level Plan

- K. EMERGENCY – A situation, including but not limited to a disaster, that requires immediate action, occurs unpredictably, and poses a threat of injury or loss of life to students or school personnel or of severe damage to school property.
- L. EMERGENCY SERVICES ORGANIZATION – A public or private agency, organization or group other than a governmental agency, which provides police, fire, medical, ambulance, rescue, housing or other services for the relief of human suffering, injury or loss of life or property as a result of an emergency.
- M. EVACUATION – Moving students for their protection from a school building to a predetermined outside or off-campus Safety Zone location in response to an emergency. All building occupants are required to exit the building and wait a safe distance from the building at the designated Safety Zone.
- N. FIELD COMMAND POST - The on-scene location for command staff who will be responsible for determining the exact status of the emergency, resources needed, and incident strategy.
- O. FIRE COMMANDER - The fire chief directing fire-fighting operations at the incident.
- P. INCIDENT COMMANDER - The supervisor with decision making responsibility when responding to a particular emergency.
- Q. IN-PLACE SHELTERING – The emergency response used in situations where it is necessary to have students/staff remain in their classrooms or work-areas temporarily during an emergency or medical emergency until things can be returned to normal or early dismissal can be arranged.
- R. LOCK-DOWN - This emergency response is to be used when walking through the building would endanger the health and safety of students/staff. In the event of a dangerous person or intruder, students and faculty are to remain in place. Classroom doors and windows should be locked.
- S. LOCK-OUT - This emergency response is to be used when the incident is occurring outside the school building, on or off school property, which allows the school to continue with the normal school day, but curtails outside activity, and allows no unauthorized personnel into the building.
- T. MEDIA STAGING AREA - The location outside of the inner perimeter dedicated for media assembly and equipment staging. This location may also be used to conduct media briefings.
- U. NATURAL PHENOMENA - Those incidents in which the forces of nature threaten the lives, safety and/or property of numerous persons (e.g., floods, tornado, lightning, severe high winds, and significant snowfall/blizzard, etc.).

- V. SAFETY ZONE – Predetermined locations either inside the school building (“sheltering”), outside the building on school property, or off campus, where students and faculty are to assemble in the event of an Emergency. Inside safety zones are the locations for in-place sheltering.
- W. SCHOOL CANCELLATION – A determination by school officials that a school or schools should not be in session for one or more school days due to an emergency.
- X. SERIOUS VIOLENT INCIDENT – An incident of violent criminal conduct that is, or appears to be, life threatening. This situation warrants the evacuation or “lock-down” of students and/or staff because of an imminent threat to their safety or health. Situations include, but are not limited to: riot, hostage taking, kidnapping and/or the use or threatened use of a firearm, explosive, bomb, incendiary device, chemical or biological weapon, knife or other dangerous instrument capable of causing death or serious injury.
- Y. SHELTERING – The emergency response of keeping students in school buildings and providing them with shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated (e.g., air pollution problems, chemical spills, radiological emergencies). Staff and students are held in a designated shelter location or common area inside the building, inside a gymnasium, cafeteria or etc., during an emergency or medical emergency until things can be returned to normal or dismissal can be arranged.
- Z. SHELTER SITE - A location established for providing temporary shelter or care for persons displaced by an Emergency.
- AA. STUDENT RELEASE AREA – A predetermined location where parents or authorized persons can pick up students during an emergency.

Section I. General Considerations and Planning Guidelines

A. Safety/Emergency Management Plan Brief

Providing an orderly plan for dealing with any emergency—whether related to an act of violence or not—is part of school officials’ responsibility for the management and overseeing of the safety of the District’s students and staff. “Emergencies” range from man-made problems, such as fires and bomb threats, to natural events, such as blizzards or floods, and carry consequences that extend from mere inconvenience to highly dangerous, life-threatening situations. The guiding principles for emergency planning are protection of life first, then preservation of property, including restoration to normal activities. Where appropriate, mandates which influence planning and decision making are included in this Comprehensive School Safety Plan. Careful planning and quick access to these plans will mitigate the effects of an emergency, minimize property

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damage, and most importantly, avoid injury and death. Small problems remain small and do not escalate into catastrophes. Finally, the situation can be restored to normal quickly and efficiently.

The District Level School Safety Plan will be in effect for the following sites of potential hazard during hours of regular daily student attendance.

- DeRuyter Central School Building and Grounds
- DeRuyter Central School Bus Garage Building and Grounds
- Morning and afternoon bus transportation
- Extracurricular and athletic bus transportation

A copy of the District Level Plan will also be located at:

- Superintendent's office (HS)
- Principal's office in both buildings
- Nurse's office
- Custodian's office
- CSE office
- Business office
- Bus garage
- DeRuyter Fire Station
- State Police
- Madison County Sheriff's Office
- BOCES Health and Safety Coordinator

The Safety Plan will be reviewed annually by the Business Official. The annual review will assure:

- One early dismissal drill each year that begins 15 minutes prior to the end of the regular school day, with parental notification at least one week prior to the dismissal
- One sheltering drill each year with different components of the procedure targeted for review
- 12 Emergency Drills per year
- Updates to personnel with duties listed in the Plan
- Updates to the list of personnel holding First Aid, CPR and AED certification
- Updates to inventories of maintenance vehicles, the bus fleet, and emergency resources
- Review of, and provision for, any students with limited mobility
- A set of recommendations to enhance safety and security during that school year, developed by the District Safety Committee

Building Administrators are responsible for monitoring within any school facility all conditions which may affect the safety and welfare of students and staff. Therefore, each building administrator will be familiar with necessary emergency procedures and review the Safety Plan annually with staff, emphasizing key people and their responsibilities, meeting points, and assembly areas.

Emergency Response Team

When the Superintendent declares an emergency or the Superintendent is notified that a potential emergency/disaster exists (either by the County Emergency Director or other authority), he/she will notify the Emergency Response Team. Members will provide input on subsequent actions, based on their knowledge of existing conditions, and remain accessible to the Superintendent for the duration of the emergency.

Emergency Response Team

Stephen Rafferty	6-12 Principal/Dir. of Spec. Ed.	7503
Jennifer Valente	K-5 Principal/Dir. of spec. Ed.	7126
Kimberly O'Brien	Dir. of Curriculum & Instruction	7152
David M. Brown	Superintendent	7403
Kevin Springer	Head of Bldgs./Grounds/Trans.	7301

Section II. Risk Reduction/Prevention and Intervention

A. Prevention/Intervention and Program Initiatives

The following safety and security measures, in effect in the district, are particularly relevant to Project SAVE and this Comprehensive School Safety Plan for DeRuyter Central School:

- Controlled access entrances for the public at DeRuyter Central School
- Other exterior doors have controlled access entrances for staff members and students. Exterior doors are locked with the exception of public access doors which visitors must identify themselves and be buzzed in.
- Visitor badges are required for all visitors to either building while classes are in session. Visitors must sign in and out of buildings.
- Unoccupied classrooms and spaces are locked.
- The District Safety Committee meets regularly (bi-monthly) and makes recommendations on safety issues.
- Parents are advised annually of district safety drills and office contact phone numbers via district publications.
- Two-way radios are used for district wide emergencies.
- Staff and faculty are visible in the hallways.
- Staff are trained yearly in the content of the safety plan, DASA and on mental health issues.

B. Detection Strategies

Every effort will be made, building team meetings, and our counseling/bully referral process to identify and respond to student behaviors that are problematic.

Training

The district will provide training to identify and respond to student behaviors that have the potential to become problematic, including, but not limited to DASA (Dignity for All Students Act) training. Training will be done through assemblies, classroom lessons, staff conference days, etc.

The district will provide training/professional development and resources to prevent and respond to such issue as: suicide prevention, depression, anxiety and substance use disorder.

Reporting mechanisms

The “reporting process promotes ongoing open communication between students, teachers, parents/guardians, support staff, and administrators. The relationships among these school populations are maintained with a spirit of teamwork and cooperation that function as natural conduits for the expression of concerns.

Threat Assessment

The following outline is intended to give direction specifically to **assessing threats**. The district will continue to make every effort to assess threatening behaviors and verbalizations in a manner that avoids over-labeling and over-reaction, but recognizes the potential for violent situations. High Level Threats will almost always require further examination of the personality and circumstances of the “threatener” and the social and school dynamics surrounding the situation.

Low Level Threat: A statement that is vague, indirect, lacks details, and/or consistency; is unlikely to be carried out. (Example: Note without details left in a bathroom.)

- **Response:** Internal investigation; parental contact; consultation with school personnel on whether to move it to a higher level identification

Medium Level Threat: Statement that is more direct and concrete, possibly referring to a time and place, though lacking detailed information. There is no obvious preparation by the threatener, but there may be a specific confirming statement like “I really mean that!” (Example: Threatening phone call to the school.)

- **Response:** Internal investigation; consultation with law enforcement; parental contact; external investigation as called for.

High Level of Threat: Statement that is direct, specific, plausible and suggests concrete steps that *have been taken* to carry it out. It may include statement that threatener has acquired or practiced with a weapon or has had the “victim” under surveillance. (Example: Physical evidence; sight of a weapon or unknown package)

- **Response:** Possible lockdown or evacuation; immediate notification of outside law enforcement; parental contact when possible

EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS

In order to prevent violence before it begins, staff and students should look for certain warning signs of potentially violent behavior. The following list was adapted from the International Association of Chiefs of Police, Guide for Prevention of School Violence. Staff members or students who observe any of these warning signs in a student, and who believe that such student is a threat to himself/herself and/or others, or may display aggressive rage or violent behavior, shall immediately notify the Building Principal. As deemed necessary and/or appropriate, the Building Administrator will contact the following individuals: the potential victim(s) and/or their parents/guardians; the parents/guardians of the student who made the threat; law enforcement officials, the school psychologist and/or counselor; and the Special Education Director, if applicable, in order to discuss the student's behavior and implement a plan of appropriate intervention as may be necessary. The Superintendent will be kept informed as to actions taken by the Building Administrator.

The following actions, procedures and policies are in place to provide early detection and intervention of potentially violent behaviors:

- Ongoing training is provided to all staff members regarding early detection of risk factors leading to violent behavior or other at-risk behavior.
- A Code of Conduct distributed to each student and staff member address specific consequences relative to violent or risky behavior.
- A written reporting system allows staff to report and document violent and at risk behavior.
- Students are encouraged to report at risk behavior to a staff member including but not limited to the Building Administrator and counselor.
- School counselors and the school nurse are closely involved with the Crisis Team to bring at risk behavior or potential indicators of violent behavior to the attention of Crisis Team members.
- The CSE (Committee on Special Education) Team monitors students in the Special Education Program.
- The Section 504 Officer is responsible for students with Section 504 plans.
- Security Audit by the New York State Police

A. INDICATIONS OF POTENTIAL VIOLENT BEHAVIOR

Indications of potential violent behavior include the following:

1. Has engaged in violent behavior in the past.
2. Has tantrums or uncontrollable angry outbursts.
3. Continues exhibiting antisocial behaviors that began at an early age.
4. Forms and/or maintains friendships with others who have repeatedly engaged in problem behaviors.
5. Often engages in name-calling, cursing, or abusive language.
6. Has brought a weapon or threatened to bring a weapon to school.
7. Consistently makes violent threats when angry.

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8. Has a substance abuse problem.
9. Is frequently truant or has been suspended from school multiple times.
10. Seems preoccupied with weapons or violence, especially associated with killing humans rather than with target practice or hunting.
11. Has few or no close friends despite having lived in the area for some time.
12. Is abusive to animals.
13. Has too little parental supervision given the student's age and maturity level.
14. Has been a victim of abuse or been neglected by parents/guardians.
15. Has repeatedly witnessed domestic abuse or other forms of violence.
16. Has experienced trauma or loss in his/her home or community.
17. Pays no attention to the feelings or rights of others.
18. Dwells on perceived slights, rejection, or mistreatment by others; blames others for his/her problems and appears vengeful.
19. Intimidates others, or is a victim of intimidation by others.
20. Seems preoccupied with TV shows, movies, video games, reading materials, or music that expresses violence.
21. Reflects excessive anger in writings and drawings.
22. Is involved in a gang or antisocial group.
23. Seems depressed/withdrawn or has exhibited severe mood or behavioral swings, greater in magnitude than peers.
24. Expresses sadistic, violent, prejudicial, or intolerant attitudes.
25. Has threatened or actually attempted suicide or acts of self-mutilation.

INTERPRETATION OF WARNING SIGNS

The fact that a student exhibits the behaviors above does not necessarily mean that such student is violent. The early warning signs listed above are offered as an aid to identifying and referring students who may be potentially violent and are in need of help. It is important to note that these early warning signs are not equally significant and are not presented in any particular order. Furthermore, it is inappropriate, and potentially harmful, to use the following warning signs as a checklist against which to match individual students. School staff should use the early warning signs for identification and referral purposes only; it is the responsibility of trained professionals to make diagnosis in consultation with the student's parents or guardians. Therefore, everyone concerned must take precautions that students are not needlessly stigmatized.

COMMUNICATION, EARLY DETECTION AND REPORTING OF POTENTIALLY VIOLENT BEHAVIORS

The District is committed to providing appropriate and quality intervention services for its students. Programs and strategies are developed and provided based upon careful assessment of student and community need. The district currently has on staff a school Psychologist (PK-12), High School Guidance Counselor (7-12), Middle School Guidance Counselor (6-8), Family Counselor (PK-12). The following is a list of intervention programs and services currently available at DeRuyter Central School District:

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A. PROGRAMS UTILIZED THROUGHOUT THE DISTRICT:

- (1) Alcohol-Drug Abuse Prevention Education Program (ADA-PEP)
- (2) Crisis Intervention Team
- (3) Code of Conduct
- (4) Anti-Bullying Reporting System – available on District website.
- (5) Emergency Response Team

RESPONDING TO IMPLIED OR DIRECT THREATS OF VIOLENCE

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

Any acts and/or threats of violence, whether such threats are made orally, in writing, or by e-mail, shall be subject to appropriate disciplinary action in accordance with applicable law, District policies and regulations, the Student Code of Conduct, and collective bargaining agreements, as may be necessary.

The district shall make continuing efforts to assure that threats of violence are addressed, whenever possible, before any violence actually occurs in the school environment. This protocol is intended to identify credible threats of violence, so that District authorities can address such situations before the threat is carried out. This protocol is applicable during any school-sponsored event or function, held on District property or elsewhere.

The school district has taken a proactive approach in identifying and addressing potential acts of violence before they occur. This policy is applicable during any school-sponsored event, whether the event occurs on school grounds or not. It includes implied or direct threats of violence by students, teachers, other school personnel and visitors to the school.

Any student, school staff member, school administrator will assume the threat is serious and is required to report said information to the Principal or designee. A student may report such information to any school staff member.

The principal or designee shall remove the student making the threats from the classroom and segregate him or her into a secured area pending further investigation and interviews.

The Principal or designee shall notify local law enforcement, as warranted, and provide the officer with complete information regarding the information that was received.

The Principal or designee, in conjunction with local law enforcement if warranted, will interview the student making the threat in order to ascertain the veracity of the threat. Other school administrative staff may be included in the interview at the discretion of the Principal.

If it is agreed that the threat is credible:

The law enforcement officer shall follow appropriate law enforcement procedures as the situation dictates.

The Principal shall take administrative action in accordance with School Board Policy, including the notification of the student's parents.

7. RESPONDING TO IMPLIED OR DIRECT THREATS OF VIOLENCE - *continued*

A. PROCEDURES

The following procedures are separated into several sections in order to reflect those instances where specific individuals may receive a threatened act of violence:

1. Any student, upon receiving information that a person is threatening to commit an act of violence, shall:
 - (a) Assume the threat is serious;
 - (b) Immediately report the threat to a faculty member, a school administrator, and/or law enforcement officer;
 - (c) Suicide threats should be reported to a faculty member or the Building Principal.
 - (d) Be available and cooperative in providing a statement or information, with the understanding that the reporting student will remain anonymous to the greatest extent possible.
2. Any parent or guardian, upon receiving information that a person is threatening to commit an act of violence, shall:
 - (a) Assume threat is serious;
 - (b) Immediately report the threat to a school staff member, school administrator or law enforcement officer; and
 - (c) Be available and cooperative in providing a statement of information, with the understanding that the informant parent/guardian will remain anonymous to the greatest extent possible.
3. Any school staff member, upon receiving information that a person is threatening to commit an act of violence, shall:
 - (a) Assume threat is serious;
 - (b) Immediately report the threat to a school administrator/designee; and

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- (c) If threat is received by telephone, obtain as much information as possible and attempt to complete a Telephone Threat Information Sheet.
 - (d) If receiving report of threat from student, obtain as much information as possible and write it down. Report the incident to the Building Administrator and encourage the student to accompany you.
 - (e) Be available and cooperative in providing a statement of information, with the understanding that the informant will remain anonymous to the greatest extent possible.
4. Building Administrator, upon receiving a report of threat of violence, shall:
- (1) Evaluate and assess all threats of violence.
 - (2) Require that the school staff member, if this is the source of the information, provide immediate written statements regarding the information received.
 - (3) If person(s) making threat are observed, or found to be possessing, or are suspected of possessing any dangerous weapon call 911 to contact local law enforcement agencies.
 - (4) Bomb threats are a crime - Notify law enforcement
 - (5) Threats of violence or bodily harm:
 - * Discipline according to District Code of Conduct
 - * Notify law enforcement - (May be charged as adult for harassment)
 - (6) Notify Superintendent of serious threat
 - (7) Convene Crisis Intervention Team
5. Building Crisis Intervention/Response Team shall do the following:
- (1) Assess and document (Using Threat Assessment Report Form) all threats of violence. Factors to consider when determining whether a threat is credible are listed in "Appendix S" which contains a threat-assessment flow chart for use by administrators.
 - (2) Investigate credibility and validity of threats
- Interview person(s) reporting/observing threat

RESPONDING TO IMPLIED OR DIRECT THREATS OF VIOLENCE - *continued*

A. PROCEDURES - *continued*

- (3) Summon and interview person(s) making threat. If there is the potential of violent reaction or confrontation, **consider the following:**
 - The nature of the threat
 - Who is sent to summon person(s) making threat
 - The training and ability of person sent.
 - The class schedule of person(s) making threat
 - The time of day
 - Proximity of other students and staff
 - The age and history of person(s) making threat
 - The use of on-site security or **summoning local law enforcement,** especially if individual is suspected of possessing a weapon.
 - (4) Report occurrence, whether involving an actual confrontation or a threat of potential violence, to the potential victim(s) and/or their parents/guardians, to the parents/guardians of the student who made the threat, the school psychologist and/or counselor, and the Special Education Chair, if applicable. Coordinate with local mental health agencies and other outside resources as necessary.
 - (5) Keep Superintendent apprised.
 - (6) Discipline person(s) making threat according to District Code of Conduct.
6. Once the threat assessment is complete, the law enforcement officer and administrator shall convene privately to discuss the threat and consider options for follow-up action.
7. If it is agreed that the threat is credible:
 - (a) The administrator will immediately consult with appropriate law enforcement.
 - (b) The school administrator shall take appropriate action.
 - (c) The administrator will activate student release if necessary.
 - (d) The students' parents or guardians shall be notified.
8. If it is agreed that the threat is not credible, the school administrator shall institute any further action deemed necessary.

RESPONDING TO ACTS OF VIOLENCE

A. GENERAL

The District enforces a zero tolerance policy regarding violent threats or actions and prohibits any student from communicating violent threats or committing violent acts against any student or District employee. Included in this policy is any offense against school property that has the potential to create a substantial risk to the safety and wellbeing of the school population.

It shall be the responsibility of any student, school staff member or school administrator to report any violent behavior or actions to the Principal. In the event said behavior is in progress, the Principal shall immediately notify local law enforcement agencies who shall take appropriate police action.

If the situation warrants, the Superintendent shall be notified and the Crisis Management Team, under the leadership of the Superintendent, shall be activated.

B. COUNSELING

1. Logistics: The following locations shall be identified in each Building Safety Plan:
 - (a) Crisis counseling referral center
 - (b) Group counseling center
 - (c) Individual counseling location
 - (d) Staff support center (certificated and classified)
 - (e) Sign-in for Crisis Team Members
2. Each Building Safety Plan shall also inform teachers of the process for referring students for crisis services, including procedures for self-referral. In addition, they shall contain information on
 - (a) Disseminating student referral information and forms to teachers and other staff, and
 - (b) Identifying a crisis team member to staff each location.
3. Each Building Safety Plan shall also contain specific procedures on how to identify and contact affected students, staff and personnel and follow through on high-risk individuals.
4. Finally, each Building Safety Plan shall contain procedures on how to initiate appropriate interventions, including the following:
 - (a) Individual counseling.

- (b) Group counseling.
- (c) Parent/community meetings.
- (d) Staff meetings (all staff).
- (e) Classroom activities/presentations/discussions.
- (f) Referrals to community agencies.

C. Training, Drills and Exercises

Drills

As required by law, each school will have 8 evacuation drills and 4 lock down drills each year, with 8 completed by December 31. Drills will be held at various times of the day and, occasionally, at an inopportune time such as an assembly or lunch period.

Evacuation Drills

- Teachers should review evacuation drill procedures and exit routes with their classes the first day of school and at appropriate times throughout the year. Exit routes will be posted in each room.
- Teachers with students of limited mobility should verify procedures with building principals or other designee prior to drills.
- All school personnel MUST vacate the building for every evacuation drill. Teachers must take **attendance registers** with them; elementary teachers with students must also take red/green cards.
- All doors must be closed.
- Teachers in rooms adjacent to restrooms must check that all students have received the warning and are evacuating.
- Students must leave all personal belongings in the classrooms, walk quietly to the appropriate exit, and move at least 150 feet from the building where possible. If the nearest exit is blocked, the nearest alternate exit will be used.
- Staff members need to demonstrate appropriate evacuation conduct by maintaining silence themselves. Students behaving inappropriately should be reported to the building principal.
- Outside doors must be closed after the last person exits.
- All persons should remain outside the building until the signal is given to re-enter.

Lockdown Drills

DeRuyter Central School practices annual lockdown drills

Local state police and county sheriff officials and the fire department will be invited to participate in at least one fire and/or lockdown drill per school year.

Emergency Drills on Buses

- The drills on school buses required by Section 3623 of the Education Law will include practice and instruction in the location, use, and operation of the emergency door, fire extinguishers, first aid equipment, and windows as a means of escape in case of fire or

accident. Drills will also include instruction in seat belt safety/use, safe boarding and exiting procedures with specific emphasis on when and how to approach, board, disembark, and move away from the bus after disembarking. Each drill will emphasize specific hazards encountered by children during snow, ice, rain, and other inclement weather including, but not necessarily limited to, poor driver visibility, reduced vehicular control, and reduced hearing. All such drills will include instruction in the importance of orderly conduct by all school passengers with specific emphasis given to student discipline, rules, and regulations. Pupils attending public and non-public schools who do not participate in the drills held pursuant to this paragraph will also be provided drills on school buses, or as an alternative, will be provided classroom instruction covering the content of such drills.

- A minimum of three (3) such drills will be held during the school year, the first to be conducted during the first week of the fall term; the second between November 1 and December 31; and the third, between March 1 and April 30.
- No drills will be conducted when buses are on routes.
- The school authorities will certify on the annual report to the State Education Department that their district has complied with the regulation.

Section III: Response

Outline of Responsibilities

Each staff member who has a responsibility in an emergency will become familiar with that responsibility in order to respond appropriately. Ordinary rules of work hours, work sites, job descriptions, and any other contractual provisions are subject to State, County, or School District directives through the duration of the emergency.

District Responses

Concurrently, the Principal or designee will:

- 1. Contact the 911 Center and request the assistance of law enforcement, EMS and/or Fire**
- 2. Notify all building occupants to take appropriate action: (i.e. Lock-down or Evacuation)**
- 3. Notify the Superintendent of Schools**
- 4. When outside law enforcement organizations are called to the scene, control of the building(s) is turned over to them until termination of the emergency. Decisions are made together with building administrators). An open line should be maintained with the 911 center so that information is passed on continually.**

Chain of Command

The Superintendent is the district's Chief Emergency Officer with authority to:

- determine the ultimate response: evacuation, closing, sheltering, lockdown, etc.
- communicate with all school agencies, address news media, and invoke use of emergency phone lists at each building for parental contact when necessary
- notify BOCES District Superintendent Mr. Jody Manning (315-433-2602) of any closing

In the absence of the Superintendent, Emergency Coordination passes to:

- Director of Curriculum and Instruction (315-852-3400 x 7152)
- 6-12 Principal/Dir. of Special Education (315-852-3400 x 7503)
- K-5 Principal/Dir. of Special Education (315-852-3400 x 7126)

Emergency Command Post

The Main Office (Room 105) serves as the Emergency Command Post and should be equipped with:

- Radio for Emergency Broadcast System and weather information
- Telephone
- Emergency lighting
- Emergency telephone numbers
- School district, local, and regional maps
- A file of hazardous materials on site is located in the business office.
- County wide radios

Alternate Command Posts are the Superintendent's Office and the Bus Garage.

Initial Decisions

While an emergency may require on-the-spot decisions to respond to fast-changing developments, seven procedures are standard responses to such situations in schools. Obviously, all seven procedures will not work for a given emergency. These seven procedures are:

Administering First Aid

First aid is usually defined as treatment that will protect the life and comfort of the victim until more expert help is secured.

Summoning Expert Help

Clearly, in most emergency situations, the need for expert help is evident. Fires are fought by fire fighters, heart attack victims must be under proper medical care, etc.

Follow Instructions

Once the expert help has arrived, those experts are usually "in charge." At that time, the overriding emergency procedure is to follow their instructions.

Emergency Evacuation

Many emergencies will require that the inhabitants of a building get out and go somewhere else. Evacuating students from the school may mean only going outside, away from the building and waiting until the danger has passed. In some circumstances, however, the nature of the emergency may demand that the students be transported and housed temporarily in some other building.

Lockdown

A lockdown may be necessary when a person or activity directly threatens a building's occupants. All students and staff are required to remain in classrooms.

Lockout or Sheltering in Place

There are situations when it is safer to stay inside the building than to go outside. Sheltering is called for during severe weather or potentially dangerous situations in the community.

Emergency Early Dismissal

Early dismissal or "go home" is merely a procedure for getting students out of the building and united with their families or with some responsible surrogates who have been designated by the parents to care for the child.

Response Procedures:

EMERGENCY EVACUATION

A building evacuation is announced when occupancy of the building itself poses a danger to the students/staff. Upon receipt of an order to evacuate, staff will take all necessary measures to prepare students for an evacuation. **If the evacuation needs to take place quickly, the general procedures for a fire drill must be followed. Otherwise, follow the building procedures below. If the evacuation is prolonged and there is a need to shelter students outside the building due to inclement weather or the nature of the emergency, the Bus Garage or the Genevieve Staley Civic Center and/or American Legion.**

1. **An Emergency Evacuation** will be announced via the intercom, public address system, or otherwise using plain language.
2. Teachers should listen for, and follow, the order of dismissal from the building. Form one line with the teacher at the end.
3. All staff without supervision responsibilities at the outset of the emergency should report to the Main Office immediately for instructions.
4. All teachers or classroom supervisors must take class attendance registers and take attendance outside.
5. Staff will lead their children to designated staging areas, unless otherwise directed.
6. If buses are called, groups will be summoned individually to board them and be driven from the property.

7. All persons must remain outside the building until the emergency officer/administrator in charge has issued approval.

OFF-SITE SHELTER PLAN

In the event students and staff need to be sheltered off campus, the following protocol will be implemented.

1. The building principal, in consultation with the Superintendent will determine that off-site sheltering is required.
2. The building principal (or designee) will CALL 911 if necessary to activate emergency responders.
3. The building principal will activate the district's Crisis Intervention Team to provide assistance with logistics.
4. The building principal's secretary will notify the shelter sites of our arrival. Notification must include the number of students being transported to the shelter, the grade levels of the students being transported, the approximate time of arrival, and an indication of any students requiring special assistance or care.
5. The Superintendent's secretary will notify local media of the district's intent to shelter off-site.
6. The building principal (or designee) will review the off-site shelter list with the transportation supervisor. Unless otherwise directed, students will be grouped by class to facilitate parent pick-up or eventual student drop-off.
7. The transportation supervisor will assess staff readiness for an off-site shelter; if necessary, additional drivers will be summoned from a neighboring district.
8. The building principal (or designee) will announce that the district is implementing its off-site shelter plan.
 - Staff will conduct an attendance check
 - All building occupants will be directed to the designated shelter area(s).
 - Upon arrival to the shelter area(s), staff will conduct a second attendance check.
9. The building principal will be the site leader for the shelter site. Each site leader will bring with him/her:
 - Portable radios (at least 2)
10. The building principal, in consultation with the Superintendent, will determine whether students are transported (a) back to school or (b) home. Provisions will be made for students being picked up by parents.
11. Following an off-site shelter plan, the Superintendent will prepare internal and external briefings.

LOCKDOWN

There may be situations, such as an intruder in the building or somewhere in the vicinity, when all conditions in the building need to be "frozen" with staff and students in safe and contained areas.

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1. **Lockdown** will be announced via the intercom, public address system, or otherwise using plain language
2. Call 911 and report your situation. Consider a lockout for adjacent school buildings as well (i.e. Annex for Ag/Tech, Music and OTPT).
3. Staff should immediately gather all students from the halls and neighboring bathrooms into classrooms (even if students do not “belong” in that room at that time), lock classroom doors, and move students out of sight and away from the door as much as possible.
4. Staff and students should maintain calm and silent. Do not use phone (cell or room phone), do not use intercom.
5. No one should be allowed to enter or leave classroom or office under any circumstances. Do not answer or communicate through your locked door.
6. Ignore the fire alarm unless smoke or flames are visible.
7. Building administrators or a designee will notify classes outside the building where to proceed safely. Contact transportation department to prevent buses from coming to school.
8. Lock down will end ONLY when physically released by an emergency responder (police, fire, EMS).

LOCKOUT PROCEDURE

Lockout or Sheltering in Place is used when leaving the facility would endanger the health and safety of children/staff. During sheltering for certain types of air pollution problems, chemical spills, or radiological emergencies, windows should be closed and ventilation systems shut down. Radiological emergencies or hazardous chemical spills can pollute food and water supplies. In such cases, ingestion of food and water should be prohibited until school officials receive authorization and instruction from appropriate health officials. The following procedures assume initial notification of the Emergency Response Team and its agreement to the lockout decision.

1. **Lockout** will be announced in all district buildings via the intercom, public address system, or otherwise using plain language.
2. If a school is in lockout, it is because they were notified of a potential threat by police. There is no need to call the police to advise the police of the lockout. However, the school should keep the police advised of any changes in status of the building.
3. Lock all exterior doors and windows.
4. Bring in all students from outside of the building.
5. Entry to the building may be gained only on a one-on-one basis, and only through a locked and monitored door.
6. Classes otherwise continue as normal.
7. Notify other areas schools and churches (during religious release time) of lockout.
8. As necessary, proceed with ongoing communication with area agencies & towns to determine the duration of the procedure.
9. A lockout is lifted when the external threat is resolved. Notification will be announced in all district buildings via the intercom, public address system, or otherwise using plain language.

ON-SITE SHELTER PLAN

In the event students and staff need to be sheltered on campus, the following protocol will be implemented.

1. The building principal, in consultation with the Superintendent will determine that on-site sheltering is required.
2. The building principal (or designee) will CALL 911 if necessary to activate emergency responders.
3. The building principal will activate the district's Crisis Intervention Team to provide assistance with logistics.
4. The building principal, in consultation with the Crisis Intervention Team, will designate one or more suitable areas for on-site shelter.
5. The building principal (or designee) will announce that the district is implementing its on-site shelter plan.
6. Staff will conduct an attendance accountability check.
7. All building occupants will be directed to the shelter area(s).
8. Upon arrival to the shelter area(s), staff will conduct a second attendance check.
9. The building principal, in consultation with the Superintendent, will determine whether students need to be transported (a) to an off-site shelter or (b) home. Provisions will be made for students being picked up by parents.
10. Following an onsite shelter plan, the Superintendent will prepare internal and external briefings.

EMERGENCY EARLY DISMISSAL

An early dismissal is announced in the event of:

1. a system failure such as heating/plumbing/electrical failure that renders the building unsuitable for instructional purposes;
2. a weather-related condition;
3. any other safety issue as determined by the Superintendent.
4. The actual dismissal will follow normal procedures for dismissal unless the situation warrants otherwise.

BOMB THREAT

For a bomb threat received by phone:

- The staff who receives the phone call should complete the Bomb Threat Assessment Sheet (attachment).

For written threats:

- Handling of a bomb threat should be kept to an absolute minimum since it may be used as evidence in a criminal investigation.

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- A threat written on a mirror, wall, bathroom partition, locker, or elsewhere should not be removed until after it has been inspected by (and photographed by) law enforcement officials.
1. The staff member should notify the building principal
 2. The building principal should notify the police (first) and the Superintendent (second).
 3. Staff and students should be instructed to evacuate the building via announcement; do not use the fire alarm.
 4. Each door should be monitored by a designated staff member to prevent re-entry to the building.
 5. An “attendance check” should be performed to ensure that all students and staff have exited the building.
 6. Fire/EMS and police units will establish control of the building upon their arrival.
 7. Building principal may reoccupy the building upon fire/police clearance.
 8. Building principal may implement off-site shelter plan at his/her discretion.
 9. Superintendent will issue post-incident briefing to staff and parents.
 10. Building principal will facilitate an incident debriefing with safety and crisis management teams and/or PK-12 faculty and staff, at his/her discretion.

SUSPICIOUS PACKAGES

1. Anyone observing or receiving a suspicious package should notify the building principal.
2. The building principal will contact police (911) and the Superintendent.
3. The building principal will secure the area around the package to ensure that it is not handled or moved.
4. The building will be evacuated following the protocol for BOMB THREATS.

HOSTAGE/DANGEROUS PERSON

If a student, staff member, or outsider is armed, has assaulted or threatens another person, or is behaving irrationally, any person on the scene should act in the interests of the safety of students and staff. In addition to notifying an administrator as soon as possible, a person on the scene should:

1. Remain calm, reassure others, and try to prevent panic.
2. As quickly as possible, move away from the scene anyone not directly involved with the incident.
3. Notify administrator who will then notify the Superintendent. If after regular school hours where there is no administrator in the building, call 911.
4. If communicating with the person:
 - speak calmly and reasonably.
 - encourage the person not to act hastily.
 - be non-threatening.
 - elicit as much information as possible.
 - allow the person to leave the building if he/she attempts to do so.

- Take note of dangerous person's/victims description, voice car or any other information that may be useful to the authorities if person flees the scene.
5. Have someone write notes of any communication between involved persons.
 6. Observe details of any vehicle used.
 7. Maximize safety of all involved parties.

FIRE OR EXPLOSION

1. First person on the scene should pull a fire alarm, and notify building administrator of the cause or source, if known
2. Fire extinguishers and fire alarms are placed in strategic locations throughout the buildings and clearly designated. All teachers and staff will become familiar with these locations. Do not put yourself or your students in harm's way.
3. Immediately upon hearing the fire alarm, faculty and others in the building will evacuate the building via their prearranged evacuation route posted in each room.
4. Upon reaching the assembly area, students will await further instructions.
5. During inclement weather, the building administrator will contact the Transportation Supervisor to obtain buses for students to implement off site sheltering plan. Teachers will take attendance before students begin loading the buses to assure that all students are accounted for.

NATURAL PHENOMENA

(Includes snow/ice storms, thunder/lightning, tornado, severe high winds, earthquake, flood)

1. Curtail or cease all outdoor and/or extracurricular activities as appropriate. Summon all persons into the building with help of staff and public address system/walkie talkies.
2. Students should be sheltered in classrooms, away from windows, glass, and other hazards.
3. Depending upon the severity of the condition, students may be directed to sit in the hallway.
4. The Superintendent will make the determination dismiss early or shelter on site.

TOXIC SPILL, AIR POLLUTION, RADIOLOGICAL INCIDENT, OIL/GAS/DIESEL SPILL

1. Cancel all outdoor activities and summon all persons into the building.
2. Direct building staff to close all doors and windows, and turn off any exterior ventilating systems.
3. Notify Superintendent and Head of Buildings and Grounds.

CIVIL DISTURBANCE

Building administrators and Superintendent will attempt to gather as much information as possible and place district in lockout if needed.

EPIDEMIC/FOOD OR WATER POISONING

1. The school nurse(s) will identify the existence of a problem and notify building administrators and the Superintendent.
2. The Superintendent will contact with the assistance of the County Health Department (315-366-2848) as necessary, to identify the problem source and potential solution(s).
3. Potable water is mandated for building occupancy. If water is not suitable for drinking, operation of the building will cease unless equivalent provisions are made, such as bottled water and single service disposable cups.
4. Public health officials have the highest authority in these situations. Building operation will be curtailed or ceased as appropriate.

SYSTEMS FAILURE

(Loss of power, heat, water or sewage systems, gas leak or structural damage)

1. The Head of Buildings and Grounds will evaluate the problem as far as possible and notify administration.
2. Evacuation of the building will be done if deemed necessary.
3. Building operation will be curtailed or ceased as appropriate. If formal emergency resolution is needed, the Office of Educational Management Services at SED should be notified.

MEDICAL EMERGENCIES

Examples: Allergic reactions, animal bites, bleeding, blow to the head, broken bones, burns, choking, diabetic shock, drowning, electric shock, etc.

1. First person on the scene identifies the problem and summons school nurse. If after school hours, seek out a staff member qualified to give first aid.
2. The school nurse or trained staff member will summon an ambulance if necessary (#911).
3. Alert an administrator.
4. School nurse or after school advisor will notify parents, family members.
5. Custodial staff should clean up any body fluids using personal protective equipment and decontaminate all exposed surfaces with disinfectant. Waste materials must be disposed of correctly as “regulated waste.”

SCHOOL BUS BREAKDOWN/ACCIDENT

If you are involved in an accident on the school bus the following is a suggested procedure to follow that will meet the requirements of state law.

1. Bring the bus safely to a stop
2. REMAIN CALM
3. Activate 4 –way flashers
4. Determine if there are any injuries if they are serious enough contact 911 directly, if not contact base, cell phone is preferable. Emergency contact phone numbers are in your bus.
 - a. Identify yourself

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- b. Give your location
 - c. Notify how many passengers aboard and if there are any injuries
 - d. Briefly describe the incident and extent of damage
 - e. Follow instructions from base
5. Do not leave the scene of any incident involving personal injury or property damage until told to do so by administration or authorities.
6. Base will notify authorities
7. Make sure that passengers are safe and as comfortable as possible
8. Make a list of all of the passengers on the bus at the time of the accident and where they were seated
9. Passengers should not be moved from the bus unless it would be more dangerous to stay on i.e.: fire, drowning, or further collision
10. Secure the scene from further accidents or injuries: Move the bus to a safe location if it is danger of causing further damage
Place triangles as soon as possible. A diagram of where to place triangles is inside the cover of the triangle box.
11. Do not allow anyone other than emergency responders or school personnel on the bus
12. Do not release students until told to do so by administration. Make a list of who has been released and to whom they have been released. If they are transported from the scene by emergency responders note where they are being transported to
13. Cooperate fully with emergency personnel and police. You will be asked to provide your license along with the registration and insurance card that will be clearly displayed on the bus, or in the glove box of a van/car.
14. Be careful not to destroy evidence, and if possible take pictures
15. Do not discuss the accident with anyone other than police, insurance representatives or school administrators. Refer media personnel to the District Superintendent.
16. Driver will be drug tested under the following circumstances:
If the accident involved the loss of human life;
If you receive a citation for a moving violation and anyone injured received treatment away from the scene or any vehicle involved had to be towed from the scene.

TRANSPORTATION OFFICE RESPONSIBILITIES IN RESPONDING TO A SCHOOL BUS ACCIDENT

1. Gather the following information from bus driver:
 - a) Location
 - b) How many passengers on bus?
 - c) How many and type of injuries
 - d) Brief description of accident including damage
2. Remind driver to:
 - A) stay calm
 - B) give first aid to injured
 - C) secure the scene
 - D) fill out the seating chart
3. Notify appropriate authorities and Superintendent
4. Determine who and what vehicles should proceed to scene

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5. Obtain a list of students who were removed from the scene, including by whom, and, if it is by emergency responders, to where they have been transported
6. Do not discuss incident with anyone except authorities, administration and insurance representatives
7. Obtain necessary information from police to fill out MV104f
8. Determine what if any disciplinary action and or retraining will be necessary for driver

REPORTING ACCIDENT

1. Department of Transportation Part 722 (Reports of Accident):
 - a. 722.1 "Any accident in any way involving a motor vehicle subject to department inspection, which results in the loss of life or injury of any passenger, employee, or other person, or which was caused by mechanical failure (regardless of whether or not injuries were incurred), will be immediately reported to the department by telephone or telegraph."
 - b. 722.1 "No work will be performed on and no passenger will be transported in the vehicle until it is released by D.O.T."
2. Department of Motor Vehicles: Article 22 - Accidents and Accident Reports - Section 600 - Leaving scene of an incident without reporting:
 - a. Any person operating a motor vehicle who, knowing or having cause to know that damage has been caused to the real property or to the personal property, not including animals, of another, due to the culpability of the person operating such motor vehicle, or due to accident, will, before leaving the place where the damage occurred, stop, and exhibit his license and insurance identification card for such vehicle...then he will report the same as soon as physically able to the nearest police station, or judicial officer."
 - b. Section 601 - Leaving scene of injury to certain animals without reporting: "Any person operating a motor vehicle which will strike and injure any horse, dog, or animal classified as cattle will stop and endeavor to locate the owner or custodian of such animal or a police, peace or judicial officer of the vicinity, and take any other reasonable and appropriate action so that the animal may have necessary attention and will also promptly report the matter to such owner, custodian or officer (or if no one of such has been located, then to a police officer of some other nearby community)."

MECHANICAL BREAKDOWN

1. Bring bus safely to a stop.
2. Activate 4-way hazard lights; and if situation appears to be extremely dangerous, put on any lights that may be helpful.
3. Determine the nature and extent of breakdown.
4. Call for help by two-way radio - give as much information as possible.
 - a. Location
 - b. Symptoms of problems

- c. Assistance needed
- d. Number of students on bus
- 5. Display properly the reflectors found in your bus.
- 6. Make necessary repairs if possible.
- 7. Make students as safe and comfortable as possible.
- 8. Move students to a safe location away from the bus if necessary.
- 9. Under no conditions should students be allowed to proceed either to home or the school by either walking long distances unsupervised or by riding with strangers.

PROCEDURES FOR VEHICLE DEFECTS

1. If any defect is found in the vehicle, it must be reported on the Bus Driver's Daily Report
2. If a vehicle cannot be used, the office will assign the driver another vehicle. A pre-check must be performed on this vehicle by the driver before a run can be made. The driver is required to fuel and clean this vehicle at the end of the run. All gas or diesel must be recorded on the Daily Report Sheet.

Nuclear Attack

The original Emergency Management Plan contained a protocol for dealing with nuclear attack, which is reproduced in its essentials here for the purpose of maintaining completeness in the catalog of possible hazardous events treated in this Safety Plan.

1. Many people feel that nuclear attacks are not survivable. However, the Federal Emergency Management Agency (FEMA) claims that many lives can be saved if the public knows what actions to take and when to take them. These actions *do* depend on the existence of advance warnings.
2. With the assumption that nuclear attack would follow a period of mounting world tension, all persons should be familiar with the state and county emergency preparedness directives. Prior to an actual attack, the Emergency Broadcast System would notify the public through local radio and television emergency bulletins.
3. In general, persons would report to emergency shelters or, as a last resort, basements of buildings. If no basement is immediately available, go to the innermost area of the building, farthest from all exposed exterior walls. If in a public shelter, obey the rules set forth by the appointed shelter personnel. Be aware that you may need to be in the shelter up to 30 days. For the benefit of everyone, it is essential to remain calm. If in a basement:
 - close all windows and drapes;
 - fill buckets, bottles, and all available containers with water;
 - turn off gas, electric, HVAC utilities, and water.
4. After the attack, the primary hazard is residual radiation, otherwise known as fallout. Though you cannot see, smell, taste, or touch it, fallout is deadly. The most dangerous type of radiation is gamma, which is similar to high doses of X-rays. Time, distance, and shielding are the best defenses. Health problems result from inhaling or ingesting radioactive material.
5. *Inhaling* radioactive fallout should be avoided by keeping dust particles to a minimum and wearing a face covering. *Ingesting* radiation should be avoided by eating canned foods, dried

or canned milk, and uncontaminated water.

6. Water from a pond, lake, stream, roof or reservoir will contain some contamination.

IV. RECOVERY

Our district's post-incident recovery and response plan will be led by the Superintendent and administrators in order to aid faculty, staff, students, and students' families following a crisis situation.

Specifically, our Superintendent and administration will:

1. Provide continued leadership and supervision through the Incident Command System.
2. Be visible, available and supportive to members of the school community.
3. Provide facts and dispel rumors.
4. Initiate and maintain contact with families.
5. Provide faculty and staff with "talking points" and guidance on how to discuss the incident with students.
6. Provide faculty, staff, students, and students' families with access to counselors and health services as needed, and coordinate outside resources including the county counselors' network and BOCES.
7. Maintain close contact with injured students and their families and disseminate information on their recovery to faculty, staff, and students.
8. Support parents in aiding their children emotionally following a crisis.
9. Maintain working relationships with fire, EMS, police, and other government agencies to complete investigations and implement necessary corrective actions.
10. Facilitate debriefing sessions for our faculty and staff so that we can learn from the incident and modify our plans, as necessary.

Should a crisis or incident result in one or more deaths, the Board and administration will provide additional leadership and support. Specifically, we will:

1. Allow students and staff time away from school to attend funerals or memorial services.
2. Cooperate with families who are planning memorial services to honor the victim(s).
3. Carefully consider any decisions regarding funerals or memorial services on school property.
4. Assess the appropriateness of creating memorials for victims on school premises and include students, families of victims, and community members in the planning process.
5. Determine whether families of victims want recognition at graduation ceremonies, assemblies, anniversary commemorations, and in yearbooks and other print publications.
6. Consider---and be sensitive to---the families of offenders.

Following a crisis incident, our faculty and staff will:

1. Cooperate fully with law enforcement and other government agencies.
2. Assist victims and all students as they re-enter the school environment.
3. Provide accurate, age-appropriate information to students and actively dispel rumors.

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4. Provide---within their level of training---stress reducing activities for students in the days following an incident.
5. Model appropriate responses to a crisis and allow for a range of student emotions.
6. Alter curricula and postpone testing as needed (and permitted).
7. Provide classroom resources to students dealing with post-traumatic stress or grief.
8. Facilitate classroom discussions about the incident and how to cope with the aftermath.
9. Be sensitive to television and media coverage of the incident---being careful not to re-traumatize students via media coverage of the incident.

Following a crisis incident, our counselor(s) will:

1. Clear his/her schedule to be available for all members of the school community.
2. Visit classrooms of any seriously injured or deceased students.
3. Organize individual, group, and whole-class counseling sessions as needed.
4. Enlist the support of qualified counselors from neighboring districts to provide services to those in need.
5. Establish self-referral procedures for counseling and support.
6. Provide counseling to crisis team and school-based emergency response personnel.
7. Keep records of affected students and provide follow-up services as needed.

Following a crisis incident, we will support parents in:

1. Learning to recognize and support the ways in which their children experience trauma, post-traumatic stress, and grief.
2. Encouraging students to receive counseling following a crisis or traumatic incident.
3. Seeking counseling as needed in order to remain physically and emotionally healthy and able to aid their children.

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 5: August 2020 A Fund Cks For Dates 8/1/2020 - 8/31/2020



Check #	Check Date	Vendor ID	Vendor Name	Invoice Number	PO Number	Check Amount	Liquidated
Account	Account Description						
112373	08/12/2020	2640	Academic Innovations LLC				
A 2110.480-30-0127	Textbooks Secondary			IN0135283	200867	521.57	521.57
					Check Total:	521.57	
112374	08/12/2020	1921	Ackley Auto Repair, LLC				
A 5530.400-10-0100	Contractual Expenditures			33975	210101	26.00	26.00
					Check Total:	26.00	
112375	08/12/2020	921	AT & T Mobility				
A 1620.400-10-0112	Telephone Service			837467040X0809 2020	210008	356.42	356.42
					Check Total:	356.42	
112376	08/12/2020	3020	Becker's School Supplies				
A 2250.450-10-0104	Materials & Supplies			1683958-IN	210289	4.47	4.47
					Check Total:	4.47	
112377	08/12/2020	1350	CDW-G				
A 2630.200-10-0105	Equipment			ZHQ0008	200669	4,700.00	4,700.00
A 2630.200-10-0105	Equipment			ZHX1177	200669	1,034.00	1,034.00
					Check Total:	5,734.00	
112378	08/12/2020	6	Cooperative Health Insurance				
A 9060.800-10-0147	Health & Dental Ins			C0039-21	210013	132,443.74	132,443.74
					Check Total:	132,443.74	
112379	08/12/2020	203	Countryside Hardware				
A 1620.450-10-0104	Materials & Supplies			0083064	210065	8.55	8.55
A 1620.450-10-0104	Materials & Supplies			0083016	210065	9.89	9.89
A 1620.450-10-0104	Materials & Supplies			0083001	210065	27.81	27.81
					Check Total:	46.25	
112380	08/12/2020	1186	DeRuyter Farm & Garden CO-OP				
A 1621.450-10-0104	Materials & Supplies			Ticket# TI- 0033673	210067	65.99	65.99
					Check Total:	65.99	
112381	08/12/2020	129	Ferrara Fiorenza P.C				
A 1420.400-10-0100	Contractual Legal Service			7/1/20-7/31/20	210024	344.00	344.00
					Check Total:	344.00	
112382	08/12/2020	2227	Hillyard Inc.				
A 1621.450-10-0104	Materials & Supplies			603991157	210071	246.15	246.15

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Check # Account	Check Date	Vendor ID Account Description	Invoice Number	PO Number	Check Amount	Liquidated
Check Total:					246.15	
112383	08/12/2020	3347 I Know It				
A 2630.460-20-0130		Computer Software-Elem	266	200646	150.00	150.00
Check Total:					150.00	
112384	08/12/2020	135 I.D. Booth				
A 1621.450-10-0104		Materials & Supplies	733256	210072	301.70	301.70
Check Total:					301.70	
112385	08/12/2020	497 Jones School Supply Co.				
A 2810.450-10-0104		Materials & Supplies	1775022	200654	110.92	110.92
Check Total:					110.92	
112386	08/12/2020	2281 Lifetime Benefit Solutions Inc				
A 9060.800-10-0147		Health & Dental Ins	276317	210030	99.00	99.00
Check Total:					99.00	
112387	08/12/2020	3345 Literacy Resources, LLC				
A 2110.480-20-0127		Textbooks Elementary		200643	342.36	343.93
Check Total:					342.36	
112388	08/12/2020	2774 NASP INC				
A 2110.450-20-0032		Material/Supply Phys Ed	258715	200642	452.00	452.00
Check Total:					452.00	
112389	08/12/2020	63 New York Bus Sales & Services				
A 5510.450-10-0137		Bus Parts	1060946	210115	105.86	17.86
A 5510.450-10-0137		Bus Parts	1060932-credit	210115	-75.00	0.00
A 5510.450-10-0137		Bus Parts	COI-116447	210115	-13.00	0.00
Check Total:					17.86	
112390	08/12/2020	65 NYS Municipal Energy Con.				
A 1620.400-10-0109		Natural Gas Service	515-21A	210041	6,340.75	6,340.75
A 1620.400-10-0110		Electric Services	348-21A	210041	9,959.40	9,959.40
A 5530.400-10-0109		Natural Gas Service	515-21A	210041	136.69	136.69
A 5530.400-10-0110		Electric Services	348-21A	210041	142.22	142.22
Check Total:					16,579.06	
112391	08/12/2020	511 Plank Road Publishing				
A 2110.480-30-0127		Textbooks Secondary	21-000835	210181	119.45	119.45
Check Total:					119.45	

DERUYTER CENTRAL SCHOOL DIST

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Check #	Check Date	Vendor ID	Vendor Name	Invoice Number	PO Number	Check Amount	Liquidated
Account	Account Description						
112392	08/12/2020	77	Positive Promotions				
A 2020.450-20-0104	Materials & Supplies Elem			06572740	200660	130.75	130.75
					Check Total:	130.75	
112393	08/12/2020	3262	Quadient Finance USA, Inc.				
A 1010.400-10-0100	Contractual Expenditures			Closing Date 7/31/20	210037	500.00	500.00
					Check Total:	500.00	
112394	08/12/2020	282	R.E. Woodson Inc.				
A 1620.450-10-0104	Materials & Supplies			order # 08658	200670	11,832.00	11,832.00
					Check Total:	11,832.00	
112395	08/12/2020	454	Really Good Stuff, LLC				
A 2110.450-10-0104	Materials & Supplies K-12			7270737	200691	119.96	119.96
A 2110.450-20-0022	Materials & Supplies Gr 2			7270524	200648	57.95	57.95
A 2110.450-20-0022	Materials & Supplies Gr 2			7609298	210286	7.85	7.85
A 2110.450-20-0023	Materials & Supplies Gr 3			7309304	210285	97.02	97.02
					Check Total:	282.78	
112396	08/12/2020	861	Rochester 100 Inc.				
A 2020.450-20-0104	Materials & Supplies Elem			INV53896	200664	270.00	270.00
					Check Total:	270.00	
112397	08/12/2020	405	Scholastic Inc				
A 2110.480-30-0127	Textbooks Secondary			M6912158	210175	107.53	107.53
A 2110.480-30-0127	Textbooks Secondary			M6911013	200656	158.13	158.13
					Check Total:	265.66	
112398	08/12/2020	2109	School Specialty				
A 2250.450-10-0104	Materials & Supplies			208125497461	200651	3.52	3.52
					Check Total:	3.52	
112399	08/12/2020	2269	School Specialty Math				
A 2110.480-30-0127	Textbooks Secondary			208125497896	200655	116.48	116.48
					Check Total:	116.48	
112400	08/12/2020	2459	School Specialty/EDU Essential				
A 2110.450-20-0021	Materials & Supplies Gr 1			208125629255	210225	4.94	4.94
A 2250.450-10-0104	Materials & Supplies			208125641413	210287	40.95	40.95
					Check Total:	45.89	
112401	08/12/2020	2427	Staples Contract & Commercial				

09/10/2020 11:08 AM

DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For A - 5: August 2020 A Fund Cks For Dates 8/1/2020 - 8/31/2020

Check #	Check Date	Vendor ID	Vendor Name	Invoice Number	PO Number	Check Amount	Liquidated
Account			Account Description				
A 2630.450-10-0104			Materials & Supplies	3452084110	210194	22.98	22.98
A 2110.450-10-0104			Materials & Supplies K-12	3450609008	200693	85.73	85.73
A 2630.450-10-0104			Materials & Supplies	3451620811	210196	64.45	72.96
A 2110.480-30-0127			Textbooks Secondary	3451143547	200657	73.17	73.17
A 2110.450-10-0104			Materials & Supplies K-12	3450609010	200693	18.99	18.99
A 2110.450-10-0104			Materials & Supplies K-12	3451143549	200693	15.87	15.87
Check Total:						281.19	
112402	08/12/2020	318	Teacher Direct				
A 2110.450-20-0028			Material/Supply Kindergnt	INV2020/1534912 3	200650	97.98	97.98
Check Total:						97.98	
112403	08/12/2020	3346	Tools4Reading				
A 2110.450-10-0104			Materials & Supplies K-12	3803	200647	95.00	104.50
A 2110.450-10-0104			Materials & Supplies K-12	3804	200645	95.00	104.50
Check Total:						190.00	
112404	08/12/2020	3188	Truxton Academy Charter School				
A 2110.400-10-0123			Tuition	2006-62	210301	2,201.83	2,201.83
A 2110.400-10-0123			Tuition	2006-72	210301	4,403.67	4,403.67
Check Total:						6,605.50	
112405	08/12/2020	2725	Unifirst				
A 1620.400-10-0100			Contractual Expenditures	051 3177072	210089	29.26	29.26
A 1620.400-10-0100			Contractual Expenditures	051 3179227	210089	29.26	29.26
Check Total:						58.52	
112406	08/18/2020	153	US Postmaster				
A 1670.400-10-0100			Contractual Expenditures	Events Calendar mailing	210056	184.16	184.16
Check Total:						184.16	
112407	08/25/2020	2523	Advanced Fire				
A 1620.400-10-0100			Contractual Expenditures	38159	210095	124.00	124.00
Check Total:						124.00	
112408	08/25/2020	173	ASBO New York				
A 1310.400-10-0103			Dues & Memberships	300003688- S.Welsh	210006	235.29	235.29
Check Total:						235.29	

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 5: August 2020 A Fund Cks For Dates 8/1/2020 - 8/31/2020



Check #	Check Date	Vendor ID	Vendor Name	Invoice Number	PO Number	Check Amount	Liquidated
Account	Account Description						
112409	08/25/2020	3053	CAMCOR, INC.				
A 2610.450-10-0104	Materials & Supplies Lib			2495510	210274	14.40	14.40
					Check Total:	14.40	
112410	08/25/2020	1739	Carolina Biological Supply Co				
A 2110.450-30-0034	Material/Supply Science			51097921	210267	34.95	34.95
					Check Total:	34.95	
112411	08/25/2020	2534	Carrot-Top Industries Inc				
A 2110.450-10-0104	Materials & Supplies K-12			2621221	200595	89.55	89.55
					Check Total:	89.55	
112412	08/25/2020	3050	Cascade School Supplies, Inc.				
A 2020.450-20-0104	Materials & Supplies Elem			11370	200661	133.00	192.13
					Check Total:	133.00	
112413	08/25/2020	29	Citizens bank				
A 2110.450-20-0023	Materials & Supplies Gr 3			Amz-S.C-Locke Supplies	200629	81.62	94.51
A 2110.450-10-0104	Materials & Supplies K-12			Amz -J.Tiffine Caluciators	200628	236.00	236.00
A 2250.450-10-0104	Materials & Supplies			Amz Refund	200631	-11.29	0.00
A 1620.400-10-0112	Telephone Service			ATT-837467040X0709 2020		248.57	
A 2630.450-10-0104	Materials & Supplies			Amz N.Haws Cam/Keybrd	210214	60.98	60.98
A 2110.450-10-0104	Materials & Supplies K-12			Amz Cafe Wire racks	210302	524.95	524.95
A 2250.450-10-0104	Materials & Supplies			Amz K.Romagnoli supplies	200631	13.45	2.76
					Check Total:	1,154.28	
112414	08/25/2020	152	Cortland Standard				
A 1040.400-10-0101	Advertising			Inc # 5270	210015	29.86	29.86
					Check Total:	29.86	
112415	08/25/2020	203	Countryside Hardware				
A 1620.450-10-0104	Materials & Supplies			0083548	210065	23.68	23.68
					Check Total:	23.68	
112416	08/25/2020	1119	Demco				
A 2610.450-10-0104	Materials & Supplies Lib			6824043	210264	252.07	252.07

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 5: August 2020 A Fund Cks For Dates 8/1/2020 - 8/31/2020



Check #	Check Date	Vendor ID	Vendor Name	Invoice Number	PO Number	Check Amount	Liquidated
Account			Account Description				
Check Total:						252.07	
112417	08/25/2020	1186	DeRuyter Farm & Garden CO-OP				
A 1621.450-10-0104			Materials & Supplies	T1-0022853	210067	318.01	318.01
Check Total:						318.01	
112418	08/25/2020	855	EAI Education/Eric Armin Inc				
A 2110.450-30-0037			Material/Supply Math	INV 1019405	210291	16.11	16.11
A 2110.450-10-0104			Materials & Supplies K-12	INV 1023152	210294	99.23	99.23
A 2250.450-10-0104			Materials & Supplies	INV 1019519	210295	69.17	69.17
Check Total:						184.51	
112419	08/25/2020	147	Empire State Auto Parts				
A 5510.450-10-0137			Bus Parts	427864	210106	429.72	429.72
Check Total:						429.72	
112420	08/25/2020	129	Ferrara Fiorenza P.C				
A 1420.400-10-0100			Contractual Legal Service	5/1-5/31/20	210024	709.50	709.50
Check Total:						709.50	
112421	08/25/2020	135	I.D. Booth				
A 1621.450-10-0104			Materials & Supplies	347295	210072	301.70	301.70
Check Total:						301.70	
112422	08/25/2020	431	Music In Motion				
A 2110.450-30-0031			Material/Supply Music	00751889	210282	209.30	209.30
A 2110.450-30-0034			Material/Supply Science	00752306	210282	14.95	
Check Total:						224.25	
112423	08/25/2020	412	NASCO				
A 2110.450-20-0029			Material/Supply Elem Art	882048	210218	31.96	31.96
A 2110.450-30-0034			Material/Supply Science	882046	210266	16.15	16.15
A 2110.450-30-0037			Material/Supply Math	882047	210290	26.31	29.31
A 2110.450-10-0104			Materials & Supplies K-12	882049	210293	29.97	29.97
Check Total:						104.39	
112424	08/25/2020	2672	Nickerson Corp				
A 1620.450-10-0104			Materials & Supplies	024677	210213	776.16	776.16
Check Total:						776.16	
112425	08/25/2020	1582	NYS Council-Superintendents				
A 1240.400-10-0103			Dues & Memberships	DY21C117452	210039	1,432.00	1,432.00

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 5: August 2020 A Fund Cks For Dates 8/1/2020 - 8/31/2020



Check #	Check Date	Vendor ID	Vendor Name	Invoice Number	PO Number	Check Amount	Liquidated
Account	Account Description						
112426	08/25/2020	199	NYS Unemployment Insurance			Check Total:	1,432.00
A 9050.800-10-0145	Unemployment Insurance			2nd quarter - tr.date 7/1/20	210043	6,564.46	6,564.46
					Check Total:	6,564.46	
112427	08/25/2020	454	Really Good Stuff, LLC				
A 2110.450-20-0028	Material/Supply Kindergnt			7269182	200649	48.93	48.93
					Check Total:	48.93	
112428	08/25/2020	1435	Sargent-Welch				
A 2110.450-30-0034	Material/Supply Science			8801758956	210269	184.83	184.83
A 2110.450-30-0034	Material/Supply Science			8801764225	210269	37.47	37.47
					Check Total:	222.30	
112429	08/25/2020	3369	Savvas Learning Company LLC				
A 2110.480-30-0127	Textbooks Secondary			7027206791	210303	1,599.25	1,599.25
					Check Total:	1,599.25	
112430	08/25/2020	62	Scholastic Sports				
A 2855.450-10-0104	Materials & Supplies			29106	210129	290.40	290.40
A 2855.450-10-0104	Materials & Supplies			INV#FC 10722	210129	20.43	20.43
					Check Total:	310.83	
112431	08/25/2020	2459	School Specialty/EDU Essential				
A 2110.450-20-0025	Materials & Supplies Gr 5			308103569799	210223	54.41	54.41
A 2110.450-30-0031	Material/Supply Music			308103574498	210292	230.66	230.66
					Check Total:	285.07	
112432	08/25/2020	2427	Staples Contract & Commercial				
A 1310.450-10-0104	Materials & Supplies			3451620809	210195	47.13	47.13
					Check Total:	47.13	
112433	08/25/2020	930	Town of DeRuyter				
A 1310.400-10-0100	Contractual Expenditures			Cash for Start up - School Tax	210319	300.00	300.00
					Check Total:	300.00	
112434	08/25/2020	2725	Unifirst				
A 1620.400-10-0100	Contractual Expenditures			051 3172617-Prior Add't	210089	8.00	8.00
A 1620.400-10-0100	Contractual Expenditures			051 3181451	210089	38.76	38.76
A 1620.400-10-0100	Contractual Expenditures			051 3183644	210089	50.46	50.46

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 5: August 2020 A Fund Cks For Dates 8/1/2020 - 8/31/2020



Check #	Check Date	Vendor ID	Vendor Name	Invoice Number	PO Number	Check Amount	Liquidated
Account			Account Description				
Check Total:						97.22	
112435	08/25/2020	3150	Valiant National/Alltec				
A 2610.450-10-0104			Materials & Supplies Lib	1784951	210273	24.60	24.60
Check Total:						24.60	
112436	08/25/2020	2176	WB Mason				
A 2110.450-30-0035			Materials & Supplies SS	212497414	210270	7.05	7.05
Check Total:						7.05	
112437	08/25/2020	850	Young, Bonita L.				
A 1320.400-10-0108			Auditing Fee	INV # 21-001	210057	75.00	75.00
Check Total:						75.00	

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 5: August 2020 A Fund Cks For Dates 8/1/2020 - 8/31/2020



Check # Account	Check Date Account Description	Vendor ID Vendor Name	Invoice Number	PO Number	Check Amount	Liquidated
Number of Transactions: 65				Warrant Total:	194,978.53	
				Vendor Portion:	194,978.53	

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 65 in number, in the total amount of \$ 194,978.53. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

Signature

Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 194,978.53. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

Auditor's Signature

Title

Approval of Officer Giving Rise to Claims

I hereby certify that each claim numbered _____, to _____, inclusive, has been rendered in accordance with the respective contract, agreement, or accepted estimate and that the work has been completed and/or the materials delivered satisfactorily in each case.

Date

Officer's Signature

Title

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For C - 1: August 2020 C Fund Cks For Dates 8/1/2020 - 8/31/2020



Check # Account	Check Date	Vendor ID	Vendor Name Account Description	Invoice Number	PO Number	Check Amount	Liquidated
201521	08/25/2020	2603	DCS Cafeteria Petty Cash				
C 2860.451-00-0000			Materials/Supplies-Lunch	2020-2021 Start up Cash	210201	300.00	300.00
						Check Total:	300.00
						Warrant Total:	300.00
						Vendor Portion:	300.00

Number of Transactions: 1

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 300.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

Signature

Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 300.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

Auditor's Signature

Title

Approval of Officer Giving Rise to Claims

I hereby certify that each claim numbered _____, to _____, inclusive, has been rendered in accordance with the respective contract, agreement, or accepted estimate and that the work has been completed and/or the materials delivered satisfactorily in each case.

Date

Officer's Signature

Title

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For F - 2: August 2020 F Fund Cks For Dates 8/1/2020 - 8/31/2020



Check #	Check Date	Vendor ID	Vendor Name	Invoice Number	PO Number	Check Amount	Liquidated
Account	Account Description						
500124	08/12/2020	1350	CDW-G				
F 2510.450-PK-1920	2019-2020 Univ.PreK Materials & Supplies			ZKC4084	200639	6,800.00	6,800.00
					Check Total:	6,800.00	
500125	08/12/2020	2732	Goodheart Willcox Publisher				
F 2110.450-GG-1920	Growing Grant Award from Cornell Univ. to T.Bass			01735505	200683	529.17	683.00
					Check Total:	529.17	
500126	08/12/2020	2460	Mackin				
F 2510.450-PK-1920	2019-2020 Univ.PreK Materials & Supplies			637294	200680	1,000.00	1,000.00
					Check Total:	1,000.00	
500127	08/12/2020	3366	S&S Worldwide				
F 2510.450-PK-1920	2019-2020 Univ.PreK Materials & Supplies			IN100565861	200677	599.98	599.98
F 2510.450-PK-1920	2019-2020 Univ.PreK Materials & Supplies			IN100569093	200677	598.00	598.00
					Check Total:	1,197.98	
500128	08/25/2020	29	Citizens bank				
F 2110.150-T4-1920	0204201290 Title IV			Amz-J.Ladd-Spch. Books	210199	496.86	496.86
					Check Total:	496.86	
500129	08/25/2020	1924	McGraw Hill School Education				
F 2510.450-PK-1920	2019-2020 Univ.PreK Materials & Supplies			113559162000	200679	2,587.07	2,587.07
					Check Total:	2,587.07	
500130	08/25/2020	3128	MYCAERT, Inc				
F 2110.450-GG-1920	Growing Grant Award from Cornell Univ. to T.Bass			6168	200681	299.99	299.99
					Check Total:	299.99	

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For F - 2: August 2020 F Fund Cks For Dates 8/1/2020 - 8/31/2020



Check #	Check Date	Vendor ID	Vendor Name	Invoice Number	PO Number	Check Amount	Liquidated
Account	Account Description						

Number of Transactions: 7

Warrant Total: 12,911.07

Vendor Portion: 12,911.07

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 7 in number, in the total amount of \$ 12,911.07. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

Signature

Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 12,911.07. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

Auditor's Signature

Title

Approval of Officer Giving Rise to Claims

I hereby certify that each claim numbered _____ to _____, inclusive, has been rendered in accordance with the respective contract, agreement, or accepted estimate and that the work has been completed and/or the materials delivered satisfactorily in each case.

Date

Officer's Signature

Title

DERUYTER CENTRAL SCHOOL DIST.

Check Warrant Report For H - 2: August 2020 H Fund Cks For Dates 8/1/2020 - 8/31/2020



Check #	Check Date	Vendor ID	Vendor Name	Invoice Number	PO Number	Check Amount	Liquidated
Account			Account Description				
300251	08/12/2020	3236	Bouley Associates				
H 2110.240-CP-2018			Contractual-Capital Project 2018	Payment # 5	200549	56,477.50	56,477.50
					Check Total:	56,477.50	
300252	08/12/2020	3037	BRG Corporation				
H 2110.240-CP-2018			Contractual-Capital Project 2018	07222020	200624	9,870.00	9,870.00
					Check Total:	9,870.00	
300253	08/12/2020	2087	SJb Services Inc.				
H 2110.240-CP-2018			Contractual-Capital Project 2018	CT-20-013-2		5,965.00	
H 2110.240-CP-2018			Contractual-Capital Project 2018	CT-20-013-3		6,390.00	
					Check Total:	12,355.00	
300254	08/13/2020	3388	Joseph Rivers Painting				
H 2110.240-CP-2018			Contractual-Capital Project 2018	1/3 payment for painting	210318	3,411.67	3,411.67
					Check Total:	3,411.67	
300255	08/25/2020	2981	C & S Technical Resources				
H 2110.240-CP-2018			Contractual-Capital Project 2018	0188912	200460	14,894.93	14,894.93
					Check Total:	14,894.93	

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For H - 2: August 2020 H Fund Cks For Dates 8/1/2020 - 8/31/2020



Check # Account	Check Date Account Description	Vendor ID Vendor Name	Invoice Number	PO Number	Check Amount	Liquidated
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Number of Transactions: 5

Warrant Total: 97,009.10

Vendor Portion: 97,009.10

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 5 in number, in the total amount of \$ 97,009.10. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

Signature

Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 97,009.10. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

Auditor's Signature

Title

Approval of Officer Giving Rise to Claims

I hereby certify that each claim numbered _____ to _____ inclusive, has been rendered in accordance with the respective contract, agreement, or accepted estimate and that the work has been completed and/or the materials delivered satisfactorily in each case.

Date

Officer's Signature

Title

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For TA - 3: Payroll 8/7/20 TA Cash Disbursements For Dates 8/1/2020 - 8/31/2020



Check #	Check Date	Vendor ID	Vendor Name	Invoice Number	PO Number	Check Amount	Liquidated
Account			Account Description				
600496	08/11/2020	27	EFPTS				
TA 28			Social Security Tax			2,952.30	
TA 26			Social Security Tax			2,952.30	
TA 22			Federal Income Tax			5,310.81	
TA 26			Social Security Tax			690.48	
TA 26			Social Security Tax			690.48	
					Check Total:	12,596.37	
600497	08/11/2020	28	NYS Income Taxes				
TA 21			New York State Income Tax			2,221.67	
					Check Total:	2,221.67	
600498	08/11/2020	29	Citizens bank				
TA 10			Consolidated Payroll			34,990.43	
					Check Total:	34,990.43	
600499	08/11/2020	1548	Omni Group				
TA 29			Employee Annuities			100.00	
					Check Total:	100.00	
601638	08/07/2020	11	CSEA, Inc.				
TA 31			CSEA Dues/Agency Fees			229.71	
TA 39			CSEA-Life Ins. & Disability Ins.			45.00	
					Check Total:	274.71	
601639	08/07/2020	1476	Madison Co. Sheriff's Office				
TA 32			Garnishee			126.53	
					Check Total:	126.53	
601640	08/07/2020	705	NYS Child Suppt. Proc Center.				
TA 32			Garnishee			300.00	
					Check Total:	300.00	

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For TA - 3: Payroll 8/7/20 TA Cash Disbursements For Dates 8/1/2020 - 8/31/2020



Check #	Check Date	Vendor ID	Vendor Name	Invoice Number	PO Number	Check Amount	Liquidated
Account	Account Description						
Number of Transactions: 7					Warrant Total:	50,609.71	
					Vendor Portion:	50,609.71	

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 7 in number, in the total amount of \$ 50,609.71. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date_____
Signature_____
Title**Certification of Warrant**

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 50,609.71. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date_____
Auditor's Signature_____
Title**Approval of Officer Giving Rise to Claims**

I hereby certify that each claim numbered _____, to _____, inclusive, has been rendered in accordance with the respective contract, agreement, or accepted estimate and that the work has been completed and/or the materials delivered satisfactorily in each case.

Date_____
Officer's Signature_____
Title

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For TA - 4: 8/21/20 Payroll TA Cash Disbursements For Dates 8/1/2020 - 8/31/2020



Check #	Check Date	Vendor ID	Vendor Name	Invoice Number	PO Number	Check Amount	Liquidated
Account			Account Description				
600500	08/21/2020	27	EFPTS				
TA 26			Social Security Tax			2,896.39	
TA 26			Social Security Tax			2,896.39	
TA 22			Federal Income Tax			5,274.84	
TA 26			Social Security Tax			677.40	
TA 26			Social Security Tax			677.40	
					Check Total:	12,422.42	
600501	08/21/2020	28	NYS Income Taxes				
TA 21			New York State Income Tax			2,196.99	
					Check Total:	2,196.99	
600502	08/21/2020	29	Citizens bank				
TA 10			Consolidated Payroll			34,179.56	
					Check Total:	34,179.56	
600503	08/21/2020	628	NYS Local Empl. Retirement Sys				
TA 18			ERS Retirement			617.31	
TA 1801			ERS Retirement-Loans			646.00	
					Check Total:	1,263.31	
600504	08/21/2020	1548	Omni Group				
TA 29			Employee Annuities			100.00	
TA 29			Employee Annuities			50.00	
					Check Total:	150.00	
601641	08/21/2020	11	CSEA, Inc.				
TA 31			CSEA Dues/Agency Fees			229.71	
TA 39			CSEA-Life Ins. & Disability Ins.			45.00	
					Check Total:	274.71	
601642	08/21/2020	1476	Madison Co. Sheriff's Office				
TA 32			Garnishee			126.53	
					Check Total:	126.53	
601643	08/21/2020	705	NYS Child Suppt. Proc Center.				
TA 32			Garnishee			300.00	
					Check Total:	300.00	

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For TA - 4: 8/21/20 Payroll TA Cash Disbursements For Dates 8/1/2020 - 8/31/2020



Check # Account	Check Date Account Description	Vendor ID Vendor Name	Invoice Number	PO Number	Check Amount	Liquidated
Number of Transactions: 8				Warrant Total:	50,913.52	
				Vendor Portion:	50,913.52	

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 8 in number, in the total amount of \$ 50,913.52. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date_____
Signature_____
Title**Certification of Warrant**

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 50,913.52. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date_____
Auditor's Signature_____
Title**Approval of Officer Giving Rise to Claims**

I hereby certify that each claim numbered _____, to _____, inclusive, has been rendered in accordance with the respective contract, agreement, or accepted estimate and that the work has been completed and/or the materials delivered satisfactorily in each case.

Date_____
Officer's Signature_____
Title

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For V - 1: August 2020 V Fund For Dates 8/1/2020 - 8/31/2020



Check #	Check Date	Vendor ID	Vendor Name	Invoice Number	PO Number	Check Amount	Liquidated
Account	Account Description						
400052	08/07/2020	2950	Key Government Finance Inc				
V 9789.600-10-0100	Principal-Energy Performance			4624944	210059	9,983.86	9,983.86
						Check Total:	9,983.86
						Warrant Total:	9,983.86
						Vendor Portion:	9,983.86

Number of Transactions: 1

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 9,983.86. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date_____
Signature_____
Title**Certification of Warrant**

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 9,983.86. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date_____
Auditor's Signature_____
Title**Approval of Officer Giving Rise to Claims**

I hereby certify that each claim numbered _____, to _____, inclusive, has been rendered in accordance with the respective contract, agreement, or accepted estimate and that the work has been completed and/or the materials delivered satisfactorily in each case.

Date_____
Officer's Signature_____
Title