

DeRuyter Central School
711 Railroad Street
DeRuyter, NY 13052
PUBLIC HEARING – 2023-2024 BUDGET
PUBLIC HEARING – SAFETY PLAN
REGULAR MEETING AGENDA
5:00 PM – Library/Media Center
May 9, 2023

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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| <p>I. Public Hearing – 2023-2024 DeRuyter Central School Budget</p> <p>II. Public Hearing – District Safety Plan</p> <p>III. Regular Meeting Call To Order/Pledge of Allegiance</p> <p>IV. Establish Agenda</p> <p>V. Discussion Items</p> <p>A. Senior Privileges – Mr. Rafferty</p> <p>VI. Public Comments</p> <p>VII. Board Comments</p> <p>VIII. Student Comments</p> <p>IX. BOCES Board Updates</p> <p>X. Superintendent Updates - Old Business/New Business</p> <p>XI. Board Action Items</p> <p>A. Consent Agenda – Routine Items</p> <ol style="list-style-type: none">1. Approve Minutes: Regular Meeting–April 17, 2023 and Special Meeting. - April 20, 2023 (attached)2. Approve Claims Auditor Report for April 2023 (attached)3. Approve Claims Auditor Claim #23-010 (April 2023) - \$161.504. Budget Transfer dated 4/30/23 - \$37,455.305. Treasurer Reports6. Approve CSE Recommendations (attached) <p>B. Consent Agenda – Personnel Items</p> <ol style="list-style-type: none">1. Resignations | |
|---|--|

- a. M. Coon – Retirement Resignation - Bus Driver – 6/30/23
- b. C. Chapman – Retirement Resignation – Food Service Worker – 6/30/23
- c. J. Coon – Retirement Resignation – Teaching Assistant – 6/30/23
- d. M. Huttar – Agriculture Teacher – 6/30/23

2. Appointments

- a. A. DePaul – Long Term Certified Substitute – HS Social Studies - effective 5/9/23 - \$43,281 prorated
- b. Student Workers – Hailey Sabin – eff. 4/17/23, Abby LeDuc – eff. 4/24/23 – current Minimum Wage
- c. Kelly Mills – Non-Certified Substitute Teacher, Teaching Assistant/Aide
- d. Madison Leete – 52 Week Probationary Appointment - Cleaner – effective 5/1/23 - \$32,656 prorated
- e. A. Cook – Part-Time Copy Room Personnel (3 hrs/week) eff. Immediately - \$20/hr.
- f. J. Baisley – Jr. Class (Class of 2024) Co-Advisor – eff. 5/9/24 - \$2,813 prorated
- g. A. Sperat – Soph. Class (Class of 2025) Co-Advisor – eff. 5/9/24 \$2,164 prorated

- C. **Approve Transportation Request** – K. Raymond to transport child to Truxton Charter Academy for 2023-2024 school year.

XII. Executive Session (If needed)

XIII. Adjournment

Information provided to the Board: April Warrants

Next Meeting –Tuesday, May 16, 2023 – 12:00 Noon – 9:00 pm - Budget Vote/Board Election, and Tuesday, May 16, 2023 – 9:05 pm for the purpose of accepting the Budget Vote/Board Election results.

DeRuyter Central School District

2023-2024 Proposed Budget

Public Hearing
5/9/23

Introductions

Dr. David M. Brown

Superintendent



Amanda Graham-Quirk

School Business Executive

2023-2024 Budget

Revenue:

Aid increased **\$141,864** from 2022-2023 to 2023-2024

This is due to:

- *Increase in Building Aid (Capital Project, Capital Outlay Project)

- *Increase in Foundation Aid

Tax Levy Increase **\$3,626** from 2022-2023 to 2023-2024

Total Budgeted Revenue: **\$12,173,476.93**

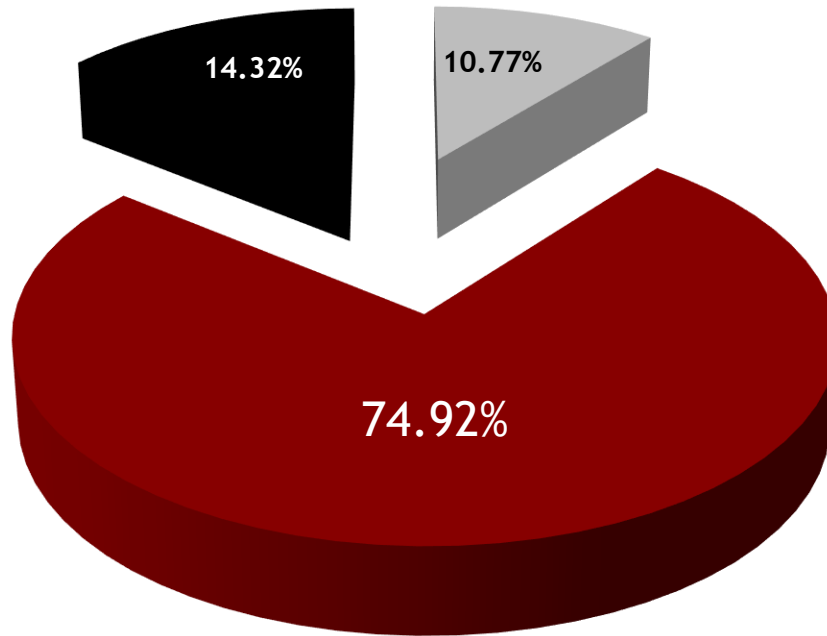
Expenditures:

Budget Increased **\$65,972.98**

Total Budgeted Expenditures: **\$12,173,476.93**

Tax levy increase of .08% from total 2022-2023 school tax levy (Tax Cap of .08%)

Proposed 2023-2024 Budget Details



Administration
10.77%

Program
74.92%

Capital
14.32%

Proposed 2023-2024 Budget Details

Included Contractual Obligations:

- Health Insurance 6.5%
- TRS Decrease 9.76% (10.29%)
- ERS Increase 13.1% (11.6%)

Included Required Amounts:

- Library Proposition \$41,187
- Village Rec Program \$17,500

Included:

- 2 classes at each grade level
- Healthy Material and Supply Budget for Teachers
- Community Schools from BOCES to help ensure future programming

Proposed 2023-2024 Budget Details

Capital Outlay

2021-2022

Gym Pad Replacement (Elementary), Air Conditioning (Nurse's Office)
Electronic Security Door Access



2022-2023

- Energy Efficient Lighting in Big Gym, Small Gym, and Cafeteria

Proposed 2023-2024 Budget Details

Capital Outlay

Future Year Plans- \$100K Capital Outlay	
2023-2024	Flooring & Stair Treads
2024-2025	Flooring in Main Building
2025-2026	Flooring in Main Building

DRAFT 2023-2024 Budget Details

SAVINGS:

- ERS Cost Savings
- Health Insurance Plan alignment
- Retirements

- One time expenses through ARP
- Increase BOCES services which increases Aid

2023-2024 Cap Calculation

Capital Levy for Prior FYE	\$ 810,156.00
x	x
Allowable Growth Factor	1.02
=	=
Total Levy Limit Before Adjustments and Exclusions	\$ 3,771,697.00
+	+
Capital Levy for Current FYE	\$ 725,000.00
=	=
Total Levy Limit, Adjusted for Transfers, Plus Exclusions	\$ 4,496,697.00
Prior Year Tax Levy	\$ 4,493,071.00
=	=
Difference	\$ 3,626.00
Tax Levy Limit Increase from Prior Tax Levy (126,572/4,424,972)	0.08%

Tax Rate Impact

Estimated 2023-2024 Tax Levy Increase: .08%

<i>Full Value</i>	No STAR		Basic STAR		Enhanced STAR	
	<i>Estimated Tax Bill</i>	<i>Estimated Increase</i>	<i>Estimated Tax Bill</i>	<i>Estimated Increase</i>	<i>Estimated Tax Bill</i>	<i>Estimated Increase</i>
\$ 40,000	\$ 642	\$ 0.93	\$ 161	\$ 0.23	\$ -	\$ -
\$ 50,000	\$ 803	\$ 1.16	\$ 321	\$ 0.46	\$ -	\$ -
\$ 60,000	\$ 963	\$ 1.39	\$ 482	\$ 0.70	\$ -	\$ -
\$ 70,000	\$ 1,124	\$ 1.63	\$ 642	\$ 0.93	\$ 108	\$ 0.16
\$ 80,000	\$ 1,284	\$ 1.86	\$ 803	\$ 1.16	\$ 268	\$ 0.39
\$ 90,000	\$ 1,445	\$ 2.09	\$ 963	\$ 1.39	\$ 429	\$ 0.62
\$ 100,000	\$ 1,605	\$ 2.32	\$ 1,124	\$ 1.63	\$ 589	\$ 0.85

	\$100,000 Basic STAR Estimated Increase
Estimated Annual Increase	\$1.63
Estimated Monthly Increase	\$0.14

	Rate per 1,000	Amount Change
2023-2024	\$ 16.05	\$ 0.02
2022-2023	\$ 16.03	\$ - 1.02
2021-2022	\$ 17.05	\$ 0.24
2020-2021	\$ 16.81	\$ 0.49
2019-2020	\$ 16.32	\$ 1.08



Looking Forward



New Playground
Funded with ARP Funds

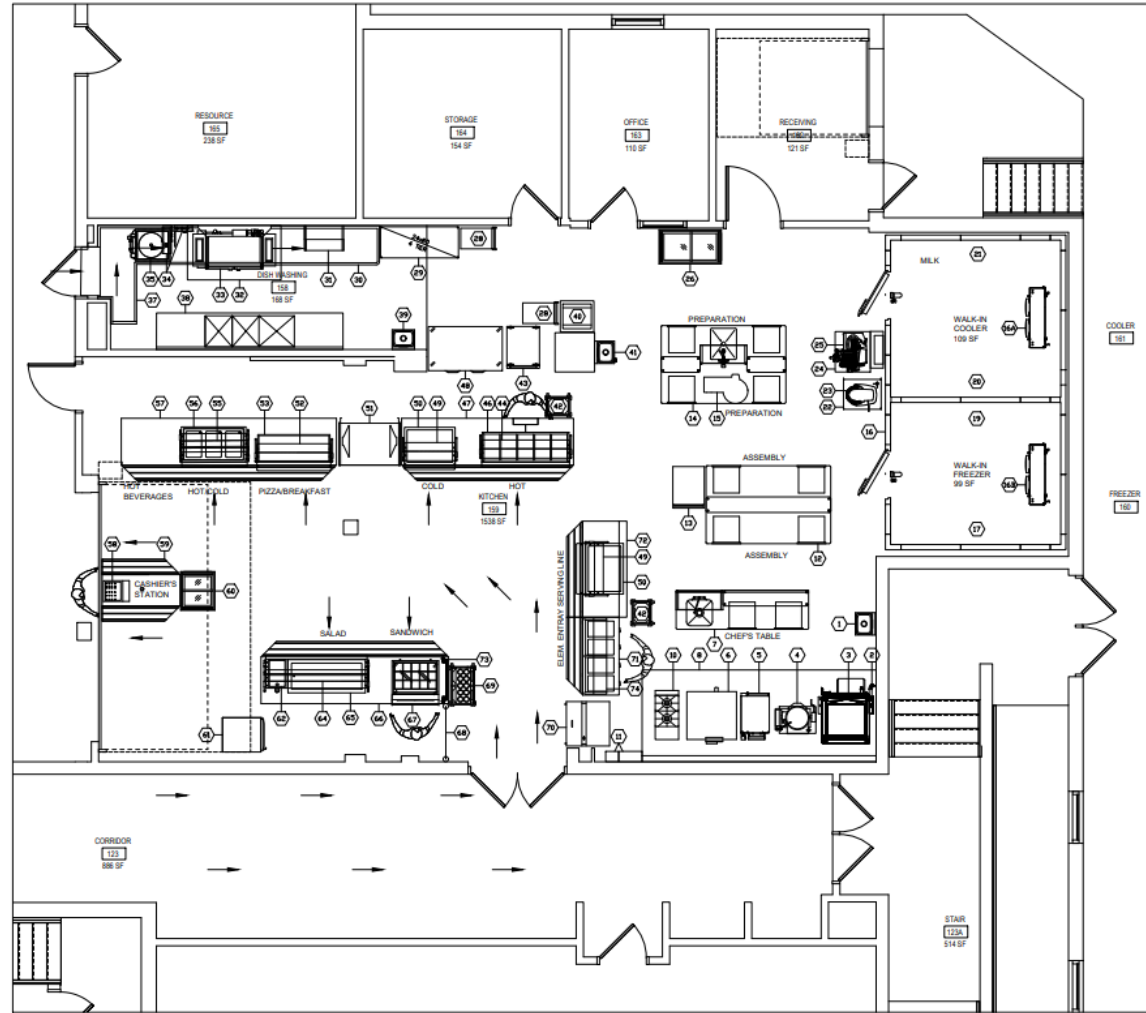


Existing Playground will be closed Summer 2023

Looking Forward

New Kitchen
Equipment and Layout
Funded with DASNY
GRANT from Senator
May's Office

Coming Summer 2024



Looking Forward

SECURITY UPGRADES with Smart Schools Bond Act

- *Upgrade Foyer Entrance for Security
- *Upgrade Windows and Door Locking Mechanisms
- *Alert Systems (Lights and Speakers) for Outside & High Volume Areas

Capital Project 2024

- *Necessary for budgetary debt falling off
 - *Impacts Tax Cap
 - *Impacts Aid amounts from State
- *Beginning Stages (Facilities Committee & Architects)
- *Vote Fall 2024
- * Zero Impact Project (Tax Payer Contribution will be \$0)
- * Looking through Building Condition Survey

2023-2024 Propositions

*Proposition 1- Budget \$12,173,476

*Proposition 2- Purchase 1 Large Bus & 2 Chevy Suburban Student Transports & 2 Chevy Silverado Maintenance Vehicles \$365,000

*Proposition 3- Increase DeRuyter Free Library amount from \$40,970 to \$41,187

*Proposition 4- \$17,500 for the District Wide Recreation Program administered by the Village of DeRuyter for the 23-24 School Year

DeRuyter Central School 2023-2024 Budget

Questions and Comments

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
Madison County Emergency
Management (315-366-2789)

Adopted by DCS Board of
Education: _____

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.).

DeRuyter Central School District
Emergency Response – District Level Plan

- 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

DeRuyter Central School District
Emergency Response – District Level Plan

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 Superintendent. 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	7503
Jennifer Valente	Director of Special Education	7126
T.B.A.	Superintendent	7403
Kevin Springer	Head of Bldgs./Grounds/Trans.	7301
Amanda Graham-Quirk	Business Executive	7502
Karl vonKnoblauch	School Resource Officer	7153

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.

DeRuyter Central School District
Emergency Response – District Level Plan

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 (9-12), Middle School Guidance Counselor (4-8), Elementary Counselor (PK-3), and a School Social Worker. The following is a list of intervention programs and services currently available at DeRuyter Central School District:

DeRuyter Central School District
Emergency Response – District Level Plan

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. Staff attendance is also recorded.
- 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 Dr. Matthew Cook (315-433-2602) of any closing

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

- 6-12 Principal (315-852-3400 x 7503)
- K-5 Principal (315-852-3400 x 7126)
- School Business Executive (315-852-3400 x 7502)

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 and Music).
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 (315-366-2631) 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.

Appendix A to District Safety Plan

Public Employer Communicable Disease Plan

DeRuyter Central School

This Appendix H to our Safety Plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs K and I of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

In accordance with New York Education Law § 2801-a(2)(m) and New York Labor Law § 27-c, {insert district name} (the “District”) has prepared the instant Public Health Emergency Communicable Disease Plan (the “Plan”) to guide the District employees and the community in preparation for and in response to a declared public health emergency involving a communicable disease.

This Plan has been developed with the input of:

- DeRuyter Faculty Association
- CSEA

as required by the amended New York State Labor Law.

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

A copy of the final version of this plan will be published in a clear and conspicuous location and shall be included in The District Safety Plan.

The District publishes this Plan based on the requirements in place at the time of its publication but

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recognizes it must be flexible in the time of response to a communicable disease. Accordingly, the Plan may be updated over time. The District will comply with all applicable local, state, and federal orders, rules, laws, and regulations (collectively, the “Authority”). To the extent the Authority conflicts with any provisions of these Protocols, the District will comply with the Authority.

The Superintendent is responsible for the oversight of the implementation of this Plan and may designate one (1) or more employees to assist in such oversight. The Superintendent will consult legal counsel for guidance regarding any executive orders, rules, laws or regulations, as needed.

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Planning Assumptions

The health and safety of our employees and contractors are crucial to maintaining our mission-essential operations. The fundamentals of reducing the spread of communicable diseases include, but are not limited to:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables and countertops, etc.
- Practicing social distancing, when possible.
- If you are feeling ill or have a fever, notify your supervisor immediately.
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately.
- Clean and disinfect workstations at the beginning, middle, and end of each shift.
- Other applicable guidance should also be considered, which may be published by the New York State Department of Health (“NYSDOH”), and/or local public health departments.

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

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

Concept of Operations

In executing this plan, all employees and applicable contractors of the District shall be notified by emails and/or texts with additional information and updates provided on a regular basis, as information and updates become available. Superintendents and other designated administrators will be notified of pertinent operational changes by way of written notification via email and/or texts. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent, or their designee, will maintain communications with the public and constituents as needed throughout the implementation of this plan.

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

Upon the conclusion of the public health emergency, as determined by the applicable governmental agency, the Superintendent of the District, or their designee, will direct the resumption of normal operations or operations with modifications as necessary.

Essential Functions

When confronting events that disrupt normal operations, the District is committed to ensuring that essential functions will be continued even under the most challenging circumstances. Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency;
2. Provide vital services and applicable supervision of those services;
3. Provide any services required by law;
4. Sustain critical operations and maintenance; and
5. Uphold the core values and mission of the District.

Essential functions are prioritized according to a number of factors, which includes but is not limited to:

- The time needed and the priority of each essential function;
- Interdependency of a function to other functions; and/or
- How vital the function is to the ongoing operations and mission of the District. ▀

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

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The essential functions for the District have been identified as:

Essential Function	Description/Justification	Priority
Administration	Decision making, overseeing essential departments, public relations, essential reporting and monitoring of the district	Essential
Personnel	Processing benefit time and public communication	Essential
Business Operations	Process Payroll, fiscal monitoring, Accounts Payable, Asset Tracking,	Essential
Facilities and Maintenance	Proper cleaning and maintenance of building and grounds to ensure we can continue to get essential workers in and out of the building as needed	Essential
Food Service	Provide food for our students eligible to receive free/reduced meals	Essential
Transportation	Transport food and materials to students during the closed building time	Essential
Instruction	Provide Instruction to all students that is still aligning with the curriculum	Essential
Technology	Continue to provide support for teachers, students, and support staff	Essential

Essential Positions

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

Essential Function	Essential Positions/Titles	Justification for Each
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<i>Administration</i>	<ul style="list-style-type: none"> • <i>Superintendent</i> • <i>Business Official</i> • <i>Payroll Clerk</i> • <i>Treasurer</i> • <i>Principal</i> • <i>Director of Curriculum</i> • <i>Support Staff</i> 	<ul style="list-style-type: none"> • <i>Ensures central point of communication and leadership, the safety of facilities and continuity of District operations</i> • <i>Ensures supervision and oversight of District operations and hardcopy business functions</i> • <i>Management of facilities, instruction, instructional tools and access to same</i>
<i>Food Service</i>	<ul style="list-style-type: none"> • <i>Food Service Manager</i> • <i>Cooks</i> • <i>Food Service Workers</i> 	<ul style="list-style-type: none"> • <i>Preparation of meals and oversight of food service operations</i>
<i>Transportation</i>	<ul style="list-style-type: none"> • <i>Director of Transportation</i> • <i>Bus Drivers</i> 	<ul style="list-style-type: none"> • <i>Coordination of necessary travel, meals and/or other needed services</i>
<i>Custodial Services</i>	<ul style="list-style-type: none"> • <i>Applicable Personnel</i> 	<ul style="list-style-type: none"> • <i>Cleaning of facilities as necessary</i>
<i>Instructional Services</i>	<ul style="list-style-type: none"> • <i>Teachers</i> • <i>TAs</i> 	<ul style="list-style-type: none"> • <i>Materials in classrooms</i> • <i>Instructional Aides</i> • <i>Uninterrupted Internet Access Available</i>

Reducing Risk Through Remote Work & Staggered Shifts

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

Remote Work Protocols

In executing this plan, those employees identified by the Superintendent, or their designee, as non-essential will be notified and authorized to work remotely, as needed working remotely requires:

1. Identification by the Superintendent or their designee of the staff who will be authorized to work remotely;
2. Approval and assignment of remote work and related schedules;
3. Remote work logs to track work progress and troubleshoot issues that arise;
4. Equipping staff for remote work, which may include but is not limited to:
 - a. Internet-capable laptop;
 - b. Necessary peripherals;
 - c. Access to VPN and/or secure network drives;
 - d. Access to software and databases necessary to perform their duties;
 - e. A solution for telephone communications
 - Note that phone lines may need to be forwarded to off-site staff

Staggered Shifts

Implementing staggered shifts may be needed for personnel performing duties that are necessary to be performed

on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will determine whether opportunities for staff to work outside core business hours as a strategy of limiting exposure is possible. Regardless of changes in start and end times of shifts, the District will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered;
2. Approval and assignment of changed work hours; and
3. Communication with applicable parties.

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of the communicable disease is important to supporting the health and safety of our employees and contractors. PPE that may be needed can include but is not limited to:

- Masks;
- Face shields;
- Gloves; and/or
- Disposable gowns and aprons.

Note that while cleaning supplies are not PPE, there may be a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. Protocols for providing PPE include the following:

1. Identification of the need for PPE based upon job duties and work location
2. Procurement of PPE
 - a. At least two pieces of each required type of PPE shall be obtained for each essential employee and contractor during any given work shift for at least six months.
 - b. Examples of available PPE include face masks, gloves, and gowns, thermometers.
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE shall be stored in a manner that will prevent degradation.
 - b. Employees and contractors have immediate access to PPE in the event of an emergency and will be available in classrooms and office spaces.
 - c. An eight-week supply of PPE will be monitored by Facilities to ensure integrity and track usage rates.
 - d. District Basement
4. PPE Suppliers
 - a. Personal Protective Equipment is procured from the following vendors:
WB Mason
County if applicable
Wilcox Paper Company
613 Med Solutions
School Health
5. Cleaning Supplies
 - a. Grainger

The district will continue to use best purchasing practices and get the best cost and quality of products in a timely manner. If possible State Contracts or bids will be used. And purchasing policies such as three quotes will still be followed.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

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

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (and deemed as a “close contact” with someone who is confirmed infected and it is determined the “close contact” isolate/quarantine, as determined by the local public health department):
 - 1. Close contacts shall remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current applicable NYSDOH/public health guidance for the communicable disease in question.
 - a. As determined by the Superintendent, or their designee, these employees will be permitted to work remotely during this period of time if they are not ill, if such duties are capable of being performed remotely.
 - 2. As authorized by law and applicable government agencies, essential employees may continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to the current NYSDOH/public health protocol. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. The Superintendent or his/her designee shall ensure these protocols are followed.
- B. If an employee or contractor exhibits symptoms of the Disease that is the subject of the public health emergency, the Superintendent or their designee:
 - 1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 - 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 - 3. Employees should not return to work until they have met the criteria to discontinue home isolation per NYSDOH/local public health department guidance and/or have consulted with a healthcare provider, as applicable.
 - 4. The District will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work unless there is a recommendation from the NYSDOH/public health officials to do so.
 - 5. Persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications or in accordance with other NYSDOH/local public health department guidance.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
 - 1. Apply the steps identified in item B, above, as applicable.
 - 2. Areas occupied by the subject employee or contractor will be closed off in accordance with applicable NYSDOH/local public health department guidance.

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- a. NYSDOH and other local public health department guidance will be considered before cleaning, disinfecting, and reoccupying of those spaces will take place. If this time period is not possible, a period of as long as possible will be given.
- b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
- c. See the section on Cleaning and Disinfection for additional information on that subject.
3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the communicable disease in question, the Superintendent or their designee will inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed individuals.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow the NYSDOH/local public health department recommendations and requirements and coordinate with our local public health department for additional guidance and support as needed.

Cleaning and Disinfecting

NYSDOH/local public health department guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. Disinfecting will be done daily by the custodial staff. Any disinfecting during the work day and above and beyond the disinfecting schedule for the day will be handled by the individual staff member that requires the cleaning. Cleaning products will be provided.
2. Employees and contractors will clean their own workspaces at the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high-touch areas and areas that are accessible to the public/constituents will be disinfected at least hourly.
 - b. The custodial staff shall be responsible for cleaning common areas daily.
3. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
4. Soiled surfaces will be cleaned with soap and water before being disinfected.
5. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
6. Staff will follow instructions for cleaning products to ensure safe and effective use of the products.

► Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the District is committed to reducing the burden on our employees and contractors. The District shall comply with applicable collective bargaining agreements as well as state and federal laws and regulations related to employee leave. This policy may be altered based upon changes in law or regulation, as applicable.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the District, and as such are not provided with paid leave time by the District unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document the work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work and off-site visits.

This information may be used by the District to support contact tracing within the organization and may be shared with local public health officials. During a public health emergency, the District may consider the use of electronic “work logs” to document work hours and activities during scheduled work shifts and while working remotely or on specific projects. These logs will be shared or managed by their supervisors periodically.

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the District essential operations.

If such a need arises, as determined by the Superintendent, hotel rooms may be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the Superintendent or their designee will coordinate with the Madison County Emergency Management Office to help identify and arrange for these housing needs.

- **Hampton Inn, Cazenovia 12 miles away**
- **Quality Inn, Tully 17 miles away**

DeRuyter Central School
711 Railroad Street
DeRuyter, NY 13052
REGULAR MEETING UNOFFICIAL MINUTES
6:00 PM – Library/Media Center
April 17, 2023

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.

Members Present: Melanie Ackley, Lisa Benedict, Daniel Degear, Dean Hathaway, Jodi Wiesing

Members Absent: Melanie Ackley and Board Clerk Sandra Welsh

Others Present: Dr. David Brown, Sandra Welsh, Amanda Graham-Quirk, Stephen Rafferty, Jenny Valente, Kimberly O’Brien, Brandi Compton, Savannah Compton, Cassidy Richardson, Pamela Gallerani, Jeremy Nicholas, Courtney Nicholas, Jillian Race, Michael Race, Katy Denkenberger, Amy Sperat, Donald Hathaway, Molly Huttar, Jennifer Jones, Greg Coon, Waylon Craw, Caitlyn Clark, Arianna Cline, Dr. Matthew Cook of OCM BOCES

I. Regular Meeting Call To Order/Pledge of Allegiance

The Regular Meeting of the DeRuyter Central School Board of Education was called to order by President Hathaway at 6:05 pm. The Pledge of Allegiance immediately followed.

*Call to Order
Pledge of Allegiance*

II. Establish Agenda

Motion: 1st: Degear 2nd: Wiesing

That the Board establish the agenda as presented

Vote: Yes: 5 No: 0 Abstain: 0 **MOTION CARRIED.**

Established Agenda

III. Presentations

A. Dr. Cook – OCM BOCES

Topics

- Discussed services provided by BOCES to DeRuyter
- Services are provided FOR the component districts.
- Provided some information about items that saved money for DeRuyter:
 - ✓ Instructional Support Services, Lego, etc. Travelling Planetarium
 - ✓ Professional Development: Networking Groups – Principals, Spec. Ed
 - ✓ Student services – CTS Programs, Trade Programs, Welding – very full; much growth in number of classrooms in school district buildings
 - ✓ 2021-2022 Business & Management Service Participation, Employee Assistance Program, Labor Relations
- 37 BOCES/12 RICS – talked about Network maintenance/attacks from Russia and everywhere
- Conversations about what works and what doesn’t
- 2 new CTE program– out of Madison County – Marquardt – Micro-chips ; EMT Firefighter out of Madison county – trying to make sure to meet the needs of the component districts.

*OCM BOCES
Services Presentation
by Dr. Cook*

B. FFA – State Convention May 18 – 20, 2023 in Buffalo with Possible Board Approval

Topics

- Students spoke about the areas they were competing in
- Advisors spoke about skills built on at Convention: Public Speaking/Performance, Leadership skills, etc.
- Approximately 16 students attending

Motion: 1st: Ackley 2nd: Benedict

That the Board approve the FFA Trip to State Convention May 18-20, 2023 in Buffalo, NY.

Vote: Yes: 5 No: 0 Abstain: 0 **MOTION CARRIED.**

*FFA Presentation –
State Convention*

*Approved FFA trip
to State Convention in
Buffalo, NY*

IV. **Discussion Items**

A. 2023-2024 Budget Update – Mrs. Graham-Quirk, Dr. Brown

Topics

- Extended deadline- April 20th – not related to school funding – political – move forward with what we have –
- Aid increased from last year – due to m=no more share w/Cincy

*2023-2024 Budget
Update*

V. **Public Comments**

Mr. Hathaway read guidelines for Public Comments at Board Meeting (at top of agenda)

- M. Race - wait for an Executive Session
- C. Nicholas – wait for an Executive Session, spoke about a situation
- C. Clark – wait for an Executive Session
- A.Sperat – represents PTO – spoke about concerns brought to the Board at a previous BOE meeting
 - ✓ Big improvement in the following: Attendance by Administrators at PTO meetings– thank you.
 - ✓ Custodial staff has been great
 - ✓ Building Use Requests – getting replies but could be better
- Planning –Spring Mixer – May 13th– PBL w/ Ms. Borzello
- Communication committee – making strides – 1form of communication – struggling with lack of communication from class advisors
- Advisor Page needs updating

Public Comments

VI. **Board Comments**

Topics

- Family literacy night – fantastic – nice event

Board Comments

VII. **Student Comments** - None

VIII. **BOCES Board Updates** - None

IX. **Superintendent Updates - Old Business/New Business** - None

X. Board Action Items

A. Consent Agenda – Routine Items

Motion: 1st: Degear 2nd: Wiesing

That the Board approve/accept the following Consent Items as set forth on the April 17, 2023 agenda:

1. Approve Minutes: Regular Meeting–March 8, 2023 and Special Meeting. - March 23, 2023 (attached)
2. Approve Claims Auditor Report for March 2023 (attached)
3. Approve Claims Auditor Claim #23-009 (March 2023) - \$216.75
4. Treasurer Reports
5. Budget Transfer - \$87,389.28
6. Approve CSE Recommendations (attached)
7. Approve Cooperative Bidding Resolution with Oswego BOCES as attached.

Vote: Yes: 5 No: 0 Abstain: 0 **MOTION CARRIED.**

B. Consent Agenda – Personnel Items

Motion: 1st: Wiesing 2nd: Ackley

That the Board approve/appoint the following Personnel Consent Items as set forth on April 17, 2023 agenda:

1. Appoint Summer School Staff

Teachers: Lisa Hirt (\$323.00/day), Linda Ladd (\$370.00/day), Molly LaHart (226.00/day), Mikaela Dupuis-Cormier (\$221.00/day); Shannon Barry – Sub. (240.00/day); Anna Jarvis – Middle School Enrichment (\$312/day)

Teaching Assistants: Amanda Cook (18.97/hr.), Lauren Winters (\$18.97/hr.), Yvonne Fish (\$19.34/hr.); Amy Denkenberger (18.97/hr.);

Teacher Aide: Rachel Hyde: Library Aide once/week and Teaching Assistant Sub (19.09/hr.)

Security: Karen Crandall (19.16/hr.)

Update on Summer School – More enrichment based – hoping to get 6-8 coming for the MS population

2. Appoint Substitutes:

K. Mills – Non-Certified Substitute Teacher;

K. Kascha – Non-Certified Substitute Teacher, Substitute Teaching Assistant/Aide

3. Approve Leave of Absence – M. Newton – approx.. 6/6/23 – 6/30/23
4. Accept Extra-Curricular Advisor Resignations – A. Jarvis from the positions of National Honor Society Advisor and Class of 2025 Co-Advisor effective 4/17/23

Vote: Yes: 5 No: 0 Abstain: 0 **MOTION CARRIED.**

Action Items

*Approved Routine
Consent Agenda Items*

*Approved Personnel
Consent Agenda Items*

C. BOCES Administrative Budget/BOCES Board of Education Election

Motion: 1st: Benedict 2nd: Wiesing

That the Board approve the OCM BOCES 2023-2024 Administrative Budget of \$9,902,389 as presented at its 2023 Annual Meeting as per attached.

Vote: Yes: 5 No: 0 Abstain: 0 **MOTION CARRIED.**

Motion: 1st: Degear 2nd: Benedict

That the Board cast 1 vote for each for the following OCM BOCES Board of Education Member candidates as per attach Ballot for Election.

Vote: Yes: 5 No: 0 Abstain: 0 **MOTION CARRIED.**

D. 2023-2024 DeRuyter Central School Budget Items

Motion: 1st: Degear 2nd: Wiesing

1. Change location of Budget Vote

That the Board approve changing the location of the 2023-2024 Budget Vote and Board Election on May 16, 2023 from Annex Room 405 (Band Room) **TO** the Large Gym Foyer in the Main Building.

Vote: Yes: 5 No: 0 Abstain: 0 **MOTION CARRIED.**

2. Adopt 2023-2024 DeRuyter Central School Budget

Motion: 1st: Ackley 2nd: Wiesing

That the Board adopt the 2023-2024 DeRuyter Central School Budget, as presented, in the amount of \$12,173,478.96.

Vote: Yes: 5 No: 0 Abstain: 0 **MOTION CARRIED.**

3. Approve 2023-2024 Property Tax Report Card

Motion: 1st: Benedict 2nd: Ackley

That the Board approve the 2023-2024 Property Tax Report Card as per attached.

Vote: Yes: 5 No: 0 Abstain: 0 **MOTION CARRIED.**

4. Approve 2023-2024 Tax Cap

Motion: 1st: Ackley 2nd: Benedict

That the Board approve the 2023-2024 Tax Cap amount at 0.08%.

Vote: Yes: 5 No: 0 Abstain: 0 **MOTION CARRIED.**

*Approved
OCM BOCES 2023-
2024 Administrative
Budget*

*Cast 1 vote for OCM
BOCES Board of
Education Member*

*Approved the Budget
Vote location to the
Large Gym Foyer*

*Adopted the DCB
2023-2024 School
Budget*

*Approved the 2023-
2024 Property Tax
Report Card*

*Approved the 2023-
2024 Tax Cap*

5. Approve 2023-2024 Budget Propositions

Motion: 1st: Degear 2nd: Wiesing

That the Board approve the following Budget Propositions to be placed on the May 16, 2023 School District voting Ballot:

a. That Proposition 1 of the 2023-2024 School District Budget
Vote read:

Proposition No. 1- 2203-2024 School Budget: Shall the Board of Education adopt a budget for the DeRuyter Central School District in the amount of \$12,173,478.96 for the fiscal year commencing July 1, 2023?

b. That Proposition 2 of the 2023-2024 School District Budget Vote read:

Proposition No. 2- Transportation Proposition: Shall the Board of Education of the DeRuyter Central School District be authorized to purchase and finance one (1) 48-passenger student transport vehicle with trade in, two (2) Chevy Suburban student transport vehicles and two (2) Chevy Silverado maintenance vehicles, including necessary furnishings, fixtures and equipment and all other costs incidental thereto, and expend a total sum not to exceed \$365,000, which is estimated to be the total maximum cost thereof, and said amount, or so much thereof as may be necessary, shall be raised by the levy of a tax upon the taxable property of said School District and collected in annual installments as provided by Section 416 of the Education Law; and, in anticipation of such tax, obligations of said School District, in the principal amount not to exceed \$365,000, shall be issued.

c. That Proposition 3 of the 2023-2024 School District Budget Vote read:

Proposition No. 3- Library Contribution: Shall the annual appropriation for the DeRuyter Free Library within the DeRuyter Central School District be increased from its current level of \$40,970 per year to \$41,187 per year, such sum to be raised by levy of a tax upon the taxable property of the District?

d. That Proposition 4 of the 2023-2024 School District Budget Vote read:

Proposition No. 4- – District Wide Summer Recreation: Shall the Board of Education of the DeRuyter Central School District be authorized to expend \$17,500 for the District wide recreation program administered by the Village of DeRuyter for the 2023-2024 school year, such sum to be raised by levy of a tax upon the taxable property of the District?

Vote: Yes: 5 No: 0 Abstain: 0 **MOTION CARRIED.**

6. Approve Legal Notice for 2023-2024 Budget Vote/Board Election

Motion: 1st: Wiesing 2nd: Benedict

That the Board approve the Legal Notice for the 2023-2024 Budget Vote/Board Election as attached.

Vote: Yes: 5 No: 0 Abstain: 0 **MOTION CARRIED.**

*Approved Budget
Propositions for the
May 16, 2023 School
District Budget Vote
Ballot*

*Approved 2023-2024
Legal Notice for the
May 16, 2023 Budget
Vote/Board Election*

E. Approve Transportation Request

Motion: 1st: Benedict 2nd: Degear

That the Board approve transportation request from Ellen Mauzy to transport her child to the Truxton Charter Academy for the 2023-2024 school year.

Vote: Yes: 5 No: 0 Abstain: 0 **MOTION CARRIED.**

*Approved
Transportation
Request from E.
Mauzy*

F. Policy – 2nd Readings

Motion: 1st: Wiesing 2nd: Degear

That the Board approve the second reading of Policy # 7150 – Remote Instruction, Policy # 1510 Regular Board Meetings, and Policy # 8450 - Home Hospital or Institutional Instruction.

Vote: Yes: 5 No: 0 Abstain: 0 **MOTION CARRIED.**

*Approved 2nd Reading
of Policies*

G. Change Meeting Date for 2023-2024 Reorganizational Meeting

Motion: 1st: Degear 2nd: Ackley

That the Board reschedule the 2023-2024 Reorganizational Meeting from the first Tuesday of July 2023 (July 4, 2023) to the second Wednesday of July 2023 (July 12, 2023).

Vote: Yes: 5 No: 0 Abstain: 0 **MOTION CARRIED.**

*Rescheduled 2023-2024
Reorganizational
Meeting*

H. 2023-2024 DeRuyter Central School Board Meeting Schedule

Motion: 1st: Benedict 2nd: Wiesing

That the Board approve to the 2023-2024 School Board Meeting Schedule as per attached.

Vote: Yes: 5 No: 0 Abstain: 0 **MOTION CARRIED.**

*Approved 2023-2024
DCS Board Meeting
Schedule*

I. Surplus Equipment

Motion: 1st: Degear 2nd: Benedict

That the Board declare walkie-talkie radios as per attached list as surplus.

Vote: Yes: 5 No: 0 Abstain: 0 **MOTION CARRIED.**

*Declared walkie-talkie
radios surplus*

XI. Executive Session (If needed)

Motion: 1st: Degear 2nd: Wiesing

That the Board adjourn to Executive Session at 6:45 pm for the purpose of discussing the employment status of a particular person(s)/corporation and contract negotiations.

Vote: Yes: 5 No: 0 Abstain: 0 **MOTION CARRIED.**

Executive Session

The Board came out of Executive Session at 7:02pm.

XII. Adjournment

Motion: 1st: Benedict 2nd: Ackley

That the Regular Meeting of the DeRuyter Central School Board of Education be adjourned at 7:03pm.

Vote: Yes: 5 No: 0 Abstain: 0 **MOTION CARRIED.**

Adjournment

Next Meetings – Tuesday, May 9, 2023 – 5:00 pm Public Hearing / Regular Meeting, Tuesday, May 16, 2023 – 12:00 Noon – 9:00 pm for the purpose of Budget Vote/Board Election, and Tuesday, May 16, 2023 – 9:05 pm for the purpose of accepting the Budget Vote/Board Election results.

Information provided to the Board: Appropriation Status Report, Revenue Status Report

Respectfully Submitted: _____


Sandra Welsh, District Clerk

DeRuyter Central School
711 Railroad Street
DeRuyter, NY 13052
SPECIAL MEETING UNOFFICIAL Minutes
Zoom w/OCM BOCES District Superintendent, Dr. Matthew Cook
5:00 PM – Library/Media Center
April 20, 2023

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.

Members Present: Melanie Ackley, Lisa Benedict, Daniel Degear, Dean Hathaway (arrived at 5:05 pm), Jodi Wiesing
Members Absent: None
Others Present: Dr. David Brown, Sandra Welsh, Dr. Matthew Cook (OCM BOCES Superintendent), Pamela Gallerani, Jennifer Greene

Zoom meeting with Dr. Matthew I. Cook, OCM BOCES District Superintendent

I. Special Meeting Call To Order/Pledge of Allegiance

The Special Meeting of the DeRuyter Central School Board of Education was called to order by Vice President Degear at 5:00 pm. The Pledge Allegiance immediately followed

II. Establish Agenda

Motion: 1st: Wiesing. 2nd: Ackley

That the Board establish the agenda as presented.

Vote: Yes: 4 No: 0 Absent: 1 (Hathaway) **MOTION CARRIED.**

III. Board Action Items

Motion: 1st: Ackley. 2nd: Benedict

That the Board approve/accept the following action items as set forth on the April 20, 2023 Special Meeting Agenda:

1. That the Board approve revised contract with Dr. David M. Brown.
2. That the Board accept the retirement resignation from Dr. David M. Brown from the position of Superintendent of School, effective July 31, 2023.
3. That the Board accept the resignation of Coby Merkle from the position of High School Social Studies Teacher, Class of 2024 Co-Advisor, and Yearbook Advisor effective April 19, 2023.
4. That the Board accept the resignation from Shannon Forrest the position of Class of 2024 Co-Advisor effective April 18, 2024.
5. That the Board accept the resignation of Bonnie Quackenbush from the position of High School Science Teacher effective June 30, 2023.

Vote: Yes: 4 No: 0 Absent: 1 (Hathaway) **MOTION CARRIED.**

*Special Meeting
Call to Order*

*Pledge of
Allegiance*

*Established
Agenda*

*Approved Board
Action Items*

Mr. Hathaway arrived at 5:05 pm

IV. Discussion Items

- A. Superintendent Search – Dr. Matthew Cook, OCM BOCES

Topics

- ✓ Process
- ✓ Time Line
- ✓ Open vs. Confidential Search
- ✓ Interim
- ✓ Constituent Groups
- ✓ Salary Range

Motion: 1st: Degear 2nd: Wiesing

That the Board approve the attached resolution appointing Dr. Matthew Cook of OCM BOCES as the lead search consultant for the current Superintendent search effective immediately.

Vote: Yes: 5 No: 0 Abstain: 0 **MOTION CARRIED.**

V. Executive Session (If needed)

Motion: 1st: Degear 2nd: Wiesing

That the Board adjourn to Executive Session at 5:39pm for the purpose of discussing the employment of a particular person(s)/corporation and contract negotiations

Vote: Yes: 5 No: 0 Abstain: 0 **MOTION CARRIED.**

The Board came out of Executive Session at 7:10 pm.

VI. Adjournment

Motion: 1st: Benedict 2nd: Ackley

That the Special Meeting of the DeRuyter Central School Board of Education be adjourned at 7:11 pm.

Vote: Yes: 5 No: 0 Abstain: 0 **MOTION CARRIED.**

Next Meetings – Tuesday, May 9, 2023 – 5:00 pm Public Hearing / Regular Meeting, Tuesday, May 16, 2023 – 12:00 Noon – 9:00 pm for the purpose of Budget Vote/Board Election, and Tuesday, May 16, 2023 – 9:05 pm for the purpose of accepting the Budget Vote/Board Election results.

Respectfully Submitted: _____


Sandra Welsh, District Clerk

Discussion Items

*Superintendent
Search*

*Appointed Dr.
Cook as lead search
consultant*

Executive Session

Adjournment

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

Month of April, 2023

	Date and Type of Claims Audited							
	4/4/23 AP	4/11/23 AP	4/19/23 AP	4/25/23 AP				
Total # of Claims Audited/Payroll Checks	58	129	60	133				
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: 4/4/23 no issues

District Response:

Date: 4/11/23 no issues

District Response:

Date: 4/19/23 no issues

District Response:

Date: 4/25/23 one time calculated wrong - corrected

District Response:

Date:

District Response:

Signature: _____

Bonita B. Young, Claims Auditor

Date: _____

5/3/23

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

PO#
230293
5-9-23
Sawyer

CLAIMS AUDITOR CLAIM

23-010 – April 2023

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

Date	Total Hours	Type of Audit	Rate	Total
4/4/23	2	AP	\$17.00/Hr.	\$ 34. ⁰⁰
4/11/23	2 1/2	AP / PR	\$17.00/Hr.	\$ 42.50
4/19/23	2 1/2	AP	\$17.00/Hr.	\$ 42.50
4/25/23	2 1/2	AP / PR	\$17.00/Hr.	\$ 42.50
			\$17.00/Hr.	
			\$17.00/Hr.	
			\$17.00/Hr.	

Total this Claim 161.50 ✓✓

Bonnie Young 5/3/23
Signature: Claims Auditor Date
John Decker 5/3/23
Signature: District Treasurer Date

Date of Approval of Board of Education 5/9/23

District Clerk SPW

DERUYTER CENTRAL SCHOOL DIST

Budget Transfer Query For 4/30/2023



Reference #	Date	Transfer Explanation	Account	Detail Description	Debits	Credits
96	04/30/2023	To Clean up Negatives	A 1240.150-10		0.00	84.37
			A 1310.450-10		0.00	314.16
			A 1480.450-10		0.00	200.00
			A 1620.161-10-1007		0.00	27.56
			A 1620.440-10		0.00	2,814.03
			A 1620.450-10		0.00	127.04
			A 2020.150-20		0.00	9,698.30
			A 2020.150-30		0.00	7,430.72
			A 2070.150-10		0.00	225.00
			A 2070.150-30		0.00	270.00
			A 2110.400-10		0.00	125.00
			A 2110.450-10		0.00	3,215.51
			A 2110.450-30-0035		0.00	391.63
			A 2280.450-30		0.00	9.45
			A 2630.450-10		0.00	1,461.68
			A 2810.150-20		0.00	5,993.42
			A 2810.450-30		0.00	83.45
			A 2850.150-10		0.00	60.00
			A 2850.160-30		0.00	721.28
			A 2855.450-30		0.00	536.00
			A 5510.160-10-1024		0.00	1,586.70
			A 5510.440-10		0.00	2,080.00
			A 9060.800-10		37,455.30	0.00
Transfer Totals:					37,455.30	37,455.30
Grand Totals:					37,455.30	37,455.30

Amber Clark 5/3/23

Treasurer's Monthly Reporting
For the Period From April 1, 2023 ~ April 30, 2023
Multi Fund

Total available balance as reported at the end of preceding period..... **\$3,765,763.86**

RECEIPTS DURING MONTH

(with breakdown of source including full amount of all short term loans)

<u>Date</u>	<u>Source</u>	<u>Amount</u>	
A	22-23 Rtn'd Taxes from Counties	200,300.96	
A	Utica Nat. Safety Award	500.00	
A	A/R Tuition	250.00	
A	A/R Fuel from Town, Village & Fire Dept.	4,639.20	
A	Track meet fees	250.00	
A	BOCES SUB/TIP Reimb.	1,544.90	
A	Gen Aid	353,169.95	
A	Onondaga Co. Quarterly sales tax	51.44	
A	NYFFA \$ towards conventions costs	806.40	
A	Donation	20.00	
A	Sales tax reimbursement	1.84	
C	SL State & Fed Reimbursements	23,490.00	
C	Cafeteria deposits	1,747.68	
C	Online pymts	195.00	
F	ARP, Title & IDEA funds	0.00	
TA	A/R Ins. Pymts	3,290.38	
TA	Scholarship \$	50.00	
TA	Transfers for payroll	524,640.80	
		1,114,948.55	\$4,880,712.41

DISBURSEMENTS MADE DURING MONTH

Accounts Payable Checks	1,000,394.93	
Transfers for Payroll	524,640.80	
Transfer to MM		
Transfer to Debt Svc		
Sales Tax pymt		
Excellus Dental	4,873.77	
403B payout		
Returned check fees/bank adjustments		
Total Disbursements	1,529,909.50	\$3,350,802.91
Cash Balance as shown by records		

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month.....	3,362,872.99
Less total of outstanding Checks(see attached list).....	9,304.76
Less amount incorrect ERS Sept pymt	1.63
Less outstanding April ERS payment	2,763.69

Net Balance in Bank..... **3,350,802.91**

(should agree with Cash Balance ABOVE unless there are non-deposited funds in treasurer's hands)

Amount of receipts non-deposited (add).....

Statement of cash on hand (not deposited or transferred at end of period):

<u>Date</u>	<u>Source</u>	<u>Amount</u>	
	Total Cash.....	0.00	\$3,350,802.91
	Total Available Balance		

Received by the Board of Education and entered as a part of the minutes of the Board Meeting held: 5/09/23

 Date: 5-4-23

Clerk of Board of Education

This is certify that the above Cash Balance is in agreement with my bank statement, as reconciled.


Treasurer of School District

5/4/2023
Date

DERUYTER CENTRAL SCHOOL DIST
Bank Reconciliation for period ending on 4/30/2023



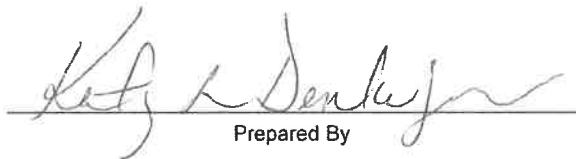
Account: Multi Fund
Cash Account(s): A 200, C 200, F 200, H 200, TA 200, TE 20091

Ending Bank Balance:		3,362,872.99
Outstanding Checks (See listing below):	-	9,304.76
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	2,765.32

Adjusted Ending Bank Balance:	3,350,802.91
Cash Account Balance:	3,350,802.91

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
10/05/2021	113531	LoganDale Construction, LLC	40.00
12/28/2022	115107	Darlene Amidon	90.00
02/07/2023	115275	Ingerito, Alan	80.65
02/22/2023	115319	David Brown	451.95
03/07/2023	115377	Kristopher Balintfy	186.65
03/21/2023	115418	Berry, Julie	522.50
03/21/2023	115426	Coon, Greg	24.00
04/04/2023	115480	Syracuse Mets	81.00
04/19/2023	115493	Bureau of Education & Res.	279.00
04/19/2023	115500	Dormitory Authority Reimbsmt	378.30
04/19/2023	115507	Amanda Graham-Quirk	84.37
04/19/2023	115511	Tom McCall	300.00
04/19/2023	115517	Varano, LLC	1,500.00
04/25/2023	115519	Onondaga Central	250.00
04/25/2023	115520	US Postmaster	228.17
04/25/2023	115521	US Postmaster	165.02
04/25/2023	115522	Young, Bonita L.	216.75
04/28/2023	115523	Cortland County Sheriff's	71.12
04/28/2023	115524	CSEA, Inc.	944.74
04/28/2023	115525	NYS Teachers Retirement System	3,401.00
04/28/2023	115526	PEOPLE	9.54
Outstanding Check Total:			9,304.76


Prepared By

Approved By

Treasurer's Monthly Reporting
For the Period From April 1, 2023 - April 30, 2023
Debt Service

Total available balance as reported at the end of preceding period..... **\$1.00**

RECEIPTS DURING MONTH

(with breakdown of source including full amount of all short term loans)

<u>Date</u>	<u>Source</u>	<u>Amount</u>
-------------	---------------	---------------

Interest Earned		\$0.00
Total Receipts		\$0.00

Total Receipts, including balance **\$1.00**

DISBURSEMENTS MADE DURING MONTH

Key Govt Finance Pymt EPC

Serial BONDS 2021 Interest pymt

DASNY BOND 2022A Interest pymt

2021 BOND (refunded 2013) pymt

(Total amount of checks issued and debit charges) **\$0.00**

Cash Balance as shown by records **\$1.00**

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month..... **\$1.00**

Less total of outstanding Checks (see attached)..... **\$0.00**

Net Balance in Bank..... **\$1.00**

(should agree with Cash Balance ABOVE unless there are non-deposited funds in treasurer's hands)

Amount of receipts non-deposited (add)..... **\$0.00**

Statement of cash on hand (not deposited at end of period):

<u>Date</u>	<u>Source</u>	<u>Amount</u>
-------------	---------------	---------------

Total Cash		\$0.00
-------------------	--	---------------

Total Available Balance **\$1.00**

Received by the Board of Education and entered as a part of the minutes of the Board Meeting held: 5/09/23


Clerk of Board of Education

5-4-23
Date

This is certify that the above Cash Balance is in agreement with my bank statement, as reconciled.


Treasurer of School District

5/3/2023
Date




Account: Debt Service
Cash Account(s): V 201

Ending Bank Balance:		1.00
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	1.00
Cash Account Balance:	1.00

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
Outstanding Check Total:			0.00


Prepared By

Approved By

Treasurer's Monthly Reporting
For the Period From April 1, 2023 ~ April 30, 2023
Flex Spending Account

Total available balance as reported at the end of preceding period..... **\$21,906.90**

RECEIPTS DURING MONTH

(with breakdown of source including full amount of all short term loans)

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	Enrollment Amounts for 2023 plans	\$0.00
	Lifetime Reimbursement Repayment	\$389.79

Interest Earned	\$0.00
Total Receipts	\$389.79

Total Receipts, including balance **\$22,296.69**

DISBURSEMENTS MADE DURING MONTH

Total ACH pymts \$3,584.95

(Total amount of checks issued and debit charges) **\$3,584.95**

Cash Balance as shown by records **\$18,711.74**

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month..... \$18,711.74

Less total of outstanding Checks/Transfers..... \$0.00

List of Outstanding Checks/Transfers

<u>Check #</u>	<u>Amount</u>
----------------	---------------

Net Balance in Bank..... \$18,711.74

(should agree with Cash Balance ABOVE unless there are non-deposited funds in treasurer's hands)

Amount of receipts non-deposited (add)..... \$0.00

Statement of cash on hand (not deposited at end of period):

<u>Date</u>	<u>Source</u>	<u>Amount</u>
-------------	---------------	---------------

Total Available Balance **\$18,711.74**

Received by the Board of Education and entered as a part of the minutes of the Board Meeting held: 5/09/2023


Clerk of Board of Education

5-4-23
Date

This is certify that the above Cash Balance is in agreement with my bank statement, as reconciled.

Katy Denkenberger
Treasurer of School District

5/3/2023

DERUYTER CENTRAL SCHOOL DIST
Bank Reconciliation for period ending on 4/30/2023



Account: Flex Spending
Cash Account(s): TA 20001

Ending Bank Balance:		18,711.74
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

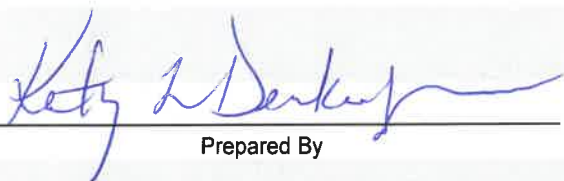
Adjusted Ending Bank Balance: 18,711.74

Cash Account Balance: 18,711.74

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
------------	--------------	-------	--------

Outstanding Check Total: 0.00


Prepared By

Approved By

**Treasurer's Monthly Reporting
For the Period April 1, 2023 - April 30, 2023
Reserves/Money Market Acct**

Total available balance as reported at the end of preceding period..... \$0.00 \$2,245,033.79

RECEIPTS DURING MONTH

(with breakdown of source including full amount of all short term loans)

<u>Date</u>	<u>Source</u>	<u>Amount</u>
4/28/2023	Interest earned	\$5,120.52

Total Receipts \$5,120.52

Total Receipts, including balance \$2,250,154.31

DISBURSEMENTS MADE DURING MONTH

Total Checks

(Total amount of checks issued and debit charges) \$0.00

Cash Balance as shown by records \$2,250,154.31

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month..... \$2,250,154.31

Less total of outstanding Checks(see attached)..... \$0.00

Net Balance in Bank..... \$2,250,154.31

(should agree with Cash Balance ABOVE unless there are non-deposited funds in treasurer's hands)

*Amount of receipts non-deposited (add)..... \$0.00

<u>Date</u>	<u>Source</u>	<u>Amount</u>
-------------	---------------	---------------

Total: 0.00

Total Available Balance \$2,250,154.31

Received by the Board of Education and entered as a part of the minutes of the Board Meeting held: 5/09/2023

 5-4-23
Clerk of Board of Education Date

This is certify that the above Cash Balance is in agreement with my bank statement, as reconciled.

Katy Denkenberger 5/3/2023
Treasurer of School District Date

Treasurer's Monthly Reporting
For the Period From April 1, 2023 ~ April 30, 2023
Payroll Account

Total available balance as reported at the end of preceding period..... **\$0.00**

RECEIPTS DURING MONTH

(with breakdown of source including full amount of all short term loans)

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	Total Interfund Transfers (Net Pay) from TA to Payroll	\$340,795.02

Interest Earned	
Total Receipts	\$340,795.02

Total Receipts, including balance **\$340,795.02**

DISBURSEMENTS MADE DURING MONTH

Transfer to General for Write off Amt	
Transfer to Trust and Agency	
Payroll Checks	\$340,795.02

(Total amount of checks issued and debit charges)	\$340,795.02
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Cash Balance as shown by records **\$0.00**

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month.....	\$8,075.59
---	------------

Less total of outstanding Checks (see attached list).....	\$8,075.59
---	------------

Net Balance in Bank.....	\$0.00
--------------------------	--------

(should agree with Cash Balance ABOVE unless there are non-deposited funds in treasurer's hands)

Amount of receipts non-deposited (add).....	\$0.00
---	--------

TABLE 2 Statement of cash on hand (not deposited at end of period):

<u>Date</u>	<u>Source</u>	<u>Amount</u>
-------------	---------------	---------------

Total Available Balance **\$0.00**

Received by the Board of Education and entered as a part of the minutes of the Board Meeting held: 5/09/2023

 Clerk of Board of Education	<u>5-4-23</u> Date
---	-----------------------

This is certify that the above Cash Balance is in agreement with my bank statement, as reconciled.

<i>Katy Denkenberger</i> Treasurer of School District	5/3/2023 Date
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DERUYTER CENTRAL SCHOOL DIST
Bank Reconciliation for period ending on 4/30/2023



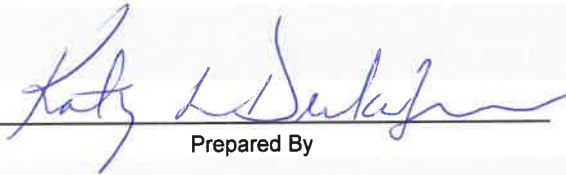
Account: Payroll
Cash Account(s): TA 200PAY

Ending Bank Balance:		8,075.59
Outstanding Checks (See listing below):	-	8,075.59
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	0.00
Cash Account Balance:	0.00

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
04/14/2023	9256	Jason Covert	311.46
04/14/2023	9259	Jeanne W. Coon	929.11
04/14/2023	9264	Shilo S. Barber	410.33
04/28/2023	9270	Jason Covert	281.61
04/28/2023	9272	Denise A. Coon	746.32
04/28/2023	9273	Jeanne W. Coon	929.11
04/28/2023	9274	Molly LaHart	1,588.43
04/28/2023	9275	Melissa L. Wheatley	2,073.09
04/28/2023	9277	Rhonda Arnsby	290.90
04/28/2023	9278	Shilo S. Barber	91.80
04/28/2023	9279	Kayla Buchovecky	137.70
04/28/2023	9280	Kathy Day-Sinesi	91.80
04/28/2023	9281	Sharon M. Elliott	193.93
Outstanding Check Total:			8,075.59


Prepared By

Approved By

DeRuyter CSD
Received

MAY - 1 2023

Superintendent's
Office

TRUXTON ACADEMY CHARTER SCHOOL TRANSPORTATION REQUEST

Please indicate your local school district: DeRuyter Central School

In accordance with New York State Law, I am formally requesting transportation for my child(ren) to Truxton Academy Charter School in Cortland County for the school year on all days that school is in session. I understand that the school district may deny my request if the distance to Truxton Academy from my home exceeds fifteen miles, and if my request is received after April 1. The law provides that a late request (after April 1st) will not be denied if a reasonable explanation in writing is provided for the delay. In addition to making this request directly, I hereby authorize Truxton Academy Charter School to act as my representative in requesting transportation in the event I need them to do so.

STUDENT INFORMATION

Student Name	M/F	Date of Birth	Grade Entering
Harper Raymond	F	8/29/16	2 nd

PARENT/GUARDIAN INFORMATION

Parent/Guardian Name: <u>Katie Raymond</u>	
Street Address: <u>1725 Mill St</u>	
City: <u>DeRuyter</u>	Zip: <u>13052</u>
Home Phone:	Cell: <u>315 380 2388</u>

ALTERNATE/EMERGENCY CONTACT:

Name: <u>Daniel Raymond</u>
Phone Number: <u>315 727-5802</u>

I hereby certify that I am a resident of the district selected above, and that it is my intention that the students listed herein will attend Truxton Academy Charter School for the upcoming school year.

Signature of Parent: <u>Katie Raymond</u>	Date: <u>4/24/23</u>
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DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 61: April 4, 2023 Multifund Checks For Dates 4/1/2023 - 4/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
115451	04/04/2023	240	Amazon Capital Services				
				A 2630.450-10	230658	29.99	29.99
				A 2630.450-10	230660	77.88	77.88
				C 2860.450-10	230663	53.83	53.83
				C 2860.450-10	230647	21.83	21.83
				A 2110.450-10	230640	252.08	252.08
					Check Total:	435.61	
115452	04/04/2023	3138	ATIS Elevator Inspections LLC				
				A 1621.440-10	230199	180.00	180.00
					Check Total:	180.00	
115453	04/04/2023	1310	Bert Adams Disposal Inc.				
				A 1621.440-10	230198	747.40	747.40
					Check Total:	747.40	
115454	04/04/2023	31	Bill Bros. Dairy				
				C 2860.411-10	230308	301.56	301.56
				C 2860.411-10	230308	358.28	358.28
				C 2860.411-10	230308	504.29	504.29
					Check Total:	1,164.13	
115455	04/04/2023	2700	Brick & Mortar Music				
				A 2110.450-30-0031	230161	78.49	78.49
				F 2110.450-10-8024	230354	5,765.00	5,765.00
					Check Total:	5,843.49	
115456	04/04/2023	2825	Buell Fuels, LLC				
				A 5510.450-10-0138	230230	1,178.22	1,178.22
				A 5510.450-10-0138	230230	1,717.30	1,717.30
				A 5510.450-10-0138	230230	881.54	881.54
				A 5510.450-10-0138	230230	487.42	487.42
				A 5510.450-10-0138	230230	1,568.57	1,568.57
					Check Total:	5,833.05	
115457	04/04/2023	751	Central Restaurant Products				
				C 2860.450-10	230650	206.90	206.90
					Check Total:	206.90	
115458	04/04/2023	6	Cooperative Health Insurance				

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 61: April 4, 2023 Multifund Checks For Dates 4/1/2023 - 4/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 9060.800-10	230261	148,094.72	148,094.72
					Check Total:	148,094.72	
115459	04/04/2023	152	Cortland Standard	A 1010.410-10	230277	128.08	128.08
					Check Total:	128.08	
115460	04/04/2023	203	Countryside Hardware	A 1621.450-10	230207	32.34	32.34
				A 5510.450-10-0138	230233	33.51	33.51
				A 5510.450-10-0138	230233	30.55	30.55
					Check Total:	96.40	
115461	04/04/2023	2299	CSEA Employee Benefit Fund	A 9060.800-10	230260	3,023.41	3,023.41
					Check Total:	3,023.41	
115462	04/04/2023	2753	Empire Winds, Inc	A 2110.400-30-0031	230155	50.00	50.00
					Check Total:	50.00	
115463	04/04/2023	220	Grainger	A 1620.450-10	230189	49.86	49.86
				A 1620.450-10	230189	31.50	31.50
					Check Total:	81.36	
115464	04/04/2023	3608	Herman Miller	A 1310.440-10	230596	3,510.85	3,510.85
					Check Total:	3,510.85	
115465	04/04/2023	2596	Hershey's Ice Cream	C 2860.411-10	230311	512.42	512.42
					Check Total:	512.42	
115466	04/04/2023	1944	Hill & Markes Inc.	C 2860.411-10	230310	312.11	312.11
					Check Total:	312.11	
115467	04/04/2023	2227	Hillyard Inc.	A 1620.450-10	230190	684.75	684.75
				A 1620.450-10	230190	992.52	992.52
					Check Total:	1,677.27	

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 61: April 4, 2023 Multifund Checks For Dates 4/1/2023 - 4/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
115468	04/04/2023	3571	HON Company	F 2610.200-10-8024	230644	6,362.58	6,362.58
					Check Total:	6,362.58	
115469	04/04/2023	135	I.D. Booth	A 1620.450-10	230191	163.33	163.33
					Check Total:	163.33	
115470	04/04/2023	144	Jemco Water Treatment Services	A 5530.440-10	230235	180.00	180.00
					Check Total:	180.00	
115471	04/04/2023	497	Jones School Supply Co.	A 2810.440-30	230151	66.25	75.00
					Check Total:	66.25	
115472	04/04/2023	2281	Lifetime Benefit Solutions Inc	A 9060.800-10	230251	150.00	150.00
					Check Total:	150.00	
115473	04/04/2023	63	New York Bus Sales & Services	A 5510.440-10	230218	284.49	284.49
					Check Total:	284.49	
115474	04/04/2023	2400	PTSI	A 5510.450-10	230653	150.00	150.00
					Check Total:	150.00	
115475	04/04/2023	3262	Quadient LeasingUSA, Inc.	A 1670.440-10	230287	530.67	530.67
					Check Total:	530.67	
115476	04/04/2023	532	Renzi	C 2860.411-10	230309	2,231.73	2,231.73
				C 2860.411-10	230309	2,756.98	2,756.98
					Check Total:	4,988.71	
115477	04/04/2023	182	Sal's Pizzeria	A 2110.450-10	230656	420.00	430.00
					Check Total:	420.00	
115478	04/04/2023	62	Scholastic Sports	A 2855.450-30	230319	298.31	298.31

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 61: April 4, 2023 Multifund Checks For Dates 4/1/2023 - 4/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 2855.450-30	230670	906.40	906.40
				A 2855.450-30	230670	24.00	24.00
					Check Total:	1,228.71	
115479	04/04/2023	2821	Kevin Springer				
				A 1621.450-10		36.49	
					Check Total:	36.49	
115480	04/04/2023	2249	Syracuse Mets				
				A 2110.450-10		81.00	
					Check Total:	81.00	
115481	04/04/2023	2725	Unifirst				
				A 1621.450-10	230213	48.73	48.73
				A 1621.450-10	230213	38.23	38.23
					Check Total:	86.96	
115482	04/04/2023	137	United Parcel Services				
				A 1670.450-10		2.86	
					Check Total:	2.86	

DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For A - 61: April 4, 2023 Multifund Checks For Dates 4/1/2023 - 4/30/2023

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
Number of Transactions: 32					Warrant Total:	186,629.25	
					Vendor Portion:	186,629.25	

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 32 in number, in the total amount of \$ 186,629.25. 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.

5/2/23 [Signature]
Date

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 186,629.25. 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.

5/3/23 Bonnie Young Claims Auditor
Date Auditor's Signature Title

Approval of Officer Giving Rise to Claims

I hereby certify that each claim numbered 1, to 32, 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.

5/2/23 [Signature] Treasurer
Date Officer's Signature Title

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 62: April 11, 2023 Multifund Cks For Dates 4/1/2023 - 4/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
115483	04/11/2023	921	AT & T Mobility	A 1620.400-10-0112	230271	142.24	142.24
					Check Total:	142.24	
115484	04/11/2023	63	New York Bus Sales & Services	H 5510.210-10-2022	230416	103,693.38	105,306.96
					Check Total:	103,693.38	
Number of Transactions: 2						Warrant Total:	103,835.62
						Vendor Portion:	103,835.62

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$ 103,835.62. 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.

5/2/23 Kidie Foster
Date

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 103,835.62. 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.

5/3/23 Bonnie Young Claims Auditor
Date Auditor's Signature Title

Approval of Officer Giving Rise to Claims

I hereby certify that each claim numbered 1, to 2, 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.

5/2/23 Katy L. Danker Treasurer
Date Officer's Signature Title

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 64: April 19, 2023 Multifund Cks For Dates 4/1/2023 - 4/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
115487	04/19/2023	417	Advance Media New York	A 1010.410-10	230279	97.80	97.80
					Check Total:	97.80	
115488	04/19/2023	1975	Air Temp	A 1620.440-10	230242	1,437.04	1,437.04
					Check Total:	1,437.04	
115489	04/19/2023	240	Amazon Capital Services	A 1621.450-10	230667	22.99	22.99
				A 2810.450-30	230146	145.49	150.00
				F 2630.200	230673	2,999.94	2,999.94
				F 2630.200	230674	1,352.86	1,352.86
				A 2810.450-30	230678	87.96	87.96
				F 2630.200	230673	2,999.94	2,999.94
				F 2630.200	230674	1,118.00	1,118.00
					Check Total:	8,727.18	
115490	04/19/2023	3483	Ashley McGraw	F 7140.200-10-8024	220638	1,228.00	1,228.00
				A 1620.440-10	230457	2,000.00	2,000.00
				A 1620.440-10	230467	3,657.00	3,657.00
				H 2110.240-CO-2223	230457	2,000.00	2,000.00
					Check Total:	8,885.00	
115491	04/19/2023	3436	Bond Schoeneck & King, LLP	A 1420.440-10	230270	1,908.00	1,908.00
					Check Total:	1,908.00	
115492	04/19/2023	2825	Buell Fuels, LLC	A 5510.450-10-0138	230230	804.19	804.19
				A 5510.450-10-0138	230230	545.83	545.83
					Check Total:	1,350.02	
115493	04/19/2023	645	Bureau of Education & Res.	A 2020.470-30	230664	279.00	279.00
					Check Total:	279.00	
115494	04/19/2023	29	Citizens bank	A 2280.450-30	230141	314.99	314.99

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 64: April 19, 2023 Multifund Cks For Dates 4/1/2023 - 4/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 2630.460-20	230662	144.00	144.00
				A 1620.440-10		39.99	
				A 1240.440-10	230254	36.87	36.22
				A 2110.400-10	230254	102.75	102.75
					Check Total:	638.60	
115495	04/19/2023	2328	CNY Farm Supply	A 1621.440-10	230202	4,000.00	4,000.00
					Check Total:	4,000.00	
115496	04/19/2023	203	Countryside Hardware	A 1621.450-10	230207	19.42	19.42
				A 1621.450-10	230207	43.05	43.05
					Check Total:	62.47	
115497	04/19/2023	305	Day Automations Systems	A 1621.400-10-0113	230167	37,345.64	37,345.64
					Check Total:	37,345.64	
115498	04/19/2023	1186	DeRuyter Farm & Garden CO-OP	A 1620.450-10	230187	242.94	242.94
					Check Total:	242.94	
115499	04/19/2023	239	DeRuyter Village	A 1620.400-10-0111	230253	445.02	403.59
				A 5530.400-10-0111	230253	52.38	52.38
				A 5530.400-10-0111	230253	40.00	40.00
				A 5530.400-10-0111	230253	40.00	61.43
					Check Total:	577.40	
115500	04/19/2023	3003	Dormitory Authority Reimbsmt	A 2110.471-10	230522	378.30	378.30
					Check Total:	378.30	
115501	04/19/2023	147	Empire State Auto Parts	A 5510.450-10	230305	89.46	89.46
				A 5510.450-10	230305	58.99	58.99
				A 5510.450-10	230305	15.98	15.98
					Check Total:	164.43	
115502	04/19/2023	2834	Encore Data Products				

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 64: April 19, 2023 Multifund Cks For Dates 4/1/2023 - 4/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 2630.450-10	230679	52.69	52.69
					Check Total:	52.69	
115503	04/19/2023	72	Excellus Health Plan-CNY	A 9060.800-10	230259	53.35	53.35
				A 9060.800-10	230259	291.00	291.00
					Check Total:	344.35	
115504	04/19/2023	228	Fiscal Advisorss & Marketing	A 1310.440-10	230258	406.00	406.00
				A 1310.440-10	230258	406.00	406.00
					Check Total:	812.00	
115505	04/19/2023	3002	George Junior Republic UFSD	A 2110.471-10	230523	4,687.30	4,687.30
					Check Total:	4,687.30	
115506	04/19/2023	367	GOPHER	A 2110.450-10	230672	285.38	285.38
					Check Total:	285.38	
115507	04/19/2023	3468	Amanda Graham-Quirk	A 1240.450-10	230680	84.37	85.00
					Check Total:	84.37	
115508	04/19/2023	135	I.D. Booth	A 1620.450-10	230191	356.47	356.47
				A 1620.450-10	230191	819.13	819.13
					Check Total:	1,175.60	
115509	04/19/2023	2149	Iron Mountain	A 1620.440-10	230272	115.11	115.11
					Check Total:	115.11	
115510	04/19/2023	2741	JPJ Electronic Communication	A 1621.450-10	230657	100.40	100.40
					Check Total:	100.40	
115511	04/19/2023	3523	Tom McCall	A 5510.440-10	230223	300.00	300.00
					Check Total:	300.00	
115512	04/19/2023	60	OCM Boces				

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 64: April 19, 2023 Multifund Cks For Dates 4/1/2023 - 4/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				C 2860.490-10	230521	837.40	837.40
				A 1310.490-10	230521	6,973.61	6,973.61
				A 1430.490-10	230521	5,344.85	5,344.85
				A 1620.490-10	230521	2,691.10	2,691.10
				A 1670.490-10	230521	798.60	798.60
				A 1981.490-10	230521	4,369.68	4,369.68
				A 2070.490-10	230521	1,521.00	1,521.00
				A 2110.490-10	230521	12,172.64	12,172.64
				A 2250.490-10	230521	42,449.19	42,449.19
				A 2280.490-10	230521	15,071.87	15,071.87
				A 2330.490-10	230521	10,262.21	10,262.21
				A 2630.490-10	230521	41,582.20	41,582.20
				A 5510.490-10	230521	152.96	152.96
				Check Total:		144,227.31	
115513	04/19/2023	142	Safety-Kleen				
				A 5530.450-10	230236	709.65	709.65
				Check Total:		709.65	
115514	04/19/2023	2427	Staples Contract & Commercial				
				A 2020.450-20	230665	299.99	299.99
				Check Total:		299.99	
115515	04/19/2023	2479	State Industrial Products				
				A 1620.450-10	230194	177.83	177.83
				Check Total:		177.83	
115516	04/19/2023	2725	Unifirst				
				A 1621.450-10	230213	72.83	72.83
				Check Total:		72.83	
115517	04/19/2023	3602	Varano, LLC				
				A 2110.440-10	230569	1,500.00	1,500.00
				Check Total:		1,500.00	

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 64: April 19, 2023 Multifund Cks For Dates 4/1/2023 - 4/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
Number of Transactions: 31					Warrant Total:	221,038.63	
					Vendor Portion:	221,038.63	

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 31 in number, in the total amount of \$ 221,038.63. 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.

5/2/23 [Signature]
Date

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 221,038.63. 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.

5/3/23 [Signature] [Signature]
Date Auditor's Signature Title

Approval of Officer Giving Rise to Claims

I hereby certify that each claim numbered 1, to 31, 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.

5/2/23 [Signature] Treasurer
Date Officer's Signature Title

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 65: April 25, 2023 Multifund cks For Dates 4/1/2023 - 4/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
115518	04/25/2023	3498	Barbara Agazzi-Poncica	A 2110.450-10	230687	60.00	60.00
					Check Total:	60.00	
115519	04/25/2023	3630	Onondaga Central	A 2855.400-30-0134	230688	250.00	250.00
					Check Total:	250.00	
115520	04/25/2023	153	US Postmaster	A 1670.450-10	230406	228.17	228.17
					Check Total:	228.17	
115521	04/25/2023	153	US Postmaster	A 1670.450-10	230406	165.02	165.02
					Check Total:	165.02	
115522	04/25/2023	850	Young, Bonita L.	A 1320.440-10	230293	216.75	216.75
					Check Total:	216.75	

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 65: April 25, 2023 Multifund cks For Dates 4/1/2023 - 4/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
Number of Transactions: 5					Warrant Total:	919.94	
					Vendor Portion:	919.94	

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 \$ 919.94. 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.

5/2/23 Kidie Foster
Date

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 919.94. 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.

5/3/23 Bonnie Young Claims Auditor
Date Auditor's Signature Title

Approval of Officer Giving Rise to Claims

I hereby certify that each claim numbered 1, to 5, 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.

5/2/23 Katy L. Dinkuf Treasurer
Date Officer's Signature Title

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For OT - 9: April 2023 OT Checks For Dates 4/1/2023 - 4/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
6687	04/04/2023	3130	Erin Brown	OT 2850.400-00-DRAM		259.58	
					Check Total:	259.58	
6688	04/04/2023	2327	Cuba Cheese Shops	OT 2850.400-00-FFAC		408.50	
				OT 2850.400-00-FFAC		3,385.25	
				OT 2850.400-00-FFAC		369.31	
					Check Total:	4,163.06	
6688	04/21/2023	2327	**VOID** Cuba Cheese Shops	OT 2850.400-00-FFAC		-408.50	
				OT 2850.400-00-FFAC		-3,385.25	
				OT 2850.400-00-FFAC		-369.31	
					Check Total:	-4,163.06	
6689	04/04/2023	2568	DCS Yearbook	OT 2850.400-00-STCO		35.00	
					Check Total:	35.00	
6690	04/04/2023	3333	DeRuyter Road Dirt, Lawn & Snow	OT 2850.400-00-DRAM		100.59	
					Check Total:	100.59	
6691	04/04/2023	2334	National FFA Organization	OT 2850.400-00-FFAC		152.00	
					Check Total:	152.00	
6692	04/04/2023	459	Nieman, Karen	OT 2850.400-00-FFAC		44.32	
					Check Total:	44.32	
6693	04/04/2023	2475	NY FFA State Association	OT 2850.400-00-FFAC		300.00	
					Check Total:	300.00	
6694	04/04/2023	686	Stearns, Lisa A.	OT 2850.400-00-DRAM		657.94	
					Check Total:	657.94	

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For OT - 9: April 2023 OT Checks For Dates 4/1/2023 - 4/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
6695	04/04/2023	1340	The Costumer	OT 2850.400-00- DRAM		344.75	
					Check Total:	344.75	
6696	04/19/2023	203	Countryside Hardware	OT 2850.400-00-FFAC		62.71	
				OT 2850.400-00-FFAC		35.95	
				OT 2850.400-00-FFAC		88.58	
				OT 2850.400-00-FFAC		26.95	
				OT 2850.400-00-FFAC		265.00	
				OT 2850.400-00-FFAC		35.95	
				OT 2850.400-00-FFAC		1.60	
					Check Total:	516.74	
6697	04/19/2023	2327	Cuba Cheese Shops	OT 2850.400-00-FFAC		369.31	
				OT 2850.400-00-FFAC		408.50	
					Check Total:	777.81	
6698	04/19/2023	3401	DeRuyter Food Pantry	OT 2850.400-00- ESCO		110.00	
					Check Total:	110.00	
6699	04/19/2023	2042	Gertrude Hawk Chocolates	OT 2850.400-00-CL26		2,400.00	
					Check Total:	2,400.00	
6700	04/19/2023	3627	Helping Hounds Dog Rescue	OT 2850.400-00- ESCO		210.00	
					Check Total:	210.00	
6701	04/19/2023	3532	NYS FFA Foundation	OT 2850.400-00-FFAC		2,894.00	
					Check Total:	2,894.00	
6701	04/21/2023	3532	**VOID** NYS FFA Foundation	OT 2850.400-00-FFAC		-2,894.00	
					Check Total:	-2,894.00	

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For OT - 9: April 2023 OT Checks For Dates 4/1/2023 - 4/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
6702	04/19/2023	2528	Original Works Yours, Inc	OT 2850.400-00-ESCO		1,438.50	
					Check Total:	1,438.50	
6703	04/19/2023	77	Positive Promotions	OT 2850.400-00-ESCO	230661	132.97	132.97
					Check Total:	132.97	
6704	04/19/2023	2511	Regina Raleigh	OT 2850.400-00-ESCO		30.24	
					Check Total:	30.24	
6705	04/19/2023	1612	Syracuse Scenery & Lighting	OT 2850.400-00-DRAM		105.00	
					Check Total:	105.00	
6706	04/25/2023	1735	Anderson's School Events	OT 2850.400-00-CL24		173.16	
					Check Total:	173.16	
6707	04/25/2023	1895	DCS General Fund	OT 2850.400-00-FFAC		806.40	
					Check Total:	806.40	
6708	04/25/2023	2178	Griffin Greenhouse	OT 2850.400-00-FFAC		636.94	
					Check Total:	636.94	
6709	04/25/2023	3532	NYS FFA Foundation	OT 2850.400-00-FFAC		794.00	
					Check Total:	794.00	

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For OT - 9: April 2023 OT Checks For Dates 4/1/2023 - 4/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
Number of Transactions: 25					Warrant Total:	10,025.94	
					Vendor Portion:	10,025.94	

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 25 in number, in the total amount of \$ 10,025.94. 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.

5/2/23 [Signature]
Date

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 10,025.94. 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.

5/3/23 Bonnie Young Claim Auditor
Date Auditor's Signature Title

Approval of Officer Giving Rise to Claims

I hereby certify that each claim numbered 1, to 25, 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.

5/2/23 [Signature] Treasurer
Date Officer's Signature Title

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For TA - 23: 4/14/23 PR TA Disbursements For Dates 4/1/2023 - 4/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
115485	04/14/2023	2961	Cortland County Sheriff's	TA 32		71.12	
					Check Total:	71.12	
115486	04/14/2023	11	CSEA, Inc.	TA 31		850.19	
				TA 39		66.30	
					Check Total:	916.49	
600820	04/14/2023	27	EFPTS	TA 26		13,852.71	
				TA 26		13,852.71	
				TA 22		17,171.69	
				TA 26		3,239.78	
				TA 26		3,239.78	
					Check Total:	51,356.67	
600821	04/14/2023	28	NYS Income Taxes	TA 21		9,165.63	
					Check Total:	9,165.63	
600822	04/14/2023	1548	Omni Group	TA 29		2,965.85	
				TA 29		2,167.30	
				TA 29		590.00	
				TA 29		50.00	
					Check Total:	5,773.15	
600823	04/14/2023	3410	NBT Bank	TA 10		168,756.78	
					Check Total:	168,756.78	

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For TA - 23: 4/14/23 PR TA Disbursements For Dates 4/1/2023 - 4/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
Number of Transactions: 6					Warrant Total:	236,039.84	
					Vendor Portion:	236,039.84	

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 6 in number, in the total amount of \$ 236,039.84. 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.

5/1/23 [Signature]
Date

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 236,039.84. 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.

5/3/23 Bonnie Young Claims Auditor
Date Auditor's Signature Title

Approval of Officer Giving Rise to Claims

I hereby certify that each claim numbered 1, to 6, 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.

5/2/23 Katy L. Denker Treasurer
Date Officer's Signature Title

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For TA - 24: PR 4/28/23 TA Cash Disbursements For Dates 4/28/2023 - 4/28/2023



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
600824	04/28/2023	27	EFPTS	TA 26		14,440.99	
				TA 26		14,440.99	
				TA 22		21,163.91	
				TA 26		3,377.40	
				TA 26		3,377.40	
					Check Total:	56,800.69	
600825	04/28/2023	28	NYS Income Taxes	TA 21		10,141.18	
					Check Total:	10,141.18	
600826	04/28/2023	628	NYS Local Empl. Retirement Sys	TA 18		1,089.69	
				TA 1801		1,674.00	
					Check Total:	2,763.69	
600827	04/28/2023	1548	Omni Group	TA 29		2,954.15	
				TA 29		2,167.30	
				TA 29		590.00	
				TA 29		50.00	
					Check Total:	5,761.45	
600828	04/28/2023	3410	NBT Bank	TA 10		172,038.24	
					Check Total:	172,038.24	

DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For TA - 24: PR 4/28/23 TA Cash Disbursements For Dates 4/28/2023 - 4/28/2023



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
Number of Transactions: 5					Warrant Total:	247,505.25	
					Vendor Portion:	247,505.25	

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 \$ 247,505.25. 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.

5/2/23 *Shirley Foster*
Date

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 247,505.25. 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.

5/3/23 *Bonnie Young* *Claims Auditor*
Date Auditor's Signature Title

Approval of Officer Giving Rise to Claims

I hereby certify that each claim numbered 1, to 5, 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.

5/2/23 *Katy L Decker* *Treasurer*
Date Officer's Signature Title