

DeRuyter Central School  
711 Railroad Street  
DeRuyter, NY 13052  
**REGULAR MEETING AGENDA**  
5:00 PM – Library/Media Center  
**June 7, 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.

- |  |  |
|--|--|
| <p><b>I. Regular Meeting Call To Order/Pledge of Allegiance</b></p> <p><b>II. Establish Agenda</b></p> <p><b>III. Discussion Items</b></p> <p>1. Board Docs – Mrs. Graham-Quirk/Mrs. Welsh</p> <p><b>IV. Public Comments</b></p> <p><b>V. Board Comments</b></p> <p><b>VI. BOCES Board Updates</b></p> <p><b>VII. Superintendent Updates - Old Business/New Business</b></p> <p><b>VIII. Board Action Items</b></p> <p><b>A. Consent Agenda – Routine Items</b></p> <p>1. Approve Minutes: Regular Meeting–May 9, 2023 and May 16, 2023 (attached)</p> <p>2. Approve Claims Auditor Report for May 2023 (attached)</p> <p>3. Approve Claims Auditor Claim #23-011 (May 2023) - \$216.75</p> <p>4. Approve CSE Recommendations (attached)</p> <p>5. Approve annual agreements w/OCM BOCES (attached)</p> <p><b>B. Consent Agenda – Personnel Items</b></p> <p>1. Extra-Curricular Appointments for 2023-2024 school year:</p> <p>Senior (Class of 2024)-Jade Baisley/Courtney Nicholas - \$1,986.50 each (Total Stipend-\$3,973)</p> <p>Junior (Class of 2025)-Alan Ingerto/Amy Sperat - \$1,434.50 each (Total Stipend - \$2,869)</p> <p>Sophomore (Class of 2026)-Cassidy Richardson/Amy Hannafan -\$1,103.50 each (Total Stipend-\$2,207)</p> <p>Freshman (Class of 2027)-(Interviews to be conducted)</p> <p>National Honor Society-Jade Baisley - \$1,324</p> <p>Elementary Student Council-Regina Raleigh/Karen Nieman - \$1,214 each (Total stipend = \$2,428)</p> <p>SADD-Melissa Newton - \$691.84</p> <p>Secondary Health Coordinator-Melissa Newton - \$896</p> <p>Yearbook-Marielle Borzello/Erin Brown - \$1,766 each (Total Stipend = \$3,532)</p> <p>Athletic Director - Sheri Smith - \$10,712.69)</p> <p>Musical Assistant Director-Piper Proctor - \$2,239.74</p> <p>Musical Technical Supervisor-Zach Miller –\$1,383.68</p> <p>Musical Artistic Supervisor-Erin Brown - \$1,383.68</p> <p>Musical Technical Supervisor-Zach Miller –\$1,383.68</p> <p>Technology Club-Zach Miller -\$1,497.46</p> <p>FFA Advisor-Greg Coon/TBD - \$2,015.66 each (Total Stipend = \$4,031.33)</p> <p>Sub Caller-TBD (Interviews to be conducted)</p> <p>Director of Technology- (Interviews to be conducted)</p> <p>Courtney Nicholas – Class of 2024 Advisor (to finish the 2022-2023 school year)</p> |  |
|--|--|

2. Fall Coaching Appointments for 2023-2024 school year:

Boys Varsity Soccer – Matt Skeele - \$3,939.89  
Boys Modified Soccer – Brian Wright - \$2,306.14  
Cross Country – Tom Moade - \$3598.87

3. Appoint Elementary Teacher: Kylie Stenger – 3 year Probationary appointment - \$58,178.73

**C. Consent Agenda – Financial Items**

1. That the Board set the Maximum Unallocated Unreserved Fund Balance at \$486,939 as of June 30, 2023 (as per attached)
2. That the Board set the Allocated Fund Balance at \$374,040.59 (amount for Federal Grant Offset as of June 30, 2023 (as per attached)
3. That the Board approve the transfer of \$275.72 from Reserve for Repairs into General Fund (as per attached)
4. That the Board approve the transfer of \$275.72 from General Fund into Capital Reserve (as per attached)
5. That the Board approve the transfer of \$580,120 to the 2021 Capital Reserve Fund with any additional amount remaining (if any) above the 4% unallocated, unreserved fund balance, be added to the 2021 Capital Reserve Fund (as per attached)
6. That the Board approve the transfer of up to \$85,874 to the TRS Reserve (as per attached)

**D. Bond Resolution – as per attached**

**E. Safety Plans/Disaster Recovery Plan – as per attached**

**F. Policy - # 5410 – Purchasing: Competitive Bidding and Offering**

**G. Change Date of Reorganizational Meeting – July 13, 2023**

**H. Surplus Items – 21 baseball/softball gloves**

**I. 2023-2024 Revised Board of Education Meeting Calendar – as per attached**

**J. Accept Donation - \$190 donated in the memory of David Kennedy**

**K. Approve MOA – w/CSEA as per attached**

**IX. Executive Session (If needed)**

**X. Adjournment**

Information provided to the Board: May Warrants

**Next Meeting –THURSDAY, July 13, 2023 – 6:00 pm - LMC**

DeRuyter Central School  
711 Railroad Street  
DeRuyter, NY 13052  
**PUBLIC HEARING – 2023-2024 BUDGET**  
**PUBLIC HEARING – SAFETY PLAN**  
**REGULAR MEETING UNOFFICIAL MINUTES**  
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.

Members Present: Melanie Ackley (arrived at 5:07 pm), Lisa Benedict, Daniel Degear, Dean Hathaway, Jodi Wiesing

Members Absent: None

Others Present: Dr. David Brown, Sandra Welsh, Amanda Graham-Quirk, Stephen Rafferty, Jenny Valente, Katy Denkenberger, Linda Springer, Jennifer Jones, Janet Hathaway

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**I. Public Hearing – 2023-2024 DeRuyter Central School Budget 5:02 PM**

The Public Hearing of the DeRuyter Central School Board of Education for the 2023-2024 Annual Budget Vote and Board Election was called to order by District Clerk Welsh at 5:02 pm.

Mrs. Graham-Quirk and Dr. Brown presented the 2023-2024 Annual Budget and answered questions regarding the budget.

**Topics**

- ✓ Dr. Brown thanked Mrs. Graham-Quirk for her hard work to put this budget together.
- ✓ 2.99% increase in State Aid
- ✓ 3-Part Budget
- ✓ Health Insurance
- ✓ TRA/ERS
- ✓ Library/Village Recreation Program
- ✓ Material/Supply budget for teachers
- ✓ Capital Outlay (Current and future)
- ✓ Savings – ERS, Health Insurance alignment, retirements, One time expenses through ARP, Increases BOCES services which increases aid, \$500k for Mental Health Grant
- ✓ Tax Cap Calculation
- ✓ Tax Rate Impact
- ✓ Looking Forward – new playground with Federal Funding (Community Build) – August 11, 2023
- ✓ Kitchen – Money from Senator Rachel May
- ✓ Security Upgrades
- ✓ Capital Project 2024
- ✓ Propositions

## II. Public Hearing Adjournment

The Public Hearing of the DeRuyter Central School Board of Education for the 2023-2024 Annual Budget Vote and Board Election was adjourned at 5:38 pm to be reconvened on May 16, 2023 at 12:00 noon for the purpose of opening the polls for voting.

## III. Public Hearing – District Safety Plan

As required, the District Level Safety Plan Public Hearing was held. The District Safety Plan is located on the District's website for public viewing and comments.

## IV. Regular Meeting Call To Order/Pledge of Allegiance

The Regular Meeting of the DeRuyter Central School Board of Education was called to order at 5:39 p.m. The Pledge of Allegiance immediately followed.

## V. Establish Agenda

**Motion:** 1<sup>st</sup>: Benedict 2<sup>nd</sup>: Ackley

*That the Board establish the agenda as presented.*

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

## VI. Discussion Items

A. Senior Privileges – Mr. Rafferty

### **Topics**

- ✓ Sal's during lunch – walking only (no vehicles) to Sal's
- ✓ Majority are 18+ years old
- ✓ Students sign in and out back and must be by 11:30
- ✓ Questions? Seniors only, what about fail list
- ✓ Eat outside – not enough staff – give it a try without an adult
- ✓ Book bags travel to classes during the day
- ✓ Question? Why do students want to take their backpacks
- ✓ Safety Committee is opposed
- ✓ It is a safety issue
- ✓ Thank you for meeting with students – giving some perks
- ✓ Security should be alerted and should have permission slip.

## VII. Public Comments - None

## VIII. Board Comments

### **Topics**

- ✓ Skills USA Competition – going to nationals in Atlanta – Emma Denkenberger
- ✓ Update on Septic
- ✓ Nice spring – wet April – grounds really wet –some track and baseball facilities that could have been addressed.
- ✓ Unaware that the girls softball scoreboard not working.
- ✓ Long Jump Pit.

**IX. Student Comments - None**

**X. BOCES Board Updates - None**

**XI. Superintendent Updates - Old Business/New Business**

**Topics**

- ✓ Need Facilities meeting on calendar
- ✓ Radios - \$700 reimbursement for old radios
- ✓ Push back –fail list - 4<sup>th</sup> quarter – can’t participate in the fall. Summer school grades will play into fail list
- ✓ Sign-ups for Driver Ed.- June 1<sup>st</sup> will be deadline
- ✓ May 26<sup>th</sup> - extra day off for long Memorial Day weekend due to not using all snow days.

**XII. Board Action Items**

**A. Consent Agenda – Routine Items**

**Motion:** 1<sup>st</sup>: Degear 2<sup>nd</sup>: Wiesing

*That the Board approve/accept the following Consent Items as set forth on the May 9, 2023 agenda:*

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) - \$161.50
4. Budget Transfer dated 4/30/23 - \$37,455.30
5. Treasurer Reports
6. Approve CSE Recommendations (attached)

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

**B. Consent Agenda – Personnel Items**

**Motion:** 1<sup>st</sup>: Ackley 2<sup>nd</sup>: Benedict

*That the Board approve/appoint/accept the following Personnel Consent Items as set forth on May 9, 2023 agenda:*

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. May 9, 2023 - \$2,813 prorated
- g. A. Sperat – Soph. Class (Class of 2025) Co-Advisor – eff. 5/9/23 - \$2,164 prorated

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

**C. Approve Transportation Request**

**Motion:** 1<sup>st</sup>: Degear 2<sup>nd</sup>: Wiesing

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

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

**XIII. Executive Session (If needed) 6:12 ma dd**

**Motion:** 1<sup>st</sup>: Ackley 2<sup>nd</sup>: Degear

*That the Board adjourn to Executive Session at 6:12 pm for the purpose of discussing the employment of a particular person(s)/corporation(s) and contract negotiations.*

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

The Board came out of Executive Session at 7:30 pm.

**XIV. Adjournment**

**Motion:** 1<sup>st</sup>: Degear 2<sup>nd</sup>: Wiesing

*That the Regular Meeting of the DeRuyter Central School Board of Education be adjourned at 7:32 p.m.*

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

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.**

Respectfully Submitted \_\_\_\_\_

  
Sandra J. Welsh, District Clerk

DeRuyter Central School  
711 Railroad Street  
**REGULAR MEETING UNOFFICIAL MINUTES**  
DCS Budget Vote and Board Member Election – DCS Large Gym Foyer  
**May 16, 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: Dean Hathaway, Lisa Benedict, Daniel Degear, Jodi Wiesing

Members Absent: Melanie Ackley

Others Present: David Brown, Sandy Welsh, Sandy Camelbeek, Sandy Hathaway, Eric Wiesing, Judy Browngardt, Roxanne Groves, Bonnie Ziegler

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**I. Annual Meeting Call To Order**

The Annual Meeting was called to order at 12:00 noon by District Clerk Welsh for the purpose of voting for the 2023-2024 School District Budget and Board of Education Members.

The polls were closed at 9:00 pm by District Clerk Welsh.

**II. Regular Meeting**

The Regular Meeting of the DeRuyter Central School Board of Education was called to order by President Hathaway at 9:09 pm.

**III. Establish Agenda**

**Motion:** 1<sup>st</sup>: Benedict. 2<sup>nd</sup>: Degear

That the Board establish the agenda as presented.

**Vote:** Yes: 4 No: 0 Absent: 1 (Ackley)

**MOTION CARRIED.**

**IV. Board Action Items**

**Motion:** 1<sup>st</sup>: Degear. 2<sup>nd</sup>: Benedict

That the Board accept the 2023-2024 Budget Vote / Board Members Election results as follows:

|  |                |              |
|--|----------------|--------------|
| Proposition 1 – 2023-2024 Budget                 | <u>176</u> Yes | <u>26</u> No |
| Proposition 2 – Transportation Resolution        | <u>173</u> Yes | <u>28</u> No |
| Proposition 3 – DeRuyter Free Library            | <u>183</u> Yes | <u>15</u> No |
| Proposition 4 – District-wide Recreation Program | <u>169</u> Yes | <u>32</u> No |

**Board of Education Members:**

Daniel Degear 174

Jodi Wiesing 178

**Vote:** Yes: 4 No: 0 Absent: 1 (Ackley)

**MOTION CARRIED.**

**V. Adjournment**

**Motion:** 1<sup>st</sup>: Degear. 2<sup>nd</sup>: Benedict

**Vote:** Yes: 4 No: 0 Absent: 1 (Ackley)

**MOTION CARRIED.**

Respectfully Submitted: \_\_\_\_\_

  
Sandra Welsh, District Clerk



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

Month of May, 2023

|  | Date and Type of Claims Audited |              |               |               |               |  |  |  |  |
|--|---------------------------------|--------------|---------------|---------------|---------------|--|--|--|--|
|  | 5/3/23<br>AP                    | 5/9/23<br>PR | 5/16/23<br>AP | 5/23/23<br>AP | 5/31/23<br>AP |  |  |  |  |
| Total # of Claims Audited/Payroll Checks   | 45                              | 132          | 52            | 146           | 83            |  |  |  |  |
| 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: 5/3/23

District Response: one invoice - credit added wrong - corrected

Date: 5/9/23 no issues

District Response:

Date: 5/16/23 no issues

District Response:

Date: 5/23/23 1 time log incorrect - corrected

District Response:

Date: 5/31/23 no issues

District Response:

*also No  
invoices  
provided for  
4 election  
inspectors*

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

Date: 5/31/23

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

## CLAIMS AUDITOR CLAIM

# 23-011 – May 2023

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

| Date    | Total Hours | Type of Audit | Rate        | Total    |
|---------|-------------|---------------|-------------|----------|
| 5/3/23  | 2 1/4       | AP / BOE      | \$17.00/Hr. | \$ 38.25 |
| 5/9/23  | 2 1/4       | AP / PR       | \$17.00/Hr. | \$ 38.25 |
| 5/16/23 | 2 1/4       | AP            | \$17.00/Hr. | \$ 38.25 |
| 5/23/23 | 2 3/4       | PR / AP       | \$17.00/Hr. | \$ 46.75 |
| 5/31/23 | 3 1/4       | AP            | \$17.00/Hr. | \$ 55.25 |
|         |             |               | \$17.00/Hr. |          |
|         |             |               | \$17.00/Hr. |          |

Total this Claim 216.75 ✓

Bonnie B. Young 5/31/23  
Signature: Claims Auditor Date

Kathy A. Denke 6/1/23  
Signature: District Treasurer Date

Date of Approval of Board of Education \_\_\_\_\_

District Clerk \_\_\_\_\_

## Committee Recommendations for Board of Education Review with Details (June 7, 2023)

| <i>Meeting</i> | <i>Alt ID#</i> | <i>Age</i> | <i>Committee Grade Reason</i> |    |   | <i>Decision</i>                |                   | <i>Disability</i>           | <i>Recommended School</i>  |              |               |                 |
|----------------|----------------|------------|-------------------------------|----|---|--------------------------------|-------------------|-----------------------------|----------------------------|--------------|---------------|-----------------|
| 06/09/2022     | 610388198      | 15:11      | CSE                           | 11 | Amendment                                 | Classified                     |                   | Other Health Impairment     | OCM BOCES SED Lafayette    |              |               |                 |
|                |                |            |                               |    |   | <u>Program/Service</u>         | <u>Start Date</u> | <u>End Date</u>             | <u>Ratio</u>               | <u>Freq.</u> | <u>Period</u> | <u>Duration</u> |
|                |                |            |                               |    |   | Special Class                  | 09/06/2022        | 06/22/2023                  | 8:1:1                      | 1            | Daily         | 6 hrs           |
|                |                |            |                               |    |   | Counseling Services            | 09/06/2022        | 06/22/2023                  | Individual                 | 1            | Weekly        | 30 mins         |
| 05/03/2023     | 685000216      | 9:3        | Section 504                   | 03 | Initial Eligibility Determination Meeting | Section 504 No Longer Eligible |                   | Limited Major Life Activity | DeRuyter Elementary School |              |               |                 |
|                |                |            |                               |    |   | <u>Program/Service</u>         | <u>Start Date</u> | <u>End Date</u>             | <u>Ratio</u>               | <u>Freq.</u> | <u>Period</u> | <u>Duration</u> |
|                |                |            |                               |    |   | Occupational Therapy           | 02/17/2023        | 02/17/2024                  | Small Group                | 1            | Weekly        | 30 mins         |
|                |                |            |                               |    |   | Physical Therapy               | 02/17/2023        | 02/17/2024                  | Small Group                | 1            | Weekly        | 30 mins         |
| 05/04/2023     | 610418208      | 12:5       | CSE                           | 06 | Initial Eligibility Determination Meeting | Classified                     |                   | Learning Disability         | DeRuyter Jr/Sr High School |              |               |                 |
|                |                |            |                               |    |   | <u>Program/Service</u>         | <u>Start Date</u> | <u>End Date</u>             | <u>Ratio</u>               | <u>Freq.</u> | <u>Period</u> | <u>Duration</u> |
|                |                |            |                               |    |   | Consultant Teacher Services    | 09/06/2022        | 06/22/2023                  | Direct                     | 1            | Daily         | 40 mins         |
| 05/11/2023     | 685000455      | 16:10      | CSE                           | 09 | Reevaluation Review                       | Classified                     |                   | Learning Disability         | DeRuyter Jr/Sr High School |              |               |                 |
|                |                |            |                               |    |   | <u>Program/Service</u>         | <u>Start Date</u> | <u>End Date</u>             | <u>Ratio</u>               | <u>Freq.</u> | <u>Period</u> | <u>Duration</u> |
|                |                |            |                               |    |   | Consultant Teacher Services    | 09/06/2022        | 06/22/2023                  | Direct                     | 1            | Daily         | 40 mins         |
|                |                |            |                               |    |   | Consultant Teacher Services    | 09/06/2022        | 06/22/2023                  | Direct                     | 1            | Daily         | 40 mins         |
|                |                |            |                               |    |   | Resource Room Program          | 09/06/2022        | 06/22/2023                  | 5:1                        | 1            | Daily         | 40 mins         |
| 05/11/2023     | 610418645      | 12:7       | CSE                           | 07 | Reevaluation Review                       | Classified                     |                   | Learning Disability         | DeRuyter Jr/Sr High School |              |               |                 |
|                |                |            |                               |    |   | <u>Program/Service</u>         | <u>Start Date</u> | <u>End Date</u>             | <u>Ratio</u>               | <u>Freq.</u> | <u>Period</u> | <u>Duration</u> |
|                |                |            |                               |    |   | Consultant Teacher Services    | 09/06/2022        | 06/22/2023                  | Direct                     | 1            | Daily         | 40 mins         |
|                |                |            |                               |    |   | Consultant Teacher Services    | 09/06/2022        | 06/22/2023                  | Direct                     | 1            | Daily         | 40 mins         |
|                |                |            |                               |    |   | Resource Room Program          | 09/06/2022        | 06/22/2023                  | 5:1                        | 1            | Daily         | 40 mins         |
| 05/15/2023     | 610407848      | 13:5       | CSE                           | 07 | Manifestation Determination               | Classified                     |                   | Learning Disability         | DeRuyter Jr/Sr High School |              |               |                 |
|                |                |            |                               |    |   | <u>Program/Service</u>         | <u>Start Date</u> | <u>End Date</u>             | <u>Ratio</u>               | <u>Freq.</u> | <u>Period</u> | <u>Duration</u> |
|                |                |            |                               |    |   | Consultant Teacher Services    | 09/06/2022        | 06/22/2023                  | Direct                     | 1            | Daily         | 40 mins         |
|                |                |            |                               |    |   | Consultant Teacher Services    | 09/06/2022        | 06/22/2023                  | Direct                     | 1            | Daily         | 40 mins         |
|                |                |            |                               |    |   | Resource Room Program          | 09/06/2022        | 06/22/2023                  | 5:1                        | 1            | Daily         | 40 mins         |
|                |                |            |                               |    |   | Counseling                     | 09/06/2022        | 06/22/2023                  | Individual                 | 2            | Monthly       | 30 mins         |

## Committee Recommendations for Board of Education Review with Details (June 7, 2023)

| <i>Meeting</i>              | <i>Alt ID#</i> | <i>Age</i> | <i>Committee Grade Reason</i> |    | <i>Decision</i> | <i>Disability</i> |                               |               |                 | <i>Recommended School</i> |                             |
|-----------------------------|----------------|------------|-------------------------------|----|-----------------|-------------------|-------------------------------|---------------|-----------------|---------------------------|-----------------------------|
| 03/30/2023                  | 685000347      | 13:9       | CSE                           | 09 | Annual Review   | Classified        | Other Health Impairment       |               |                 |                           | George Junior Republic UFSD |
| <u>Program/Service</u>      |                |            | <u>Start Date</u>             |    | <u>End Date</u> | <u>Ratio</u>      | <u>Freq.</u>                  | <u>Period</u> | <u>Duration</u> |                           |                             |
| Special Class               |                |            | 09/05/2023                    |    | 06/24/2024      | 6:1+1             | 1                             | Daily         | 6 hrs           |                           |                             |
| 05/04/2023                  | 685000316      | 5:8        | CSE                           | 01 | Annual Review   | Classified        | Speech or Language Impairment |               |                 |                           | DeRuyter Elementary School  |
| <u>Program/Service</u>      |                |            | <u>Start Date</u>             |    | <u>End Date</u> | <u>Ratio</u>      | <u>Freq.</u>                  | <u>Period</u> | <u>Duration</u> |                           |                             |
| Speech/Language Therapy     |                |            | 09/06/2023                    |    | 06/26/2024      | Small Group       | 2                             | Weekly        | 30 mins         |                           |                             |
| 05/04/2023                  | 610372606      | 17:6       | CSE                           | 12 | Annual Review   | Classified        | Learning Disability           |               |                 |                           | BOCES OCM McEvoy            |
| <u>Program/Service</u>      |                |            | <u>Start Date</u>             |    | <u>End Date</u> | <u>Ratio</u>      | <u>Freq.</u>                  | <u>Period</u> | <u>Duration</u> |                           |                             |
| Special Class               |                |            | 09/06/2023                    |    | 06/26/2024      | 12:1:1            | 1                             | Daily         | 6 hrs           |                           |                             |
| Counseling                  |                |            | 09/06/2023                    |    | 06/26/2024      | Small Group       | 1                             | Weekly        | 30 mins         |                           |                             |
| Speech/Language Therapy     |                |            | 09/06/2023                    |    | 06/26/2024      | Small Group       | 1                             | Weekly        | 30 mins         |                           |                             |
| 05/04/2023                  | 685000233      | 6:11       | CSE                           | 02 | Annual Review   | Classified        | Speech or Language Impairment |               |                 |                           | DeRuyter Elementary School  |
| <u>Program/Service</u>      |                |            | <u>Start Date</u>             |    | <u>End Date</u> | <u>Ratio</u>      | <u>Freq.</u>                  | <u>Period</u> | <u>Duration</u> |                           |                             |
| Consultant Teacher Services |                |            | 09/06/2023                    |    | 06/26/2024      | Direct            | 1                             | Daily         | 30 mins         |                           |                             |
| Consultant Teacher Services |                |            | 09/06/2023                    |    | 06/26/2024      | Direct            | 1                             | Daily         | 30 mins         |                           |                             |
| Resource Room Program       |                |            | 09/06/2023                    |    | 06/26/2024      | 5:1               | 1                             | Daily         | 30 mins         |                           |                             |
| Resource Room Program       |                |            | 09/06/2023                    |    | 06/26/2024      | 5:1               | 1                             | Daily         | 30 mins         |                           |                             |
| Counseling                  |                |            | 09/06/2023                    |    | 06/26/2024      | Individual        | 1                             | Weekly        | 30 mins         |                           |                             |
| Occupational Therapy        |                |            | 09/06/2023                    |    | 06/26/2024      | Individual        | 1                             | Weekly        | 30 mins         |                           |                             |
| Occupational Therapy        |                |            | 09/06/2023                    |    | 06/26/2024      | Small Group       | 1                             | Weekly        | 30 mins         |                           |                             |
| Speech/Language Therapy     |                |            | 09/06/2023                    |    | 06/26/2024      | Small Group       | 2                             | Weekly        | 30 mins         |                           |                             |
| 05/04/2023                  | 685000451      | 6:10       | CSE                           | 02 | Annual Review   | Classified        | Speech or Language Impairment |               |                 |                           | DeRuyter Elementary School  |
| <u>Program/Service</u>      |                |            | <u>Start Date</u>             |    | <u>End Date</u> | <u>Ratio</u>      | <u>Freq.</u>                  | <u>Period</u> | <u>Duration</u> |                           |                             |
| Consultant Teacher Services |                |            | 09/06/2023                    |    | 06/26/2024      | Direct            | 1                             | Daily         | 30 mins         |                           |                             |
| Consultant Teacher Services |                |            | 09/06/2023                    |    | 06/26/2024      | Direct            | 1                             | Daily         | 30 mins         |                           |                             |
| Resource Room Program       |                |            | 09/06/2023                    |    | 06/26/2024      | 5:1               | 1                             | Daily         | 30 mins         |                           |                             |
| Resource Room Program       |                |            | 09/06/2023                    |    | 06/26/2024      | 5:1               | 1                             | Daily         | 30 mins         |                           |                             |
| Occupational Therapy        |                |            | 09/06/2023                    |    | 06/26/2024      | Small Group       | 2                             | Weekly        | 30 mins         |                           |                             |
| Speech/Language Therapy     |                |            | 09/06/2023                    |    | 06/26/2024      | Small Group       | 2                             | Weekly        | 30 mins         |                           |                             |
| 05/04/2023                  | 685000456      | 16:0       | Sub CSE                       | 10 | Annual Review   | Classified        | Learning Disability           |               |                 |                           | BOCES OCM McEvoy            |
| <u>Program/Service</u>      |                |            | <u>Start Date</u>             |    | <u>End Date</u> | <u>Ratio</u>      | <u>Freq.</u>                  | <u>Period</u> | <u>Duration</u> |                           |                             |
| Special Class               |                |            | 09/06/2023                    |    | 06/26/2024      | 12:1:1            | 1                             | Daily         | 5 hrs 30 mins   |                           |                             |
| Counseling Services         |                |            | 09/06/2023                    |    | 06/26/2024      | Small Group       | 1                             | Weekly        | 30 mins         |                           |                             |

|            |           |       |         |    |                             |                   |                               |              |              |                            |                 |
|------------|-----------|-------|---------|----|-----------------------------|-------------------|-------------------------------|--------------|--------------|----------------------------|-----------------|
| 05/04/2023 | 610388198 | 16:10 | CSE     | 12 | Annual Review               | Classified        | Other Health Impairment       |              |              | OCM BOCES SED Lafayette    |                 |
|            |           |       |         |    | <u>Program/Service</u>      | <u>Start Date</u> | <u>End Date</u>               | <u>Ratio</u> | <u>Freq.</u> | <u>Period</u>              | <u>Duration</u> |
|            |           |       |         |    | Special Class               | 09/06/2023        | 06/26/2024                    | 8:1:1        | 1            | Daily                      | 6 hrs           |
|            |           |       |         |    | Counseling Services         | 09/06/2023        | 06/26/2024                    | Individual   | 1            | Weekly                     | 30 mins         |
| 05/11/2023 | 610397112 | 15:8  | CSE     | 11 | Annual Review               | Classified        | Learning Disability           |              |              | DeRuyter Jr/Sr High School |                 |
|            |           |       |         |    | <u>Program/Service</u>      | <u>Start Date</u> | <u>End Date</u>               | <u>Ratio</u> | <u>Freq.</u> | <u>Period</u>              | <u>Duration</u> |
|            |           |       |         |    | Consultant Teacher Services | 09/06/2023        | 06/26/2024                    | Direct       | 1            | Daily                      | 40 mins         |
| 05/11/2023 | 685000472 | 11:4  | Sub CSE | 06 | Annual Review               | Classified        | Learning Disability           |              |              | DeRuyter Elementary School |                 |
|            |           |       |         |    | <u>Program/Service</u>      | <u>Start Date</u> | <u>End Date</u>               | <u>Ratio</u> | <u>Freq.</u> | <u>Period</u>              | <u>Duration</u> |
|            |           |       |         |    | Consultant Teacher Services | 09/06/2023        | 06/26/2024                    | Direct       | 1            | Daily                      | 40 mins         |
|            |           |       |         |    | Resource Room Program       | 09/06/2023        | 06/26/2024                    | 5:1          | 1            | Daily                      | 40 mins         |
|            |           |       |         |    | Occupational Therapy        | 09/06/2023        | 06/26/2024                    | Small Group  | 1            | Weekly                     | 30 mins         |
| 05/11/2023 | 685000473 | 10:3  | CSE     | 05 | Annual Review               | Classified        | Learning Disability           |              |              | DeRuyter Elementary School |                 |
|            |           |       |         |    | <u>Program/Service</u>      | <u>Start Date</u> | <u>End Date</u>               | <u>Ratio</u> | <u>Freq.</u> | <u>Period</u>              | <u>Duration</u> |
|            |           |       |         |    | Consultant Teacher Services | 09/06/2023        | 06/26/2024                    | Direct       | 1            | Daily                      | 30 mins         |
|            |           |       |         |    | Resource Room Program       | 09/06/2023        | 06/26/2024                    | 5:1          | 1            | Daily                      | 30 mins         |
| 05/11/2023 | 685000455 | 16:10 | CSE     | 10 | Annual Review               | Classified        | Learning Disability           |              |              | DeRuyter Jr/Sr High School |                 |
|            |           |       |         |    | <u>Program/Service</u>      | <u>Start Date</u> | <u>End Date</u>               | <u>Ratio</u> | <u>Freq.</u> | <u>Period</u>              | <u>Duration</u> |
|            |           |       |         |    | Consultant Teacher Services | 09/06/2023        | 06/26/2024                    | Direct       | 1            | Daily                      | 40 mins         |
|            |           |       |         |    | Resource Room Program       | 09/06/2023        | 06/26/2024                    | 5:1          | 1            | Daily                      | 40 mins         |
| 05/11/2023 | 610407386 | 14:0  | CSE     | 08 | Annual Review               | Classified        | Other Health Impairment       |              |              | DeRuyter Jr/Sr High School |                 |
|            |           |       |         |    | <u>Program/Service</u>      | <u>Start Date</u> | <u>End Date</u>               | <u>Ratio</u> | <u>Freq.</u> | <u>Period</u>              | <u>Duration</u> |
|            |           |       |         |    | Consultant Teacher Services | 09/06/2023        | 06/26/2024                    | Direct       | 1            | Daily                      | 40 mins         |
|            |           |       |         |    | Consultant Teacher Services | 09/06/2023        | 06/26/2024                    | Direct       | 1            | Daily                      | 40 mins         |
|            |           |       |         |    | Resource Room Program       | 09/06/2023        | 06/26/2024                    | 5:1          | 2            | 4 day cycle                | 40 mins         |
| 05/11/2023 | 610411643 | 13:6  | CSE     | 08 | Annual Review               | Classified        | Learning Disability           |              |              | DeRuyter Jr/Sr High School |                 |
|            |           |       |         |    | <u>Program/Service</u>      | <u>Start Date</u> | <u>End Date</u>               | <u>Ratio</u> | <u>Freq.</u> | <u>Period</u>              | <u>Duration</u> |
|            |           |       |         |    | Consultant Teacher Services | 09/06/2023        | 06/26/2024                    | Direct       | 1            | Daily                      | 40 mins         |
|            |           |       |         |    | Consultant Teacher Services | 09/06/2023        | 06/26/2024                    | Direct       | 1            | Daily                      | 40 mins         |
| 05/11/2023 | 610418645 | 12:7  | CSE     | 08 | Annual Review               | Classified        | Learning Disability           |              |              | DeRuyter Jr/Sr High School |                 |
|            |           |       |         |    | <u>Program/Service</u>      | <u>Start Date</u> | <u>End Date</u>               | <u>Ratio</u> | <u>Freq.</u> | <u>Period</u>              | <u>Duration</u> |
|            |           |       |         |    | Consultant Teacher Services | 09/06/2023        | 06/26/2024                    | Direct       | 1            | Daily                      | 40 mins         |
|            |           |       |         |    | Consultant Teacher Services | 09/06/2023        | 06/26/2024                    | Direct       | 1            | Daily                      | 40 mins         |
|            |           |       |         |    | Resource Room Program       | 09/06/2023        | 06/26/2024                    | 5:1          | 2            | 4 day cycle                | 40 mins         |
| 05/18/2023 | 685000305 | 8:0   | CSE     | 03 | Annual Review               | Classified        | Speech or Language Impairment |              |              | DeRuyter Elementary School |                 |

|                               |           |      |     |                          |                        |                     |                               |                      |                            |
|-------------------------------|-----------|------|-----|--------------------------|------------------------|---------------------|-------------------------------|----------------------|----------------------------|
| <b><u>Program/Service</u></b> |           |      |     | <b><u>Start Date</u></b> | <b><u>End Date</u></b> | <b><u>Ratio</u></b> | <b><u>Freq.</u></b>           | <b><u>Period</u></b> | <b><u>Duration</u></b>     |
| Consultant Teacher Services   |           |      |     | 09/06/2023               | 06/26/2024             | Direct              | 1                             | Daily                | 30 mins                    |
| Consultant Teacher Services   |           |      |     | 09/06/2023               | 06/26/2024             | Direct              | 1                             | Daily                | 30 mins                    |
| Resource Room Program         |           |      |     | 09/06/2023               | 06/26/2024             | 5:1                 | 2                             | Daily                | 30 mins                    |
| Counseling                    |           |      |     | 09/06/2023               | 06/26/2024             | Individual          | 2                             | Monthly              | 30 mins                    |
| Occupational Therapy          |           |      |     | 09/06/2023               | 06/26/2024             | Small Group         | 1                             | Weekly               | 30 mins                    |
| Occupational Therapy          |           |      |     | 09/06/2023               | 06/26/2024             | Individual          | 1                             | Weekly               | 30 mins                    |
| Speech/Language Therapy       |           |      |     | 09/06/2023               | 06/26/2024             | Small Group         | 2                             | Weekly               | 30 mins                    |
| 05/18/2023                    | 685000304 | 9:11 | CSE | 04                       | Annual Review          | Classified          | Learning Disability           |                      | DeRuyter Elementary School |
| <b><u>Program/Service</u></b> |           |      |     | <b><u>Start Date</u></b> | <b><u>End Date</u></b> | <b><u>Ratio</u></b> | <b><u>Freq.</u></b>           | <b><u>Period</u></b> | <b><u>Duration</u></b>     |
| Consultant Teacher Services   |           |      |     | 09/06/2023               | 06/26/2024             | Direct              | 1                             | Daily                | 30 mins                    |
| Consultant Teacher Services   |           |      |     | 09/06/2023               | 06/26/2024             | Direct              | 1                             | Daily                | 30 mins                    |
| Resource Room Program         |           |      |     | 09/06/2023               | 06/26/2024             | 5:1                 | 2                             | Daily                | 30 mins                    |
| Occupational Therapy          |           |      |     | 09/06/2023               | 06/26/2024             | Small Group         | 2                             | Weekly               | 30 mins                    |
| Physical Therapy              |           |      |     | 09/06/2023               | 06/26/2024             | Small Group         | 1                             | Weekly               | 30 mins                    |
| Speech/Language Therapy       |           |      |     | 09/06/2023               | 06/26/2024             | Small Group         | 2                             | Weekly               | 30 mins                    |
| 05/18/2023                    | 685000222 | 8:8  | CSE | 04                       | Annual Review          | Classified          | Learning Disability           |                      | DeRuyter Elementary School |
| <b><u>Program/Service</u></b> |           |      |     | <b><u>Start Date</u></b> | <b><u>End Date</u></b> | <b><u>Ratio</u></b> | <b><u>Freq.</u></b>           | <b><u>Period</u></b> | <b><u>Duration</u></b>     |
| Consultant Teacher Services   |           |      |     | 09/06/2023               | 06/26/2024             | Direct              | 1                             | Daily                | 30 mins                    |
| Consultant Teacher Services   |           |      |     | 09/06/2023               | 06/26/2024             | Direct              | 1                             | Daily                | 30 mins                    |
| Resource Room Program         |           |      |     | 09/06/2023               | 06/26/2024             | 5:1                 | 2                             | Daily                | 30 mins                    |
| Speech/Language Therapy       |           |      |     | 09/06/2023               | 06/26/2024             | Small Group         | 2                             | Weekly               | 30 mins                    |
| 05/18/2023                    | 685000357 | 8:9  | CSE | 04                       | Annual Review          | Classified          | Learning Disability           |                      | DeRuyter Elementary School |
| <b><u>Program/Service</u></b> |           |      |     | <b><u>Start Date</u></b> | <b><u>End Date</u></b> | <b><u>Ratio</u></b> | <b><u>Freq.</u></b>           | <b><u>Period</u></b> | <b><u>Duration</u></b>     |
| Consultant Teacher Services   |           |      |     | 09/06/2023               | 06/26/2024             | Direct              | 1                             | Daily                | 30 mins                    |
| Consultant Teacher Services   |           |      |     | 09/06/2023               | 06/26/2024             | Direct              | 1                             | Daily                | 1 hr                       |
| Resource Room Program         |           |      |     | 09/06/2023               | 06/26/2024             | 5:1                 | 1                             | Daily                | 30 mins                    |
| Resource Room Program         |           |      |     | 09/06/2023               | 06/26/2024             | 5:1                 | 1                             | Daily                | 30 mins                    |
| Occupational Therapy          |           |      |     | 09/06/2023               | 06/26/2024             | Small Group         | 2                             | Weekly               | 30 mins                    |
| 05/18/2023                    | 685000486 | 8:1  | CSE | 03                       | Annual Review          | Classified          | Speech or Language Impairment |                      | DeRuyter Elementary School |
| <b><u>Program/Service</u></b> |           |      |     | <b><u>Start Date</u></b> | <b><u>End Date</u></b> | <b><u>Ratio</u></b> | <b><u>Freq.</u></b>           | <b><u>Period</u></b> | <b><u>Duration</u></b>     |
| Consultant Teacher Services   |           |      |     | 09/06/2023               | 06/26/2024             | Direct              | 1                             | Daily                | 30 mins                    |
| Consultant Teacher Services   |           |      |     | 09/06/2023               | 06/26/2024             | Direct              | 1                             | Daily                | 30 mins                    |
| Resource Room Program         |           |      |     | 09/06/2023               | 06/26/2024             | 5:1                 | 1                             | Daily                | 30 mins                    |
| Resource Room Program         |           |      |     | 09/06/2023               | 06/26/2024             | 5:1                 | 1                             | Daily                | 30 mins                    |
| Counseling                    |           |      |     | 09/06/2023               | 06/26/2024             | Individual          | 1                             | Weekly               | 30 mins                    |
| Occupational Therapy          |           |      |     | 09/06/2023               | 06/26/2024             | Small Group         | 2                             | Weekly               | 30 mins                    |
| Speech/Language Therapy       |           |      |     | 09/06/2023               | 06/26/2024             | Small Group         | 2                             | Weekly               | 30 mins                    |
| 05/25/2023                    | 685000320 | 6:10 | CSE | 02                       | Annual Review          | Classified          | Speech or Language Impairment |                      | DeRuyter Elementary School |

| <u>Program/Service</u>  | <u>Start Date</u> | <u>End Date</u> | <u>Ratio</u> | <u>Freq.</u> | <u>Period</u> | <u>Duration</u> |
|-------------------------|-------------------|-----------------|--------------|--------------|---------------|-----------------|
| Speech/Language Therapy | 09/06/2023        | 06/26/2024      | Small Group  | 3            | Weekly        | 30 mins         |

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# **ONONDAGA-CORTLAND-MADISON BOCES**

## **Adult and Continuing Education Resolution**

RESOLVED that the Board of Education of the \_\_\_\_\_ Central School District authorizes the Onondaga-Cortland-Madison Board of Cooperative Education Services to operate Cooperative Adult and Continuing Education programs at no charge to the district; without affecting their right to operate district programs.

WHEREAS school districts are authorized to provide Adult and Continuing Education programs in a consortium administered by their BOCES, and

WHEREAS the number of enrollees in certain programs in a single school district does not warrant the operation of those programs, and

WHEREAS there is ample evidence that there is a sufficient demand among adults in the supervisory district to support self-sustaining instructional programs,

THEREFORE let it be resolved that the \_\_\_\_\_ Central School District authorizes the Onondaga-Cortland-Madison BOCES to operate a self-sustaining Adult and Continuing Education Comprehensive Program, during the 2023-2024 school year at no charge to the district.

\_\_\_\_\_  
*Authorized Signature, Superintendent*

\_\_\_\_\_  
*Date*



## Annual Cooperative Bidding Resolution Notification

### Resolution:

The \_\_\_\_\_ (hereafter known as "School District") agrees to participate in 2023-2024 (July 1, 2023 – June 30, 2024) municipal cooperative bids for the commodities checked ☒ below as defined in various provisions of New York State General Municipal Law. The cooperative bids will be coordinated by the Onondaga-Cortland-Madison BOCES to ensure maximization of savings to each respective participating School District. Furthermore, that Suzanne Slack, Assistant Superintendent for Administration, Onondaga-Cortland-Madison BOCES, be designated to advertise, receive, open and award on behalf of the participating School District said bids and that the Board of Education of the BOCES reserves the right to reject any or all bids. The School District is not obligated to purchase from the awarded vendors for any bulk products or services.

- |   |  |
|---|--|
| <input type="checkbox"/> athletic/physical education equipment & supplies     | <input type="checkbox"/> #2 fuel oil, gasoline, kerosene & diesel fuel |
| <input type="checkbox"/> audio visual equipment                               | <input type="checkbox"/> medical/nursing supplies & equipment          |
| <input type="checkbox"/> auditing services                                    | <input type="checkbox"/> musical instruments                           |
| <input type="checkbox"/> automatic external defibrillators (AEDs)             | <input type="checkbox"/> natural gas/electricity                       |
| <input type="checkbox"/> building condition survey                            | <input type="checkbox"/> paper and envelopes                           |
| <input type="checkbox"/> building inspection services                         | <input type="checkbox"/> refrigeration equipment service               |
| <input type="checkbox"/> cafeteria paper/small wares products                 | <input type="checkbox"/> school bus/automotive parts                   |
| <input type="checkbox"/> computer paper                                       | <input type="checkbox"/> scientific & graphing calculators             |
| <input type="checkbox"/> computers, printers, software, etc.                  | <input type="checkbox"/> student accident insurance                    |
| <input type="checkbox"/> contract transportation                              | <input type="checkbox"/> student agendas                               |
| <input type="checkbox"/> curtain inspection & treatment                       | <input type="checkbox"/> telecommunications                            |
| <input type="checkbox"/> custodial supplies & equipment                       | <input type="checkbox"/> textbooks                                     |
| <input type="checkbox"/> digital printers & supplies                          | <input type="checkbox"/> trash liners                                  |
| <input type="checkbox"/> elevator maintenance and inspection service          | <input type="checkbox"/> uniforms                                      |
| <input type="checkbox"/> fire extinguisher maintenance and inspection service | <input type="checkbox"/> water system treatment                        |
| <input type="checkbox"/> fire system maintenance and inspection service       | <input type="checkbox"/> welding supplies/gases                        |
| <input type="checkbox"/> food/milk/ice cream/bread/produce                    | <input type="checkbox"/> waste/recycling services                      |
| <input type="checkbox"/> HVAC maintenance/inspection services                 | <input type="checkbox"/> wood floor/gym floor refinishing              |

☐ Other bids as identified during 2023-2024

Official Newspaper(s) \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_ Abstaining \_\_\_\_\_

\_\_\_\_\_  
Clerk of the Board of Education

\_\_\_\_\_  
Date of Resolution

# Memo

To: Business Administrators

From: Suzanne Slack

Re: Authorized Signatures – July 1, 2023 – June 30, 2024

Date: May 10, 2023

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Each year after the contract for BOCES services has been signed and approved; we receive requests for additional services from various departments within the component districts.

When authorized individuals sign the adjustment to services contract it is assumed by OCM BOCES that the services have been budgeted and authorized by the component district Board of Education.

In addition to the Superintendent, please provide the names of other individuals who are authorized by your district to request adjustments to service contracts.

After the Superintendent has signed, please return this form to me. Thank you.

Name(s):

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Superintendent Signature: 

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School District: 

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AGREEMENT BETWEEN THE

\_\_\_\_\_ School District

and the

*Onondaga-Cortland-Madison Board of Cooperative Education Services*

**Effective July 1, 2023 – June 30, 2024**

**EQUIVALENT OF ATTENDANCE PROGRAM**

This agreement will remain in force unless a request is submitted by the school district to terminate the agreement thirty (30) days from the date of notification.

The Onondaga-Cortland-Madison Board of Cooperative Educational Services agrees to provide the Equivalent of Attendance Program for residents of the district who are:

- (a) 18-20 years old and attend instruction at sites throughout the counties;  
and
- (b) attend the program as approved by the district's E.O.A. designated contact person.

The training is in the High School Equivalency Program, Basic Education Instruction, English as a Second Language. This agreement will be null and void if the Onondaga-Cortland-Madison BOCES fails to have the program approved by the New York State Education Department. The billing for this program will be once a year. The amount of billing shall be equal to the district's E.O.A. contact hours at \$8.00 per hour.

The BOCES shall assume responsibility for the attendance of the students and any inaccuracies or penalties a District may suffer shall be paid by the Onondaga-Cortland-Madison Board of Cooperative Educational Services.

\_\_\_\_\_  
*President, BOCES Board of Education*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*President, Local Board of Education*

\_\_\_\_\_  
*Date*

DISTRICT NAME: \_\_\_\_\_

E.O.A. Contact Person(s):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

*If a district designates more than one contact person, please indicate either the age and/or which classification of student the contact person will be responsible for.*

AGREEMENT BETWEEN THE

\_\_\_\_\_ School District

and the

*Onondaga-Cortland-Madison Board of Cooperative Education*

Services **Effective July 1, 2023 – June 30, 2024**

**EMPLOYMENT PREPARATION EDUCATION PROGRAM**

This agreement will remain in force unless a request is submitted by the school district to terminate the agreement thirty (30) days from the date of notification.

The Onondaga-Cortland-Madison Board of Cooperative Educational Services agrees to provide the Employment Preparation Education program for residents of the district who are twenty-one (21) years or older. The education includes high school equivalency (Adult Basic Education, Adult Secondary Education, Home Study, National External Diploma Program), Basic Education, Life Skills, Occupational Training, Work Experience, and English as a Second Language. This agreement will be null and void if the OCM BOCES fails to have the program approved by the New York State Education Department.

\_\_\_\_\_  
*President, BOCES Board of Education*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*President, Local Board of Education*

\_\_\_\_\_  
*Date*



# DeRuyter Central School

*Home of the Rockets*

711 Railroad Street, DeRuyter, NY 13052  
Phone: 315-852-3400 Fax: 315-852-9600

**David M. Brown, Ed. D.**  
Superintendent of Schools

Amanda Graham-Quirk  
School Business Executive

Jenny Valente  
Elementary Education

Kimberly O'Brien  
District Administrator

Stephen Rafferty  
Secondary Education

---

To: Dr. David Brown and Board of Education

From: Amanda Graham-Quirk, School Business Executive

Date: June 7, 2023

Re: Maximum Unallocated Unreserved Fund Balance/Allocated Fund Balance

---

I recommend that the Board act to set the maximum Unallocated Unreserved Fund Balance at \$486,939 as of June 30, 2023.

I also recommend that the Board act to set the Allocated Fund Balance at \$374,040.59 (The amount for Federal Grant Offset) as of June 30, 2023 in accordance with the approved budget.

cc: District Clerk, Sandy Welsh

**DeRuyter Central School = District Committed to Success**

**Board of Education:** Dean Hathaway, *President*; Daniel Degear, *Vice President*; Members – Melanie Ackley, Lisa Benedict, Jodi Wiesing



# DeRuyter Central School

*Home of the Rockets*

711 Railroad Street, DeRuyter, NY 13052

Phone: 315-852-3400 Fax: 315-852-9600

**David M. Brown, Ed. D.**

Superintendent of Schools

Amanda Graham-Quirk  
School Business Executive

Jenny Valente  
Elementary Principal

Kimberly O'Brien  
District Administrator

Stephen Rafferty  
Secondary Education

---

To: Dr. David Brown and Board of Education

From: Amanda Graham-Quirk, School Business Executive

Date: June 7, 2023

Re: Transfer Reserve Fund into General Fund

---

I recommend to transfer \$275.72 from our Reserve for Repairs and placing it in the General Fund. This will allow the district to place this money into the capital reserve fund instead to be used for a future project.

cc: District Clerk, Sandy Welsh

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Elementary Principal

Kimberly O'Brien  
District Administrator

Stephen Rafferty  
Secondary Education

---

To: Dr. David Brown and Board of Education

From: Amanda Graham-Quirk, School Business Executive

Date: June 7, 2023

Re: Transfer General Fund into Capital Reserve Fund

---

I recommend to transfer \$275.72 from our General Fund into the Capital Reserve fund. The monies are coming from Reserve for Repairs and getting transferred into a fund that can be used in the future.

cc: District Clerk, Sandy Welsh





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Elementary Principal

Kimberly O'Brien  
District Administrator

Stephen Rafferty  
Secondary Education

---

To: Dr. David Brown and Board of Education

From: Amanda Graham-Quirk, School Business Executive

Date: June 7, 2023

Re: Fund Balance above 4% at fiscal year end

---

I recommend to transfer \$580,120 to the 2021 Capital Reserve Fund. I also recommend that if any additional amount remains above the 4% unallocated, unreserved fund balance, it shall be used to add to the 2021 Capital Reserve Fund established with voter approval on May 18, 2021 as proposition #5. The final amount will be determined at the September 2023 Board of Education meeting.

cc: District Clerk, Sandy Welsh

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Elementary Education

Kimberly O'Brien  
District Administrator

Stephen Rafferty  
Secondary Education

---

To: Dr. David Brown and Board of Education

From: Amanda Graham-Quirk, School Business Executive

Date: June 7, 2023

Re: Transfer to TRS reserve request

---

I recommend that we transfer up to \$85,874 to the TRS reserve from the surplus fund balance we have in the 2022-2023 year. This surplus is a result of breakage from teachers that left midyear coupled with federal funding offsetting salaries.

If the Board of Education agrees to this transfer, we will move up to \$85,874 from our general fund and into our reserve account before we close our books on June 30, 2023.

I appreciate your consideration. Thank you.

cc: District Clerk, Sandy Welsh

**DERUYTER CENTRAL SCHOOL DISTRICT  
COUNTIES OF MADISON, CORTLAND, CHENANGO AND ONONDAGA  
NEW YORK**

**JUNE 7, 2023**

A regular meeting of the Board of Education of the DeRuyter Central School District in the Counties of Madison, Cortland, Chenango and Onondaga, New York was held in the Library/Media Center at 711 Railroad Street, DeRuyter, New York, on June 7, 2023, at 6:00 P.M. (Prevailing Time).

**There were present:**

Dean Hathaway, President  
Daniel Degear, Vice President  
Melanie Ackley  
Lisa Benedict  
Jodi Wiesing

**There were absent:**

**Others Also Present:**

David M. Brown, Superintendent  
Amanda Graham-Quirk, School Business Executive  
Sandra Welsh, District Clerk

\* \* \* \* \*

Upon motion duly made by \_\_\_\_\_ and seconded by \_\_\_\_\_,  
\_\_\_\_\_, the following resolution was adopted:

**BOND RESOLUTION OF THE DERUYTER CENTRAL SCHOOL DISTRICT ADOPTED JUNE 7, 2023, AUTHORIZING THE ISSUANCE AND SALE OF SERIAL BONDS OR NOTES IN ANTICIPATION OF SUCH BONDS IN THE AGGREGATE PRINCIPAL AMOUNT OF \$365,000.**

**RECITAL**

**WHEREAS**, the DeRuyter Central School District (the “District”), as a local agency pursuant to the New York State Environmental Quality Review Act (“SEQRA”), ECL Section 8-0101, et seq., and implementing regulations, 6 NYCRR Part 617 (the “Regulations”) reviewed the impact of the purchase and finance of one (1) 48-passenger student transport vehicle with trade in, two (2) Chevy Suburban student transport vehicles and two (2) Chevy Silverado maintenance vehicles (the “Vehicles”) and determined by resolution adopted March 23, 2023 that such action constitutes a “Type II Action” under the Regulations and is not subject to review under SEQRA; and

**WHEREAS**, the qualified voters of the District, at the Annual District meeting duly called and held on May 16, 2023 did vote and adopt a proposition authorizing the purchase and finance of the Vehicles, including necessary furnishings, fixtures and equipment and all other costs incidental thereto, and the expenditure of 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, are authorized to be issued; and

**NOW, THEREFORE BE IT RESOLVED, BY THE BOARD OF EDUCATION OF THE DISTRICT, (by favorable vote of not less than two thirds of all the members of said Board of Education) AS FOLLOWS:**

**Section 1.** The District is hereby authorized to purchase the Vehicles together with such furnishings, equipment, machinery and apparatus as may be required for the purposes for which the Vehicles are to be used and to expend therefor an amount, including preliminary costs and costs incidental thereto and to financing thereof, not to exceed the estimated maximum cost of \$365,000, and said amount is hereby appropriated therefor. The estimated total cost of said specific objects or purposes, including preliminary costs and costs incidental thereto and the financing thereof, is \$365,000 and the plan of financing includes the issuance of serial bonds in the aggregate principal amount not to exceed \$365,000 to finance said appropriation and the levy and collection of taxes on all the taxable real property in the District to pay the principal of said bonds and the interest thereon as the same shall become due and payable, subject to applicable amounts of state assistance available or to any revenues available for such purpose from any other source.

**Section 2.** Bonds and bond anticipation notes (including the renewal of any bond anticipation notes) of the District are hereby authorized to be issued pursuant to the provisions of the Local Finance Law of the State of New York (the "Local Finance Law"), in a principal amount not to exceed \$365,000 to finance said appropriation for the Vehicles.

**Section 3.** The following additional matters are hereby determined and declared with regard to the purchase and financing of the Vehicles:

(a) Under the Local Finance Law, the period of probable usefulness of the Vehicles is five (5) years;

(b) Current funds are not required by the Local Finance Law to be provided prior to the issuance of the bonds and any notes issued in anticipation thereof authorized by this resolution;

(c) The proposed maturity of the bonds authorized by this resolution will not exceed five (5) years.

**Section 4.** The temporary use of available funds of the District, not immediately required for the purpose or purposes for which the same were raised or otherwise created, is hereby authorized pursuant to Section 165.10 of the Local Finance Law, for the capital purposes described in Section 1 of this resolution. The reasonably expected source of funds to be used to initially pay for the expenditures authorized by Section 1 of this resolution shall be from the District's General Fund. It is intended that the District shall then reimburse expenditures from the General Fund with the proceeds of the bonds and bond anticipation notes authorized by this resolution and that the interest payable on the bonds and any bond anticipation notes issued in anticipation of such bonds shall be excludable from gross income for federal income tax purposes. This resolution is intended to constitute the declaration of the District's "official intent" within the meaning of Treasury Regulation Section 1.150-2 to reimburse the expenditures authorized by this resolution with the proceeds of the bonds and bond anticipation notes authorized herein. Other than as specified in this resolution, no monies are reasonably expected to be, received, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the objects or purposes described herein.

**Section 5.** Each of the bonds authorized by this resolution and any bond anticipation notes issued in anticipation thereof shall contain the recital of validity as prescribed by Section 52.00 of the Local Finance Law and said bonds and any notes issued in anticipation of said bonds shall be general obligations of the District, payable as to both principal and interest by general tax upon all the taxable real property within the District without limitation of rate or amount. The full faith and credit of the District are hereby irrevocably pledged to the punctual payment of the principal of and interest on said bonds and any notes issued in anticipation of the sale of said bonds and provision shall be made annually in the budget of the District of appropriation for (a) the amortization and redemption of the bonds and any notes in anticipation thereof to mature in such year and (b) the payment of interest to be due and payable in such year. The bonds may be issued such that annual installments of principal and interest are substantially level, as provided by law.

**Section 6.** The validity of the bonds authorized by this resolution and of any notes issued in anticipation of the sale of said bonds, may be contested only if:

- (a) such obligations are authorized for an object or purpose for which the District is not authorized to expend money, or
- (b) the provisions of law which should be complied with at the date of the publication of such resolution are not substantially complied with, and an action, suit or proceeding contesting such validity, is commenced within twenty days after the date of such publication, or
- (c) such obligations are authorized in violation of the provisions of the constitution.

**Section 7.** The power to issue and sell the bonds and any notes issued in anticipation thereof (including any renewal notes), including all powers or duties pertaining or incidental thereto, is hereby delegated to the President of the Board of Education, as Chief Fiscal Officer, except as herein provided. The obligations shall be of such terms, form and contents as may be determined by the Chief Fiscal Officer, pursuant to the Local Finance Law. The Chief Fiscal Officer is authorized to execute and deliver any documents and to take such other action as may be necessary and proper to carry out the intent and provisions hereof.

**Section 8.** Trespasz & Marquardt, LLP is appointed bond counsel to the District.

**Section 9.** This resolution shall take effect immediately. The District Clerk is hereby authorized and directed to publish a summary of the foregoing resolution, together with a Notice in substantially the form prescribed by Section 81.00 of the Local Finance Law in the newspapers having general circulation in the District and designated the official newspapers of District for such publication.

[Remainder of Page Intentionally Left Blank]

The adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

|                               |        |       |
|-------------------------------|--------|-------|
| Dean Hathaway, President      | Voting | _____ |
| Daniel Degear, Vice President | Voting | _____ |
| Melanie Ackley                | Voting | _____ |
| Lisa Benedict                 | Voting | _____ |
| Jodi Wiesing                  | Voting | _____ |

The resolution was declared adopted.

\*\*\*\*\*

State of New York :  
ss:  
County of Madison :

I, the undersigned District Clerk of the DeRuyter Central School District, Counties of Madison, Cortland, Chenango and Onondaga, New York, Do Hereby Certify:

That I have compared the annexed extract from the minutes of a meeting of the Board of Education of said School District, including the resolution contained therein, held on June 7, 2023, with the original thereof on file in my office, and that the same is a true, complete and correct copy thereof and of the whole of said original minutes so far as the same relates to the subject matters therein referred to.

**I FURTHER CERTIFY** that all members of said Board had due notice of said meeting.

**I FURTHER CERTIFY** that, pursuant to Section 103 of the Public Officers Law (Open Meetings Law) said meeting was open to the general public.

**I FURTHER CERTIFY** that, prior, to the time of said meeting, I duly caused a public notice of the time and place of said meeting to be given to the following newspapers and/or other news media as follows:

**Newspaper and/or Other News Media**

**Date Given**

*Cortland Standard*

\_\_\_\_\_

**I FURTHER CERTIFY** that prior to the time of said meeting, I duly caused public notice of the time and place of said meeting to be conspicuously posted in the following designated public location(s) on the following dates:

**Designated Location(s) of Posted Notice**

**Date of Posting**

District Web Site, Front Board

\_\_\_\_\_

**IN WITNESS WHEREOF**, I have hereunto set my hand and seal and affixed the corporate seal of the DeRuyter Central School District, Counties of Madison, Cortland, Chenango and Onondaga, New York, this \_\_\_\_\_ day of June, 2023.

\_\_\_\_\_  
**Sandra Welsh, District Clerk**

[SEAL]





# Disaster Recovery Plan

DeRuyter Central School District

Comments or questions about this document should be directed to:  
Dr. David Brown, Superintendent, DeRuyter Central School

Updated: 5/17/23

# Introduction

DeRuyter Central School has established procedures to mitigate and address issues relating to technology and information (data) that are part of the DCS standard operating activities. The management team at DeRuyter CSD and other designated staff conduct those activities. While never expected, circumstances may come to pass that inflict a level of damage to a DeRuyter CSD facility or technology owned and/or managed by DeRuyter CSD that would be considered a disaster. This Disaster Recovery Plan describes the organization's capability to withstand such a disaster as well as the steps that will be taken to respond to that disaster.

# Document Structure

This disaster recovery plan is structured to meet the needs of two very different audiences. The first audience is represented by anyone needing general information regarding the purpose of the plan, our definition of a disaster and the threats that might trigger such an event, our approach to any required disaster response, the systems covered by such a response, and the people responsible for the management of that response. All of that information is available in the first part of this document, through (and including) the section regarding plan maintenance and testing.

The second part of this document, beginning with the System Recovery & Restoration Details section, is intended for use by the people involved in a response situation. This part of the document lists, by priority, the systems to be addressed, recovery point and recovery time objectives for each of those systems, and the instructions required to recover each of those systems. It is expected that the second part of the plan will be pulled apart and distributed as needed to the individuals taking part in the recovery activities.

The chaos and completely unpredictable circumstances of a disaster will not be conducive to reading and specifically following instructions found within any document. This plan is not intended to be the type of handbook that prescribes every decision and action to be taken. Rather, this document is intended to provide each of these audiences sufficient guidance to make decisions, before, during, and following a disaster, which will move the organization toward a fully restored state. It is assumed that the people involved in any response will be responding with the best of intentions and that they will be, or will find, the individuals most suited to work on the recovery of our systems and services.

# Plan Endorsement

The DeRuyter CSD Board of Education and District Superintendent support the extensive work detailed in this Disaster Recovery Plan. In the event of an emergency or disaster of any magnitude, the information outlined in this document will play a critical role in protecting the health and safety of our students, employees and guests on DeRuyter CSD property. It will also provide essential information in a logical, well-organized format to ensure the safety of our organizational systems. As district leaders, we believe it is our responsibility to “hope for the best, but prepared for the worst,” a sentiment that captures the essence of this document. We are grateful to all of the DeRuyter CSD staff who contributed to this effort. It is our hope and intention to keep this document up-to-date so it can be useful and effective for years to come.

Mr. Dean Hathaway  
Board of Education President, DeRuyter CSD

Dr. David Brown  
District Superintendent, DeRuyter CSD

# Purpose

This plan serves three purposes;

- Define the organization's systems;
- Identify the priority of the organization's systems;
- Detail the steps to be taken to protect or restore the organization's systems.

Preventing loss of life is the primary objective in a disaster. It is only after assuring the safety of students, employees, and any other individuals on school property that any of the activities described in this document will commence. The steps in this document will move the organization back toward business-as-usual as quickly as possible. Preventing the loss of information and technology assets and minimizing the time during which systems are unavailable will accomplish that goal.

# Definition of a Disaster

A disaster is defined as any incident that, for some period of time, inhibits the DeRuyter CSD Team from conducting all or some of their regular roles.

The following are situations the DeRuyter CSD may have to address:

- One or more critical systems are partially-functional or non-functional;
- A building containing critical systems is not available for an extended period of time, but the systems it contains are functional within it;
- A building containing critical systems is available, but all systems are non-functional; and/or
- A building containing critical systems is unavailable and the systems it contains are non-functional.

# DeRuyter Central School District

## Potential Threats

DeRuyter CSD has identified and prioritized (by order of likelihood) the following potential threats:

| Threat                | Likelihood | Impact    | Mitigating Controls  | Residual Risk   |
|-----------------------|------------|-----------|--|---|
| Power Outage          | 1. High    | 3. Low    | UPS, battery backup, generator.  | Long-term or extended outage. Generator failure.                          |
| Power Surge           | 1. High    | 3. Low    | UPS, line conditioning.  | Damage to UPS, surge protection, line conditioner, connected systems.     |
| Cyber Attack/Malware  | 1. High    | 2. High   | Logical access controls. Firewalls. Private network. Intrusion detection. Anti-virus solution.                   | Widespread, long-term, or extended critical system and/or service outage. |
| Fire                  | 2. Medium  | 1. High   | Emergency evacuation procedures and regular fire drills, fire/smoke detection systems, fire suppression systems. | Major fire that overwhelms existing prevention and suppression systems.   |
| Flooding              | 2. Low     | 1. High   | Facility monitoring, water shut-off valves.  | Severe weather or municipal water main rupture.                           |
| WAN Interruption      | 2. Medium  | 2. Medium | Strong relationship between CNYRIC and OCM BOCES operational monitoring.   | Hardware damage.  |
| Vandalism or Sabotage | 2. Medium  | 1. High   | HR policies and procedures, physical and logical access controls, physical and                                   | Widespread, long-term, or extended critical system and/or service outage. |

|                                      |           |         |   |   |
|--------------------------------------|-----------|---------|---|---|
|                                      |           |         | logical access monitoring, and access recertification.                        |   |
| Snow/Ice Emergency                   | 2. Medium | 3. Low  | Facility monitoring, emergency alert monitoring.                              | Extended or prolonged facility evacuation. Facility damage resulting in permanent loss and unavailability.                                |
| Operator Error                       | 2. Medium | 3. Low  | Physical and logical access controls, physical and logical access monitoring. | Widespread, long-term, or extended critical system and/or service outage.   |
| Earthquake                           | 3. Low    | 1. High | Early warning systems.  | Facility damage resulting in permanent loss and unavailability.   |
| Hazardous Material                   | 3. Low    | 1. High | Physical and environmental response controls, emergency personnel procedures. | Extended or prolonged facility evacuation.  |
| External Physical Attack or Incident | 3. Low    | 1. High | Physical and logical access controls, physical and logical access monitoring. | Widespread, long-term, or extended critical system and/or service outage. Facility damage resulting in permanent loss and unavailability. |



# DeRuyter CSD Facilities

DeRuyter CSD occupies the following facilities:

| Name                             | Address                                   | Contact                                |
|----------------------------------|---|--|
| DeRuyter Central School District | 711 Railroad Street<br>DeRuyter, NY 13052 | Dr. David Brown<br>315-852-3400 x 7403 |

## Disaster-Related Facilities

DeRuyter CSD has identified the following facilities to be used in case of a disaster. They include a command center, as well as a secondary and tertiary facility to be used in case the command center is unavailable.

### Command Center

When a disaster is declared by the Disaster Management Team Leader, a command center will be established from which recovery efforts will be coordinated. DeRuyter CSD command center will be located at the DeRuyter CSD main building. If the disaster has rendered that space unusable, then the command center will be established at the Secondary Facility (see below). The command center will be staffed by members of the DeRuyter CSD Cabinet and, as needed, the Disaster Management Team. The center needs to be minimally equipped with:

- Copies of this disaster recovery plan document;
- Office/desk space for the team;
- Phone system (traditional preferred, cellular optional);
- Data connectivity to the Internet;
- Kitchen facilities (including food, kitchen supplies and appliances);
- Bathroom facilities (Including toilets, showers, sinks and appropriate supplies);
- Electrical power sufficient to support the team;
- Sufficient parking for employee vehicles.

## Map of Main Campus/Command Center

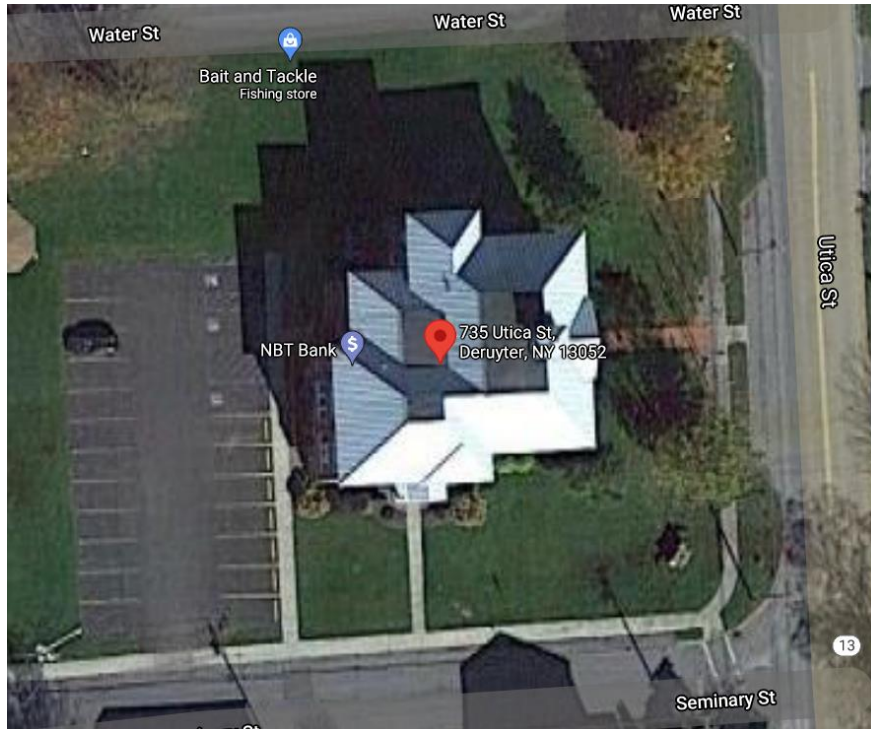


## Secondary Facility

If needed, a disaster recovery secondary facility will be established at the DeRuyter Town Hall. The facility will be utilized as a central hub by the disaster recovery teams to manage and implement restoration activities. This facility should contain:

- Copies of this disaster recovery plan document;
- Fully redundant server facility;
- Servers and storage infrastructure to support district operations;
- Office space for the disaster recovery teams;
- Phone system (traditional preferred, cellular optional);
- Data connectivity to the Internet;
- Sleeping quarters;
- Kitchen facilities (including food, kitchen supplies and appliances);
- Bathroom facilities (Including toilets, showers, sinks and appropriate supplies);
- Electrical power sufficient to support the data center and other district operations;
- Sufficient parking for employee vehicles.

## Map of DeRuyter Town Hall/Secondary Facility



## Secondary Facility Activation

The Disaster Management Team will determine the need to activate the secondary facility. Activation will happen if the primary facility is determined to be insufficiently functional to sustain normal district operations. If the secondary facility is needed, the Facilities Team will bring this location to functional status.

Disaster team leaders will meet and make determinations of next steps, including:

- Itemization of impacted systems;
- Criticality ranking of impacted systems (based on existing district priorities for systems);
- Assignment of responsibilities for restoration;
- Schedule for restoration (based on existing district recovery time objectives for impacted systems);
- Identification of other tasks required of recovery teams;
- Identification of tasks required to support the secondary facility;
- Identification of tasks required to address primary facility issues;
- Identification and assignment of any other actions to be taken.

## Tertiary Facility

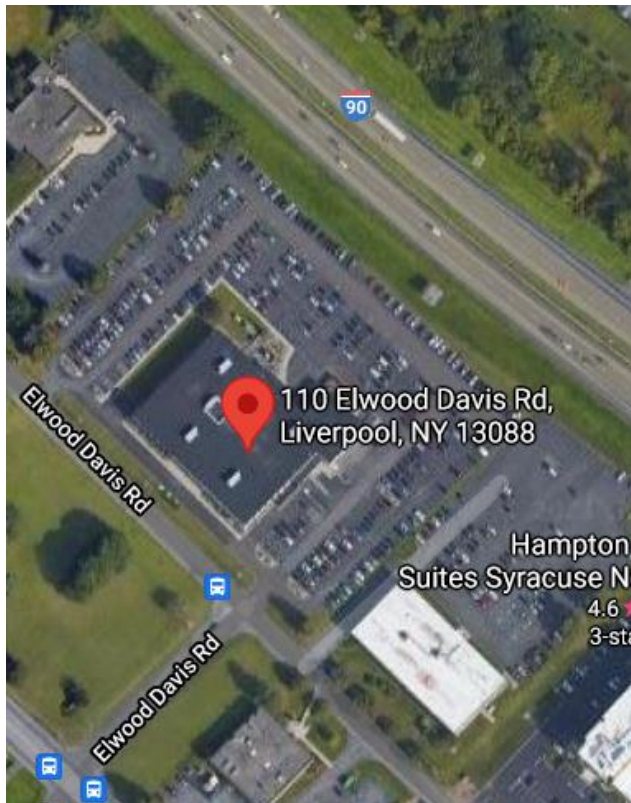
Should the secondary facility be unavailable for any reason, a tertiary facility located at the OCM BOCES may be utilized. Only select members of the Disaster Recovery Teams will work out of the tertiary facility.

## Capabilities

The tertiary facility is able to provide the following:

- Power, HVAC, and connectivity for 10-20 rack-mounted servers (extremely limited space for any other types of server hardware configurations);
- Power, HVAC, and connectivity for as many virtualized servers as necessary;
- Desks and a place to work for 40 employees;
- 15 computers (an assortment of laptops, notebooks, netbooks, etc);
- Internet connectivity for those computers;
- Color and black and white printing;
- Bathroom facilities for those employees;
- Phones for 15 individuals;
- Parking to support approximately 10 vehicles.

## Map of Tertiary Facility



# **Primary Facility Damage Assessment**

Before DeRuyter CSD employees are allowed entrance to any facilities impacted by the disaster, the appropriate authorities must first ensure that the premises are safe to enter and provide that permission.

Once that has occurred, the DeRuyter CSD Facilities Team will conduct an examination of the facilities and submit a condition report to the disaster recovery teams. Subsequent to that report, the other teams will be allowed access to the facility to conduct their own, more detailed assessment. Damage reports will be required from each of these teams and must be provided to the Disaster Management Team.

As teams are assessing damage, they should take action to prevent further damage and to protect DeRuyter CSD assets. The Disaster Management Team must approve any costs for these actions.

# **Primary Facility Repair & Reconstruction**

The tasks required to return primary facilities to an operable state will be variable and dependent upon the magnitude and severity of the damage. This project plan will be constructed with the participation of all team leaders.

# Restoration & Recovery

## Overview

The reestablishment of network and information systems becomes a critical task following a disaster. Once the location for these restorations is determined (primary, secondary, standby, or tertiary facility), the Technology Response Team and any System Response Teams must begin their work. Their goal is the restoration of impacted systems to the district's identified recovery points, within the identified time objectives. The information in this section of the plan provides those details

# Plan Activation

The DeRuyter CSD District Superintendent or the District Superintendent's designee, with cooperation from the Disaster Management Team Leader, is solely responsible for making a declaration that a disaster condition exists and triggering the activities detailed in this plan. This decision will be based on the information they obtain through the formal and informal organization structure, public news and information, and any details provided to them by emergency response personnel. Once the decision to declare a disaster has been made, the Disaster Management Team Leader, working with the Disaster Management Team, will immediately initiate the Disaster Recovery Contact Tree. The following information will be provided as clearly and concisely as possible to everyone who is contacted in this process:

- Notice that a disaster has occurred;
- The nature of the disaster (if known);
- Initial estimates of the disaster's magnitude and impact (if known);
- Initial estimate of the expected duration (if known);
- Actions that have been taken to this point;
- The time, location, and method (physical, phone, on-line, etc) of a meeting of the leaders of all disaster recovery teams;
- Any other pertinent information.



# Disaster Recovery Contact Tree

Engaging response teams in their work as quickly as possible is crucial in the case of a disaster. The following contact tree should assure the disaster and call to action notification of all team members so that restoration activities may begin as quickly as possible. As information needs to be communicated during the restoration process, the same contact tree is to be used to deliver those notices.

No matter what method of contact is used by anyone in the tree, every individual must confirm receipt and understanding of their communication. Phone contact must include direct contact; leaving a voicemail message is not acceptable. Text messages (or similar) must request and include a follow-up response indicating receipt and understanding of the information.

If anyone is unable to make or confirm contact with someone on their list, they are to immediately assume responsibility for the contact assignments of that missing individual – as well as any other individuals they subsequently attempt to contact in that process!

The contact tree structure is based upon the disaster response team structure. Team leaders will be responsible for contacting each other (according to the structure below) as well as the members of their respective teams.

## INCIDENT RESPONSE MANAGER

|                    |                           |                      |                                   |
|--------------------|---------------------------|----------------------|-----------------------------------|
| <b>Name:</b>       | <b>Dr. David Brown</b>    | <b>Email:</b>        | <b>dbrown@deruytercentral.org</b> |
| <b>Work Phone:</b> | <b>315-852-3400 x7410</b> | <b>Mobile Phone:</b> | <b>315-480-3536</b>               |

## SENIOR MANAGEMENT TEAM

|                    |                            |                      |  |
|--------------------|----------------------------|----------------------|--|
| <b>Name:</b>       | <b>Amanda Graham-Quirk</b> | <b>Email:</b>        | <b>grahamquirk@deruytercentral.org</b> |
| <b>Work Phone:</b> | <b>315-852-3400 X7502</b>  | <b>Mobile Phone:</b> | <b>315-790-9715</b>                    |

|                    |                           |                      |                                     |
|--------------------|---------------------------|----------------------|-------------------------------------|
| <b>Name:</b>       | <b>Stephen Rafferty</b>   | <b>Email:</b>        | <b>rafferty@deruytercentral.org</b> |
| <b>Work Phone:</b> | <b>315-852-3400 X7105</b> | <b>Mobile Phone:</b> | <b>607-759-6580</b>                 |



|                    |                    |                      |                             |
|--------------------|--------------------|----------------------|-----------------------------|
| <b>Name:</b>       | Jenny Valente      | <b>Email:</b>        | valente@deruytercentral.org |
| <b>Work Phone:</b> | 315-852-3400 X7122 | <b>Mobile Phone:</b> | 315-657-8642                |

|                    |                    |                      |                            |
|--------------------|--------------------|----------------------|----------------------------|
| <b>Name:</b>       | Kevin Springer     | <b>Email:</b>        | springer@derutycentral.org |
| <b>Work Phone:</b> | 315-852-3400 x7408 | <b>Mobile Phone:</b> | 315-447-4624               |

## TECHNICAL RESPONSE MANAGERS

|                    |                   |                      |                          |
|--------------------|-------------------|----------------------|--------------------------|
| <b>Name:</b>       | Nancy Haws        | <b>Email:</b>        | haws@deruytercentral.org |
| <b>Work Phone:</b> | 315-852-3400 7205 | <b>Mobile Phone:</b> | 315-456-5419             |

|                    |                    |                      |                              |
|--------------------|--------------------|----------------------|------------------------------|
| <b>Name:</b>       | Charles Thornton   | <b>Email:</b>        | cthorton@deruytercentral.org |
| <b>Work Phone:</b> | 315-852-3400 x7200 | <b>Mobile Phone:</b> | 607-423-1848                 |

## LEGAL COUNSEL

|                    |              |                      |               |
|--------------------|--------------|----------------------|---------------|
| <b>Name:</b>       | Kate Reid    | <b>Email:</b>        | kreid@bsk.com |
| <b>Work Phone:</b> | 315-218-8625 | <b>Mobile Phone:</b> | 315-218-8625  |

## COMMUNICATIONS TEAM

|                    |                    |                      |                         |
|--------------------|--------------------|----------------------|-------------------------|
| <b>Name:</b>       | Sandy Welsh        | <b>Email:</b>        | welsh@derutycentral.org |
| <b>Work Phone:</b> | 315-852-3400 X7403 | <b>Mobile Phone:</b> | 607-745-7356            |

## **Disaster Recovery Contact Tree Testing**

DeRuyter CSD has decided that every 12 months, the Disaster Recovery Contact System should be tested. To test this system:

- Disaster Management Team initiates contact and shares a code word.
- The code word is passed from one caller to the next.
- The following workday, all members of all disaster recovery teams will notify (phone or email) the Disaster Management Team that they received a call and prove that by providing the code word.
- The Disaster Management Team will determine if there were any problems with the Contact System and address those issues as necessary.

# DeRuyter CSD Roles & Assignments

DeRuyter CSD organizational structure was used to assemble the disaster recovery-related response teams and to determine which individuals were involved in the assessment process.

## Assignments

The individuals Currently responsible for each of these roles are:

| Title                                     | Name                |
|---|---------------------|
| District Superintendent                   | Dr. David Brown     |
| School Business Executive                 | Amanda Graham-Quirk |
| Director of Special Education             | Jenny Valente       |
| Principal- Elementary                     | Jenny Valente       |
| Principal- MS/HS                          | Stephen Rafferty    |
| Director of Facilities and Transportation | Kevin Springer      |
| Technology Coordinator                    | Nancy Haws          |
| Director of Technology                    | Charles Thornton    |
| Human Resource Clerk                      | Sandy Welsh         |
|   |                     |
|   |                     |

# Disaster Recovery Teams & Responsibilities

In the event of a disaster, different groups will be involved in efforts to manage and restore normal operations for the students and employees of the DeRuyter CSD. The lists of roles and responsibilities reflect the most likely tasks that teams will have to perform. In some situations, team members will be called upon to perform other tasks that may not be described by this disaster recovery plan.

## **Senior Management Team**

The Senior Management Team is the highest-level team in the disaster recovery organization. This team is responsible for identifying, assessing, prioritizing, managing, and controlling risks. The effectiveness of business continuity planning depends on management's commitment and ability to clearly identify what makes existing business processes work. The Senior Management Team will make all business decisions that are beyond the scope of the Disaster Recovery Team. This might include decisions such as constructing a new data center, relocating the primary site etc. The Disaster Management Team reports to this team.

### **Responsibilities BEFORE an Incident**

- Ensure necessary resources are devoted to creating, maintaining, and testing the disaster recovery plan.

### **Responsibilities DURING an Incident**

- General oversight of the entire recovery, restoration and the return to normal processes is the responsibility of this team;
- Staffing the disaster command center;
- Establish and/or activate other teams as needed based upon the extent of the disaster;
- This team manages all communications decisions and content. Exclusively, this team manages any communications with external entities such as law enforcement, media outlets and industry regulators;
- Provide updates to the District Superintendent;
- Communicate incident information and updates to the community;
- Special procurement and funding needs are coordinated and managed by this team. Any funds required to ensure recovery is approved by this team;
- This team ensures all teams are functioning properly and intra-team communications are not inhibited;
- Team will only communicate internally with the Disaster Recovery Management Team.

### **Responsibilities FOLLOWING an Incident**

Once DeRuyter CSD becomes operational, the team will summarize all their activities and costs related to the recovery process and will provide a report to the Disaster Management Team.

- Review the Disaster Management Team's final report regarding the incident and based on that information;
- Communicate operational and fiscal outcomes of the incident to the District Superintendent and the DeRuyter CSD Board of Education;
- Determine which of the Disaster Management Team's recommendations for plan changes should be implemented and obtain the resources necessary to make those changes.

## Contact Information

| Name                | Phone        |
|---------------------|--------------|
| Dr. David Brown     | 315-480-3536 |
| Amanda Graham-Quirk | 315-790-9715 |
| Stephen Rafferty    | 607-759-6580 |
| Jenny Valente       | 315-657-8642 |
| Kevin Springer      | 315-447-4624 |
| Sandy Welsh         | 607-745-7356 |
| Kate Reid           | 315-218-8625 |

# **Disaster Management Team**

The Disaster Management Team is responsible for the overall assessment of an incident and for directing the resulting response to, and recovery from that incident. The Disaster Management Team Leader is responsible for making the district's official declaration that a disaster has occurred (an action that immediately triggers use of this plan). The Disaster Management Team serves as a steering committee to direct the response to an incident. The team fulfills its business continuity planning responsibilities by setting policy, prioritizing critical business functions, allocating sufficient resources and personnel, providing oversight, approving the disaster recovery plan, reviewing test results, and ensuring the maintenance of a current plan. This is the primary management team that manages the ground level continuity, recovery and the return to normal operations (reconstitution) processes.

## **Responsibilities BEFORE an Incident**

- Members of this team oversee the development and maintenance of all business continuity and disaster recovery plans;
- Review and approve all plans for testing responses to incidents;
- Report all test results to the Senior Management Team, including any recommendations for changes to the plan(s).

## **Responsibilities DURING an Incident**

- The team is responsible for conducting real time assessment in the event of a disaster to determine what facilities and systems have been impacted;
- The team is responsible for communicating assessment results to the Senior Management Team and making the declaration of a disaster. That action officially triggers the responses set forth in this plan;
- The team initiates the process of the Disaster Recovery Contact Tree to engage all response teams;
- Determine what first steps need to be taken by the disaster recovery teams;
- The team performs damage assessment, salvage disposition, and monitoring of facilities cleanup;
- The team prepares a list of equipment needed for restoration of the disaster site;
- The team coordinates with all emergency recovery teams and vendors to facilitate the acquisition of supporting equipment and services;
- The team is responsible for the development of time estimates for resumption of service as well as disaster site restoration;
- Team members will be assigned the supervision and oversight of specific business continuity and disaster recovery personnel to keep them on track with district predetermined expectations and goals;
- Team will be responsible for all intra-team communications as well as formulating communications to the senior management team;
- Notify the relevant parties once the disaster is over and normal operational functionality has been restored;

- All decisions and information flow through this team.

### **Responsibilities FOLLOWING an Incident**

- Once DeRuyter CSD becomes operational, the team will summarize all of their activities and costs related to the recovery process and will provide a report to the Senior Management Team.

### **Contact Information**

| <b>Name</b>         | <b>Phone</b> |
|---------------------|--------------|
| Dr. David Brown     | 315-480-3536 |
| Amanda Graham-Quirk | 315-790-9715 |
| Stephen Rafferty    | 607-759-6580 |
| Jenny Valente       | 315-657-8642 |
| Kevin Springer      | 315-447-4624 |
| Sandy Welsh         | 607-745-7356 |
| Kate Reid           | 315-218-8625 |



## Operations Team

The Operations Team provides employees with the tools they need to get back to their work as quickly as possible. This includes employees who may be temporarily assigned to secondary locations or asked to work from home.

### Responsibilities BEFORE an Incident

- Maintain a list of all supplies that will be required in the event of a disaster;
- Maintain a reasonable inventory of supplies that will be required in the event of a disaster, focusing on supplies that might be more difficult to obtain in those circumstances;
- Assure that sufficient spare computers and laptops are on hand;
- Assure that spare computers and laptops are kept current with installed software, operating systems, and malware protection products;
- Assure that computer-related supplies (cables, printers, etc) are available.

### Responsibilities DURING an Incident

- Provision supplies appropriately;
- Maintain documentation of where all of the supplies and equipment were used.

### Responsibilities FOLLOWING an Incident

- Once DeRuyter CSD becomes operational, the team will summarize all of their activities and costs related to the recovery process and will provide a report to the Disaster Recovery Management Team.

## Contact Information

| Name                | Phone        |
|---------------------|--------------|
| Dr. David Brown     | 315-480-3536 |
| Amanda Graham-Quirk | 315-790-9715 |
| Stephen Rafferty    | 607-759-6580 |
| Jenny Valente       | 315-657-8642 |
| Kevin Springer      | 315-447-4624 |

## Facilities Team

The Facilities Team assumes responsibility for establishing and securing the location(s) to be used for technology systems before and following a disaster. This will include all primary and

any secondary facilities. Their objective is to assure sufficient electrical power, facility heating/cooling, and physical security. They will also be responsible for assessing damage to any facility and reporting their findings directly to the Disaster Management Team.

### **Responsibilities BEFORE an Incident**

- Ensure that command center and secondary facilities are properly maintained and in working order.

### **Responsibilities DURING an Incident**

- Conduct all activities required to activate/enable the command center and secondary (or tertiary) facilities.
- Ensure that accommodations, transportation, nourishment, and other supplies are provided for all employees working out of secondary facilities;
- Assess any physical damage to the primary facilities;
- Prevent further damage to the primary facilities.

### **Responsibilities FOLLOWING an Incident**

- Ensure the necessary resources and activities to rebuild or repair facilities;
- Conduct and/or participate in the process of rebuilding and/or repairing facilities;
- Once DeRuyter CSD becomes operational, the team will summarize all of their activities and costs related to the recovery process and will provide a report to the Disaster Recovery Management Team.

### **Contact Information**

| <b>Name</b>         | <b>Phone</b> |
|---------------------|--------------|
| Dr. David Brown     | 315-480-3536 |
| Amanda Graham-Quirk | 315-790-9715 |
| Kevin Springer      | 315-447-4624 |

## **Communications Team**

This team, called into action if needed by the Senior Management Team, will be responsible for all communication that takes place outside the disaster response teams. This might include employees, students, parents, the media, and others as required.

## **Responsibilities BEFORE an Incident**

- Maintain a list of contact details that might be required during and following a disaster.

## **Responsibilities DURING an Incident**

- With direction from the Senior Management Team, communicate information about the disaster and its impact to;
- Authorities;
- Employees;
- Students and Parents;
- The Community;
- Vendors/Partners;
- The Media.
- Delegate communications tasks as needed, assuring that the correct messages are being shared as intended and at the proper time.

## **Responsibilities FOLLOWING an Incident**

- Once the DeRuyter CSD becomes operational, the team will summarize all of their activities and costs related to the recovery process and will provide a report to the Disaster Recovery Management Team.

## **Contact Information**

| <b>Name</b>         | <b>Phone</b> |
|---------------------|--------------|
| Dr. David Brown     | 315-480-3536 |
| Amanda Graham-Quirk | 315-790-9715 |
| Sandy Welsh         | 607-745-7356 |
| Stephen Rafferty    | 607-759-6580 |
| Jenny Valente       | 315-657-8642 |

## Finance Team

This Finance Team manages all DeRuyter CSD finances during the time in which a disaster has been declared. Their role is to ensure that money is available for all expenses incurred by the assorted disaster recovery teams and expenses associated with district operations being conducted during that time.

### Role & Responsibilities

- Assure that there is sufficient funding (cash) or accessible (credit) to make purchases relating to the disaster recovery and other district operations taking place during that time;
- Work with the Disaster Recovery Lead (or the Senior Management Team) to monitor and approve the spending of all Disaster Recovery Teams;
- Assure that payroll occurs in a normal way for all employees;
- Coordinate any credit or payment extensions needed to get the district through the disaster recovery process;
- Work with banking partners to obtain any finance-related materials that may need to be replaced as a result of the disaster;
- Once DeRuyter CSD becomes operational, the team will work with the Disaster Recovery Lead to produce a report that describes all costs incurred during the time of the disaster recovery activities.

### Contact Information

| Name                | Phone        |
|---------------------|--------------|
| Dr. David Brown     | 315-480-3536 |
| Amanda Graham-Quirk | 315-790-9715 |

# Technology Response Team Manager

The Technology Response Team Manager is responsible for directing the activities of the Technology Response Team. This individual will also be required to be in regular communication with the Disaster Recovery Lead to report progress and obtain decisions on matters outside of their control. The Technology Response Team Manager may serve on other response teams as long as that involvement does not negatively impact their work in this role.

## Responsibilities BEFORE an Incident

- Assure that solutions are in place to achieve the recovery point and time objectives identified by the district for each system;

## Responsibilities DURING an Incident

- Initiate the DR Contact Tree for the Technology Response Team;
- Communicate with the Facilities Response Team Manager to determine the availability and readiness of primary and secondary facilities required by the Technology-related Response Team(s).
- Coordinate and supervise the activities the Technology Response Team(s);
- Serve as the single point of contact for the Technology Response Team(s);
- Present to the Disaster Recovery Team on the state of the disaster response and the decisions that need to be made.

## Responsibilities FOLLOWING an Incident

- Communicate any disaster recovery plan update requirements to the Disaster Recovery Lead for consideration for inclusion in the disaster recovery plan;
- Once OCM BOCES becomes operational, the Technology Response Team Manager will summarize all of their activities and costs related to the recovery process and will provide a report to the Disaster Recovery Management Team.

## Contact Information

The individuals serving as the Technology Response Team Manager (listed in order of precedence) are:

| Name            | Phone        |
|-----------------|--------------|
| Dr. David Brown | 315-480-3536 |

# Technology Response Team

The Technology Response Team will be responsible for assuring the reestablishment of technology-related services following a disaster. They will be primarily responsible for providing baseline functionality according to the priorities established by DeRuyter CSD (and documented later in this document). They may also assist other DR Teams as directed by the Technology Response Team Manager.

## Responsibilities BEFORE an Incident

- Maintain primary and secondary systems in a manner that minimizes damage and recovery time in the case of an incident. This should include, but not be limited to:
- Ensure that secondary systems are kept up-to-date with system and application patches;
- Ensure that secondary systems are kept up-to-date with data copies;
- Ensure that systems are backed up appropriately;
- Ensure that backup data and media are regularly tested according to the schedule established by the district;
- Conduct periodic restorations of systems for testing purposes using backup hardware, data and media;
- Install and implement any tools, hardware, and systems required for recovery.

## Responsibilities DURING an Incident

- Determine which technology-related services are not functioning at the primary facility;
- Conduct restorations of all affected systems to the recovery point objectives (RPO) within the recovery time objectives (RTO) according to the restoration priorities established by DeRuyter CSD;
- If services are provided by third parties, the team will communicate and coordinate with these third parties to ensure restorations of all affected systems to the recovery point objectives (RPO) within the recovery time objectives (RTO) according to the restoration priorities established by DeRuyter CSD;
- Follow the restoration processes for each affected system as outlined later in this plan;
- In the event of a disaster that requires migration to secondary facilities, the team will ensure that all services are made available at those facilities.

## Responsibilities FOLLOWING an Incident

- Once DeRuyter CSD becomes operational, the team will summarize all of their activities and costs related to the recovery process and will provide a report to the Disaster Recovery Management Team.

## Contact Information

| Name                | Phone        |
|---------------------|--------------|
| Dr. David Brown     | 315-480-3536 |
| Amanda Graham-Quirk | 315-790-9715 |
| Nancy Haws          | 315-560-5419 |
| Charles Thornton    | 607-423-1848 |

# Plan Maintenance & Testing

The organization has assembled this plan in as complete and accurate a manner as possible. It is, however, impossible to address all possible problems at any one time. Additionally, plan updates will happen regularly as the technologies and procedures employed by the district change. Therefore, this plan will need to be tested periodically to discover errors and omissions and will need to be updated to address them.

## Maintenance

This plan will be updated whenever a major system update, upgrade, addition, or removal is performed. The Disaster Management Team Leader will be responsible for assuring the document is updated with the assistance of other district personnel. The Disaster Management Team Leader will be responsible for the accuracy and relevance of those updates.

Maintenance will include (but is not limited to) the following:

- Accuracy of the contact tree;
- Accuracy of team lists;
- Relevance of the plan contents to the organization;
- Changes and revisions to reflect organizational changes and goals;
- Adhering to any requirements specified by law;
- Summarizing plan changes in the Plan Version Information table found at the beginning of this document.

## Testing

The organization is committed to ensuring that this plan is functional. The plan will be tested annually to ensure that it is still effective. Testing the plan will be carried out in one or more of the following ways:

- **Walkthroughs** - Team members verbally go through the specific steps as documented in the plan to confirm effectiveness, identify gaps, bottlenecks or other weaknesses. This test provides the opportunity to review a plan with a larger subset of people, allowing the Disaster Management Team Leader to draw upon a correspondingly increased pool of knowledge and experiences. Staff should be familiar with procedures, equipment, and offsite facilities.
- **Simulations** - A disaster is simulated so normal operations will not be interrupted. Hardware, software, personnel, communications, procedures, supplies and forms, documentation, transportation, utilities, and alternate site processing should be thoroughly tested in a simulation test. However, validated checklists can provide a reasonable level of assurance for many of these scenarios. Analyze the output of the previous tests carefully before the proposed simulation to ensure the lessons learned



during the previous phases of the cycle have been applied.

- **Parallel Testing** - A parallel test can be performed in conjunction with the checklist test or simulation test. Under this scenario, historical transactions, such as the prior business day's transactions are processed against preceding day's backup files at the contingency processing site or hot site. All reports produced at the alternate site for the current business date should agree with those reports produced at the alternate processing site.
- **Partial-Interruption Testing** - Systems are selected at random and separated from the district production environment, triggering the plan outcomes that would provide the restoration of that particular system. This test is likely to incur costs and will certainly disrupt some of the normal district operations.
- **Full-Interruption Testing** - A full-interruption test activates the total plan. The test is likely to be costly and could disrupt normal operations, and therefore should be approached with caution.

The Disaster Management Team Leader will address any discrepancies that are discovered between the testing outcomes and the current plan.

# Disaster Response

The organization has identified the systems that must be made operational in the case of a disaster. The system specifications and restoration details are provided in this section of the disaster recovery plan.

## RPO / RTO

**Recovery Point Objective / Recovery Time Objective**



# Systems & Services

The following list identifies, as agreed upon by the organization, the top priorities of the information systems/services that support operations. Any disaster recovery activities will be conducted according to the priorities identified in this list. Availability of resources (personnel and other) may provide for simultaneously addressing some of these priorities.

| Rank | System                    |
|------|---------------------------|
| 1    | Human Resources/Employees |
| 2    | Technology                |
| 3    | Vital Records             |
| 4    | Facilities                |
| 5    | Inventory                 |
| 6    | Services (external)       |
| 7    | Utilities                 |
| 8    | Financial Aid Records     |
| 9    | Student Medical Records   |
| 10   | Contracts                 |
| 11   | Payroll Services          |
| 12   | Accounts Payable          |



# DeRuyter Central School

*Home of the Rockets*

711 Railroad Street, DeRuyter, NY 13052  
Phone: 315-852-3400 Fax: 315-852-9600

**David M. Brown, Ed. D.**  
Superintendent of Schools

**Amanda Graham-Quirk**  
School Business Executive

**Jenny Valente**  
Elementary Education

**Kimberly O'Brien**  
District Administrator

**Stephen Rafferty**  
Secondary Education

## **2023 - 2024 DeRuyter Central School Board of Education Meeting Schedule**

All meetings begin at **6:00 p.m.** (unless otherwise noted)  
**Library/Media Center**

**July 13, 2023** (2<sup>nd</sup> Wednesday) Reorganizational / Regular Meeting (by Resolution – 6/7/23)

**August 9, 2023** - Regular Meeting/Set Tax Rates

**September 13, 2023** - Regular Meeting

**October 11, 2023** Regular Meeting

**November 8, 2023** Regular Meeting

**December 13, 2023** Regular Meeting

**January 10, 2024** Regular Meeting

**February 14, 2024** Regular Meeting

**March 13, 2024** Regular Meeting

**April 2024**

**17 (3<sup>rd</sup> Wednesday)** – BOE Petitions Due 4:00 pm  
BOCES Admin. Budget Vote/BOCES BOE Election / Regular Meeting

**May 2024**

**14<sup>th</sup> (2<sup>nd</sup> Tuesday)** – Public Hearing – **5:00 p.m.** with  
Regular Meeting Immediately Following Public Hearing.  
**21<sup>st</sup> (3<sup>rd</sup> Tuesday)** Budget Vote/Board Election (Noon-9:00 p.m.)  
**21<sup>st</sup> (3<sup>rd</sup> Tuesday)** - 9:05 p.m. to Accept Vote Results

**June 12, 2024** - Regular Meeting

Approved by DCS BOE:

*DeRuyter Central School = District Committed to Success*

*Board of Education: Dean Hathaway, President; Daniel Degear, Vice President; Members – Melanie Ackley, Lisa Benedict, Jodi Wiesing*

## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 67: May 3, 2023 Multifund Cks For Dates 5/1/2023 - 5/31/2023



| Check # | Check Date | Vendor ID | Vendor Name                  | Account            | PO Number           | Check Amount      | Liquidated |
|---------|------------|-----------|------------------------------|--------------------|---------------------|-------------------|------------|
| 115527  | 05/03/2023 | 198       | AALCO                        | A 1621.440-10      | 230197              | 425.16            | 425.16     |
|         |            |           |                              | A 1621.440-10      | 230197              | 465.16            | 465.16     |
|         |            |           |                              |                    | <b>Check Total:</b> | <b>890.32</b>     |            |
| 115528  | 05/03/2023 | 240       | Amazon Capital Services      | A 2110.450-10      | 230684              | 123.25            | 123.25     |
|         |            |           |                              | A 2630.450-10      | 230683              | 107.93            | 107.93     |
|         |            |           |                              |                    | <b>Check Total:</b> | <b>231.18</b>     |            |
| 115529  | 05/03/2023 | 1310      | Bert Adams Disposal Inc.     | A 1621.440-10      | 230198              | 747.40            | 747.40     |
|         |            |           |                              |                    | <b>Check Total:</b> | <b>747.40</b>     |            |
| 115530  | 05/03/2023 | 31        | Bill Bros. Dairy             | C 2860.411-10      | 230308              | 278.86            | 278.86     |
|         |            |           |                              | C 2860.411-10      | 230308              | 572.90            | 572.90     |
|         |            |           |                              | C 2860.411-10      | 230308              | 320.02            | 320.02     |
|         |            |           |                              | C 2860.411-10      | 230308              | 344.22            | 344.22     |
|         |            |           |                              | C 2860.411-10      | 230308              | 597.77            | 597.77     |
|         |            |           |                              |                    | <b>Check Total:</b> | <b>2,113.77</b>   |            |
| 115531  | 05/03/2023 | 2592      | Blick Art Supplies           | A 2630.200-10      | 230676              | 180.00            | 180.00     |
|         |            |           |                              | A 2630.200-10      | 230676              | 214.85            | 214.85     |
|         |            |           |                              |                    | <b>Check Total:</b> | <b>394.85</b>     |            |
| 115532  | 05/03/2023 | 2825      | Buell Fuels, LLC             | A 5510.450-10-0138 | 230230              | 1,464.38          | 1,464.38   |
|         |            |           |                              |                    | <b>Check Total:</b> | <b>1,464.38</b>   |            |
| 115533  | 05/03/2023 | 2476      | Cincinnati Home Center       | A 1621.450-10      | 230206              | 134.33            | 134.33     |
|         |            |           |                              |                    | <b>Check Total:</b> | <b>134.33</b>     |            |
| 115534  | 05/03/2023 | 6         | Cooperative Health Insurance | A 9060.800-10      | 230261              | 148,094.72        | 148,094.72 |
|         |            |           |                              |                    | <b>Check Total:</b> | <b>148,094.72</b> |            |
| 115535  | 05/03/2023 | 152       | Cortland Standard            | A 1010.410-10      | 230277              | 503.28            | 503.28     |

## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 67: May 3, 2023 Multifund Cks For Dates 5/1/2023 - 5/31/2023



| Check # | Check Date | Vendor ID | Vendor Name                    | Account            | PO Number           | Check Amount    | Liquidated |
|---------|------------|-----------|--------------------------------|--------------------|---------------------|-----------------|------------|
| 115536  | 05/03/2023 | 203       | Countryside Hardware           |                    | <b>Check Total:</b> | <b>503.28</b>   |            |
|         |            |           |                                | A 1621.450-10      | 230207              | 470.96          | 470.96     |
|         |            |           |                                |                    | <b>Check Total:</b> | <b>470.96</b>   |            |
| 115537  | 05/03/2023 | 2299      | CSEA Employee Benefit Fund     |                    |                     |                 |            |
|         |            |           |                                | A 9060.800-10      | 230260              | 3,122.73        | 3,122.73   |
|         |            |           |                                |                    | <b>Check Total:</b> | <b>3,122.73</b> |            |
| 115538  | 05/03/2023 | 537       | DCS School Lunch Fund          |                    |                     |                 |            |
|         |            |           |                                | A 2110.450-10      | 230273              | 521.82          | 521.82     |
|         |            |           |                                |                    | <b>Check Total:</b> | <b>521.82</b>   |            |
| 115539  | 05/03/2023 | 3015      | Educational Data Services, Inc |                    |                     |                 |            |
|         |            |           |                                | A 2110.400-10      | 230693              | 125.00          | 125.00     |
|         |            |           |                                |                    | <b>Check Total:</b> | <b>125.00</b>   |            |
| 115540  | 05/03/2023 | 3002      | George Junior Republic UFSD    |                    |                     |                 |            |
|         |            |           |                                | A 2110.471-10      | 230523              | 4,687.30        | 4,687.30   |
|         |            |           |                                | A 2110.471-10      | 230523              | 4,687.30        | 4,687.30   |
|         |            |           |                                |                    | <b>Check Total:</b> | <b>9,374.60</b> |            |
| 115541  | 05/03/2023 | 220       | Grainger                       |                    |                     |                 |            |
|         |            |           |                                | A 1620.450-10      | 230189              | 118.79          | 118.79     |
|         |            |           |                                |                    | <b>Check Total:</b> | <b>118.79</b>   |            |
| 115542  | 05/03/2023 | 284       | Graphtex                       |                    |                     |                 |            |
|         |            |           |                                | A 2855.450-30      |                     | 31.00           |            |
|         |            |           |                                |                    | <b>Check Total:</b> | <b>31.00</b>    |            |
| 115543  | 05/03/2023 | 237       | Haws, Nancy F.                 |                    |                     |                 |            |
|         |            |           |                                | A 2110.400-10-0107 |                     | 39.96           |            |
|         |            |           |                                |                    | <b>Check Total:</b> | <b>39.96</b>    |            |
| 115544  | 05/03/2023 | 3116      | Rachel Hyde                    |                    |                     |                 |            |
|         |            |           |                                | A 2110.400-10-0107 |                     | 215.50          |            |
|         |            |           |                                |                    | <b>Check Total:</b> | <b>215.50</b>   |            |
| 115545  | 05/03/2023 | 2707      | Instrumentalist Awards LLC     |                    |                     |                 |            |
|         |            |           |                                | A 2110.450-30-0031 |                     | 56.00           |            |
|         |            |           |                                |                    | <b>Check Total:</b> | <b>56.00</b>    |            |
| 115546  | 05/03/2023 | 144       | Jemco Water Treatment Services |                    |                     |                 |            |

## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 67: May 3, 2023 Multifund Cks For Dates 5/1/2023 - 5/31/2023



| Check # | Check Date | Vendor ID | Vendor Name               | Account            | PO Number           | Check Amount    | Liquidated |
|---------|------------|-----------|---------------------------|--------------------|---------------------|-----------------|------------|
|         |            |           |                           | A 5530.440-10      | 230235              | 180.00          | 180.00     |
|         |            |           |                           |                    | <b>Check Total:</b> | <b>180.00</b>   |            |
| 115547  | 05/03/2023 | 2580      | KJ Electric               |                    |                     |                 |            |
|         |            |           |                           | A 1621.450-10      | 230590              | 670.22          | 670.22     |
|         |            |           |                           |                    | <b>Check Total:</b> | <b>670.22</b>   |            |
| 115548  | 05/03/2023 | 2460      | Mackin                    |                    |                     |                 |            |
|         |            |           |                           | A 2610.450-10-0129 | 230159              | 1,995.67        | 1,995.67   |
|         |            |           |                           |                    | <b>Check Total:</b> | <b>1,995.67</b> |            |
| 115549  | 05/03/2023 | 115       | Metropolitan Life Insur.  |                    |                     |                 |            |
|         |            |           |                           | A 9045.800-10      | 230263              | 168.54          | 168.54     |
|         |            |           |                           |                    | <b>Check Total:</b> | <b>168.54</b>   |            |
| 115550  | 05/03/2023 | 65        | NYS Municipal Energy Con. |                    |                     |                 |            |
|         |            |           |                           | A 5530.400-10-0109 | 230265              | 1,045.35        | 1,045.35   |
|         |            |           |                           |                    | <b>Check Total:</b> | <b>1,045.35</b> |            |
| 115551  | 05/03/2023 | 532       | Renzi                     |                    |                     |                 |            |
|         |            |           |                           | C 2860.411-10      | 230309              | 1,567.84        | 1,567.84   |
|         |            |           |                           | C 2860.411-10      | 230309              | 2,897.76        | 2,897.76   |
|         |            |           |                           | C 2860.411-10      | 230309              | -95.76          | 0.00       |
|         |            |           |                           | C 2860.411-10      | 230309              | -128.35         | 0.00       |
|         |            |           |                           | C 2860.411-10      | 230309              | -30.72          | 0.00       |
|         |            |           |                           | C 2860.411-10      | 230309              | -199.65         | 0.00       |
|         |            |           |                           | C 2860.411-10      | 230309              | -3.80           | 0.00       |
|         |            |           |                           | C 2860.411-10      | 230309              | -3.80           | 0.00       |
|         |            |           |                           | C 2860.411-10      | 230309              | -7.60           | 0.00       |
|         |            |           |                           | C 2860.411-10      | 230309              | -282.04         | 0.00       |
|         |            |           |                           | C 2860.411-10      | 230309              | -63.91          | 0.00       |
|         |            |           |                           | C 2860.411-10      | 230309              | -83.91          | 0.00       |
|         |            |           |                           | C 2860.411-10      | 230309              | -117.50         | 0.00       |
|         |            |           |                           | C 2860.411-10      | 230309              | -390.25         | 0.00       |
|         |            |           |                           |                    | <b>Check Total:</b> | <b>3,058.31</b> |            |
| 115552  | 05/03/2023 | 142       | Safety-Kleen              |                    |                     |                 |            |
|         |            |           |                           | A 5530.450-10      | 230236              | 709.65          | 709.65     |
|         |            |           |                           |                    | <b>Check Total:</b> | <b>709.65</b>   |            |

## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 67: May 3, 2023 Multifund Cks For Dates 5/1/2023 - 5/31/2023



| Check # | Check Date | Vendor ID | Vendor Name                | Account            | PO Number           | Check Amount  | Liquidated |
|---------|------------|-----------|----------------------------|--------------------|---------------------|---------------|------------|
| 115553  | 05/03/2023 | 62        | Scholastic Sports          | A 2855.450-30      |                     | 520.61        |            |
|         |            |           |                            |                    | <b>Check Total:</b> | <b>520.61</b> |            |
| 115554  | 05/03/2023 | 1034      | Scutt, Brenda S.           | C 2860.450-10      |                     | 77.98         |            |
|         |            |           |                            |                    | <b>Check Total:</b> | <b>77.98</b>  |            |
| 115555  | 05/03/2023 | 2736      | Sweeney's Pest Elimination | A 1620.450-10      | 230195              | 72.00         | 72.00      |
|         |            |           |                            |                    | <b>Check Total:</b> | <b>72.00</b>  |            |
| 115556  | 05/03/2023 | 3631      | Timothy Taylor             | A 2855.400-30-0132 |                     | 219.60        |            |
|         |            |           |                            |                    | <b>Check Total:</b> | <b>219.60</b> |            |
| 115557  | 05/03/2023 | 2725      | Unifirst                   | A 1621.450-10      | 230213              | 48.73         | 48.73      |
|         |            |           |                            | A 1621.450-10      | 230213              | 36.83         | 36.83      |
|         |            |           |                            |                    | <b>Check Total:</b> | <b>85.56</b>  |            |
| 115558  | 05/03/2023 | 3500      | VSP Vision Care            | A 9060.800-10      | 230275              | 302.87        | 302.87     |
|         |            |           |                            |                    | <b>Check Total:</b> | <b>302.87</b> |            |



## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 67: May 3, 2023 Multifund Cks For Dates 5/1/2023 - 5/31/2023



| Check #                    | Check Date | Vendor ID | Vendor Name | Account | PO Number       | Check Amount | Liquidated |
|----------------------------|------------|-----------|-------------|---------|-----------------|--------------|------------|
| Number of Transactions: 32 |            |           |             |         | Warrant Total:  | 177,756.95   |            |
|                            |            |           |             |         | Vendor Portion: | 177,756.95   |            |

## 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 \$ 177,756.95. 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.

5/31/23 Kendi Foster  
Date

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 177,756.95. 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.

5/31/23 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.

6/1/23 Katy L. Decker Treasurer  
Date Officer's Signature Title

## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 68: May 9, 2023 Multifund Cks For Dates 5/1/2023 - 5/31/2023



| Check # | Check Date | Vendor ID | Vendor Name           | Account            | PO Number           | Check Amount  | Liquidated |
|---------|------------|-----------|-----------------------|--------------------|---------------------|---------------|------------|
| 115559  | 05/09/2023 | 3498      | Barbara Agazzi-Poncia | A 2110.450-10      |                     | 50.56         |            |
|         |            |           |                       |                    | <b>Check Total:</b> | <b>50.56</b>  |            |
| 115560  | 05/09/2023 | 68        | DeRuyter Big M        | A 2110.450-10      | 230483              | 111.58        | 92.15      |
|         |            |           |                       | A 2110.450-10      | 230483              | -29.62        | 0.00       |
|         |            |           |                       |                    | <b>Check Total:</b> | <b>81.96</b>  |            |
| 115561  | 05/09/2023 | 2900      | Heather Foster        | A 1310.400-10-0100 | 230700              | 83.74         | 83.74      |
|         |            |           |                       |                    | <b>Check Total:</b> | <b>83.74</b>  |            |
| 115562  | 05/09/2023 | 3628      | K-LOG                 | A 1310.450-10      | 230691              | 314.16        | 314.16     |
|         |            |           |                       |                    | <b>Check Total:</b> | <b>314.16</b> |            |
| 115563  | 05/09/2023 | 2553      | Phoenix Graphics      | A 1010.440-10      | 230285              | 223.00        | 525.00     |
|         |            |           |                       |                    | <b>Check Total:</b> | <b>223.00</b> |            |

## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 68: May 9, 2023 Multifund Cks For Dates 5/1/2023 - 5/31/2023



| Check #                   | Check Date | Vendor ID | Vendor Name | Account | PO Number       | Check Amount | Liquidated |
|---------------------------|------------|-----------|-------------|---------|-----------------|--------------|------------|
| Number of Transactions: 5 |            |           |             |         | Warrant Total:  | 753.42       |            |
|                           |            |           |             |         | Vendor Portion: | 753.42       |            |

## 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 \$ 753.42. 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.

5/31/23 [Signature]  
Date

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 753.42. 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.

5/31/23 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.

6/1/23 [Signature] Treasurer  
Date Officer's Signature Title

## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 70: May 17, 2023 Multifund Cks For Dates 5/1/2023 - 5/31/2023



| Check # | Check Date | Vendor ID | Vendor Name             | Account            | PO Number           | Check Amount    | Liquidated |
|---------|------------|-----------|-------------------------|--------------------|---------------------|-----------------|------------|
| 115566  | 05/17/2023 | 198       | AALCO                   | A 1621.440-10      | 230197              | 455.32          | 455.32     |
|         |            |           |                         |                    | <b>Check Total:</b> | <b>455.32</b>   |            |
| 115567  | 05/17/2023 | 250       | Craig Allen             | A 2855.400-30-0132 |                     | 110.65          |            |
|         |            |           |                         |                    | <b>Check Total:</b> | <b>110.65</b>   |            |
| 115568  | 05/17/2023 | 2554      | James Aloï              | A 2855.400-30-0132 |                     | 110.65          |            |
|         |            |           |                         |                    | <b>Check Total:</b> | <b>110.65</b>   |            |
| 115569  | 05/17/2023 | 240       | Amazon Capital Services | A 2855.450-30      | 230697              | 129.95          | 129.95     |
|         |            |           |                         | A 2110.450-10      | 230694              | 27.69           | 27.69      |
|         |            |           |                         | A 2110.450-10      | 230690              | 67.93           | 68.43      |
|         |            |           |                         | A 2110.450-10      | 230668              | 33.31           | 33.31      |
|         |            |           |                         |                    | <b>Check Total:</b> | <b>258.88</b>   |            |
| 115570  | 05/17/2023 | 3483      | Ashley McGraw           | A 1620.440-10      | 230467              | 3,657.00        | 3,657.00   |
|         |            |           |                         | A 1620.440-10      | 230457              | 2,000.00        | 2,000.00   |
|         |            |           |                         |                    | <b>Check Total:</b> | <b>5,657.00</b> |            |
| 115571  | 05/17/2023 | 989       | B & H Photo Video       | A 2630.450-10      | 230695              | 109.82          | 109.82     |
|         |            |           |                         | A 2630.450-10      | 230695              | 713.28          | 713.28     |
|         |            |           |                         |                    | <b>Check Total:</b> | <b>823.10</b>   |            |
| 115572  | 05/17/2023 | 31        | Bill Bros. Dairy        | C 2860.411-10      | 230308              | 548.98          | 548.98     |
|         |            |           |                         | C 2860.411-10      | 230308              | 321.71          | 321.71     |
|         |            |           |                         | C 2860.411-10      | 230308              | 585.06          | 585.06     |
|         |            |           |                         | C 2860.411-10      | 230308              | 241.45          | 241.45     |
|         |            |           |                         | C 2860.411-10      | 230308              | 295.88          | 295.88     |
|         |            |           |                         | C 2860.411-10      | 230308              | 446.16          | 446.16     |
|         |            |           |                         |                    | <b>Check Total:</b> | <b>2,439.24</b> |            |
| 115573  | 05/17/2023 | 3626      | Bold Systems, LLC       | A 1480.450-10      | 230681              | 200.00          | 200.00     |

## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 70: May 17, 2023 Multifund Cks For Dates 5/1/2023 - 5/31/2023



| Check #             | Check Date | Vendor ID | Vendor Name                  | Account            | PO Number | Check Amount     | Liquidated |
|---------------------|------------|-----------|------------------------------|--------------------|-----------|------------------|------------|
| <b>Check Total:</b> |            |           |                              |                    |           | <b>200.00</b>    |            |
| 115574              | 05/17/2023 | 2700      | Brick & Mortar Music         |                    |           |                  |            |
|                     |            |           |                              | A 2110.450-30-0031 | 230161    | 517.34           | 517.34     |
| <b>Check Total:</b> |            |           |                              |                    |           | <b>517.34</b>    |            |
| 115575              | 05/17/2023 | 2825      | Buell Fuels, LLC             |                    |           |                  |            |
|                     |            |           |                              | A 5510.450-10-0138 | 230230    | 1,767.34         | 1,767.34   |
|                     |            |           |                              | A 5510.450-10-0138 | 230230    | 1,781.40         | 1,781.40   |
|                     |            |           |                              | A 5510.450-10-0138 | 230230    | 79.02            | 79.02      |
| <b>Check Total:</b> |            |           |                              |                    |           | <b>3,627.76</b>  |            |
| 115576              | 05/17/2023 | 2476      | Cincinnatus Home Center      |                    |           |                  |            |
|                     |            |           |                              | A 1621.450-10      | 230206    | 97.95            | 97.95      |
| <b>Check Total:</b> |            |           |                              |                    |           | <b>97.95</b>     |            |
| 115577              | 05/17/2023 | 3036      | Gregory Conn                 |                    |           |                  |            |
|                     |            |           |                              | A 2855.400-30-0132 |           | 110.65           |            |
|                     |            |           |                              | A 2855.400-30-0132 |           | 110.65           |            |
| <b>Check Total:</b> |            |           |                              |                    |           | <b>221.30</b>    |            |
| 115578              | 05/17/2023 | 203       | Countryside Hardware         |                    |           |                  |            |
|                     |            |           |                              | A 1621.450-10      | 230207    | 1.50             | 1.50       |
| <b>Check Total:</b> |            |           |                              |                    |           | <b>1.50</b>      |            |
| 115579              | 05/17/2023 | 305       | Day Automations Systems      |                    |           |                  |            |
|                     |            |           |                              | A 1621.400-10-0113 | 230167    | 27,739.25        | 27,739.25  |
| <b>Check Total:</b> |            |           |                              |                    |           | <b>27,739.25</b> |            |
| 115580              | 05/17/2023 | 1186      | DeRuyter Farm & Garden CO-OP |                    |           |                  |            |
|                     |            |           |                              | A 1620.450-10      | 230187    | 71.91            | 71.91      |
| <b>Check Total:</b> |            |           |                              |                    |           | <b>71.91</b>     |            |
| 115581              | 05/17/2023 | 3003      | Dormitory Authority Reimbsmt |                    |           |                  |            |
|                     |            |           |                              | A 2110.471-10      | 230522    | 378.30           | 378.30     |
| <b>Check Total:</b> |            |           |                              |                    |           | <b>378.30</b>    |            |
| 115582              | 05/17/2023 | 2753      | Empire Winds, Inc            |                    |           |                  |            |
|                     |            |           |                              | A 2110.400-30-0031 | 230155    | 318.00           | 322.01     |
| <b>Check Total:</b> |            |           |                              |                    |           | <b>318.00</b>    |            |
| 115583              | 05/17/2023 | 2834      | Encore Data Products         |                    |           |                  |            |
|                     |            |           |                              | A 2630.450-10      | 230692    | 232.67           | 232.67     |

## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 70: May 17, 2023 Multifund Cks For Dates 5/1/2023 - 5/31/2023



| Check # | Check Date | Vendor ID | Vendor Name                    | Account            | PO Number           | Check Amount    | Liquidated |
|---------|------------|-----------|--------------------------------|--------------------|---------------------|-----------------|------------|
| 115584  | 05/17/2023 | 3002      | George Junior Republic UFSD    |                    | <b>Check Total:</b> | <b>232.67</b>   |            |
|         |            |           |                                | A 2110.471-10      | 230523              | 4,687.30        | 4,687.30   |
|         |            |           |                                |                    | <b>Check Total:</b> | <b>4,687.30</b> |            |
| 115585  | 05/17/2023 | 2542      | Gilliland, Karl                |                    |                     |                 |            |
|         |            |           |                                | A 2855.400-30-0132 |                     | 110.65          |            |
|         |            |           |                                |                    | <b>Check Total:</b> | <b>110.65</b>   |            |
| 115586  | 05/17/2023 | 2596      | Hershey's Ice Cream            |                    |                     |                 |            |
|         |            |           |                                | C 2860.411-10      | 230311              | 341.54          | 266.42     |
|         |            |           |                                | C 2860.411-10      | 230311              | -75.12          | 0.00       |
|         |            |           |                                |                    | <b>Check Total:</b> | <b>266.42</b>   |            |
| 115587  | 05/17/2023 | 1944      | Hill & Markes Inc.             |                    |                     |                 |            |
|         |            |           |                                | C 2860.411-10      | 230310              | 9.05            | 9.05       |
|         |            |           |                                | C 2860.411-10      | 230310              | 911.52          | 911.52     |
|         |            |           |                                |                    | <b>Check Total:</b> | <b>920.57</b>   |            |
| 115588  | 05/17/2023 | 2227      | Hillyard Inc.                  |                    |                     |                 |            |
|         |            |           |                                | A 1620.450-10      | 230190              | 661.68          | 661.68     |
|         |            |           |                                |                    | <b>Check Total:</b> | <b>661.68</b>   |            |
| 115589  | 05/17/2023 | 3603      | Hogtown Mascots Inc.           |                    |                     |                 |            |
|         |            |           |                                | A 2110.450-10      | 230576              | 2,701.26        | 2,701.26   |
|         |            |           |                                |                    | <b>Check Total:</b> | <b>2,701.26</b> |            |
| 115590  | 05/17/2023 | 2149      | Iron Mountain                  |                    |                     |                 |            |
|         |            |           |                                | A 1620.440-10      | 230272              | 125.50          | 125.50     |
|         |            |           |                                |                    | <b>Check Total:</b> | <b>125.50</b>   |            |
| 115591  | 05/17/2023 | 2790      | Junior Library Guild           |                    |                     |                 |            |
|         |            |           |                                | A 2610.450-10-0129 | 230158              | 2,119.84        | 2,164.75   |
|         |            |           |                                |                    | <b>Check Total:</b> | <b>2,119.84</b> |            |
| 115592  | 05/17/2023 | 2281      | Lifetime Benefit Solutions Inc |                    |                     |                 |            |
|         |            |           |                                | A 9060.800-10      | 230251              | 75.00           | 75.00      |
|         |            |           |                                |                    | <b>Check Total:</b> | <b>75.00</b>    |            |
| 115593  | 05/17/2023 | 130       | Madison County Treasurer       |                    |                     |                 |            |
|         |            |           |                                | A 1621.400-10-0113 | 230295              | 4,975.00        | 4,975.00   |
|         |            |           |                                |                    | <b>Check Total:</b> | <b>4,975.00</b> |            |

## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 70: May 17, 2023 Multifund Cks For Dates 5/1/2023 - 5/31/2023



| Check #             | Check Date | Vendor ID | Vendor Name                   | Account            | PO Number | Check Amount      | Liquidated |
|---------------------|------------|-----------|-------------------------------|--------------------|-----------|-------------------|------------|
| 115594              | 05/17/2023 | 1830      | Morris, Ray                   | A 2855.400-30-0132 |           | 110.65            |            |
| <b>Check Total:</b> |            |           |                               |                    |           | <b>110.65</b>     |            |
| 115595              | 05/17/2023 | 60        | OCM Boces                     | C 2860.490-10      | 230521    | 837.40            | 837.40     |
|                     |            |           |                               | A 1310.490-10      | 230521    | 6,973.64          | 6,973.64   |
|                     |            |           |                               | A 1430.490-10      | 230521    | 4,720.81          | 4,720.81   |
|                     |            |           |                               | A 1620.490-10      | 230521    | 2,691.10          | 2,691.10   |
|                     |            |           |                               | A 1670.490-10      | 230521    | 1,230.17          | 1,230.17   |
|                     |            |           |                               | A 1981.490-10      | 230521    | 4,369.71          | 4,369.71   |
|                     |            |           |                               | A 2070.490-10      | 230521    | 1,721.00          | 1,721.00   |
|                     |            |           |                               | A 2110.490-10      | 230521    | 14,208.35         | 14,208.35  |
|                     |            |           |                               | A 2250.490-10      | 230521    | 42,449.26         | 42,449.26  |
|                     |            |           |                               | A 2280.490-10      | 230521    | 15,071.88         | 15,071.88  |
|                     |            |           |                               | A 2330.490-10      | 230521    | 11,479.02         | 11,479.02  |
|                     |            |           |                               | A 2630.490-10      | 230521    | 41,317.27         | 41,317.27  |
|                     |            |           |                               | A 5510.490-10      | 230521    | 265.78            | 265.78     |
| <b>Check Total:</b> |            |           |                               |                    |           | <b>147,335.39</b> |            |
| 115596              | 05/17/2023 | 532       | Renzi                         | C 2860.411-10      | 230309    | 1,700.26          | 1,700.26   |
|                     |            |           |                               | C 2860.411-10      | 230309    | 3,519.74          | 3,519.74   |
|                     |            |           |                               | C 2860.411-10      | 230309    | 3,441.39          | 3,441.39   |
| <b>Check Total:</b> |            |           |                               |                    |           | <b>8,661.39</b>   |            |
| 115597              | 05/17/2023 | 2231      | Section III Athletics         | A 2855.420-30      | 230346    | 350.00            | 350.00     |
| <b>Check Total:</b> |            |           |                               |                    |           | <b>350.00</b>     |            |
| 115598              | 05/17/2023 | 2427      | Staples Contract & Commercial | A 2110.450-10      | 230651    | 12.10             | 12.10      |
| <b>Check Total:</b> |            |           |                               |                    |           | <b>12.10</b>      |            |
| 115599              | 05/17/2023 | 2479      | State Industrial Products     | A 1620.450-10      | 230194    | 177.83            | 177.83     |
| <b>Check Total:</b> |            |           |                               |                    |           | <b>177.83</b>     |            |
| 115600              | 05/17/2023 | 2736      | Sweeney's Pest Elimination    |                    |           |                   |            |

## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 70: May 17, 2023 Multifund Cks For Dates 5/1/2023 - 5/31/2023



| Check # | Check Date | Vendor ID | Vendor Name      | Account            | PO Number           | Check Amount  | Liquidated |
|---------|------------|-----------|------------------|--------------------|---------------------|---------------|------------|
|         |            |           |                  | A 1620.450-10      | 230195              | 72.00         | 72.00      |
|         |            |           |                  |                    | <b>Check Total:</b> | <b>72.00</b>  |            |
| 115601  | 05/17/2023 | 2225      | Antonio Testa    |                    |                     |               |            |
|         |            |           |                  | A 2855.400-30-0132 |                     | 110.65        |            |
|         |            |           |                  |                    | <b>Check Total:</b> | <b>110.65</b> |            |
| 115602  | 05/17/2023 | 2725      | Unifirst         |                    |                     |               |            |
|         |            |           |                  | A 1621.450-10      | 230213              | 31.73         | 31.73      |
|         |            |           |                  |                    | <b>Check Total:</b> | <b>31.73</b>  |            |
| 115603  | 05/17/2023 | 2176      | WB Mason         |                    |                     |               |            |
|         |            |           |                  | A 2110.450-10      | 230682              | 281.25        | 334.55     |
|         |            |           |                  |                    | <b>Check Total:</b> | <b>281.25</b> |            |
| 115604  | 05/17/2023 | 1971      | Wickham, Dan     |                    |                     |               |            |
|         |            |           |                  | A 2855.400-30-0132 |                     | 113.65        |            |
|         |            |           |                  |                    | <b>Check Total:</b> | <b>113.65</b> |            |
| 115605  | 05/17/2023 | 850       | Young, Bonita L. |                    |                     |               |            |
|         |            |           |                  | A 1320.440-10      | 230293              | 161.50        | 161.50     |
|         |            |           |                  |                    | <b>Check Total:</b> | <b>161.50</b> |            |



## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 70: May 17, 2023 Multifund Cks For Dates 5/1/2023 - 5/31/2023



| Check #                    | Check Date | Vendor ID | Vendor Name | Account | PO Number       | Check Amount | Liquidated |
|----------------------------|------------|-----------|-------------|---------|-----------------|--------------|------------|
| Number of Transactions: 40 |            |           |             |         | Warrant Total:  | 217,322.18   |            |
|                            |            |           |             |         | Vendor Portion: | 217,322.18   |            |

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 40 in number, in the total amount of \$ 217,322.18. 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.

5/31/23 [Signature]  
Date

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 217,322.18. 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.

5/31/23 [Signature] Claims Auditor  
Date Auditor's Signature Title

## Approval of Officer Giving Rise to Claims

I hereby certify that each claim numbered 1, to 40, 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.

6/1/23 [Signature] Treasurer  
Date Officer's Signature Title

## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 71: May 23, 2023 Multifund Cks For Dates 5/1/2023 - 5/31/2023



| Check # | Check Date | Vendor ID | Vendor Name              | Account            | PO Number           | Check Amount  | Liquidated |
|---------|------------|-----------|--------------------------|--------------------|---------------------|---------------|------------|
| 115606  | 05/23/2023 | 2548      | Judy Browngardt          | A 1010.440-10      | 230289              | 140.00        | 140.00     |
|         |            |           |                          |                    | <b>Check Total:</b> | <b>140.00</b> |            |
| 115607  | 05/23/2023 | 3343      | Sandra Camelbeck         | A 1010.440-10      | 230290              | 140.00        | 140.00     |
|         |            |           |                          |                    | <b>Check Total:</b> | <b>140.00</b> |            |
| 115608  | 05/23/2023 | 29        | Citizens bank            | A 2110.450-30-0035 | 230686              | 342.95        | 342.95     |
|         |            |           |                          | A 5510.400-10-0154 | 230254              | 102.75        | 102.75     |
|         |            |           |                          | A 2110.450-30-0035 | 230686              | 58.65         | 58.65      |
|         |            |           |                          | A 1240.450-10      | 230254              | 135.00        | 124.40     |
|         |            |           |                          | A 2110.450-30-0035 | 230686              | 26.99         | 26.99      |
|         |            |           |                          |                    | <b>Check Total:</b> | <b>666.34</b> |            |
| 115609  | 05/23/2023 | 2643      | Coon, Greg               | A 5510.450-10-0138 |                     | 134.79        |            |
|         |            |           |                          |                    | <b>Check Total:</b> | <b>134.79</b> |            |
| 115610  | 05/23/2023 | 72        | Excellus Health Plan-CNY | A 9060.800-10      | 230259              | 291.00        | 291.00     |
|         |            |           |                          | A 9060.800-10      | 230259              | 53.35         | 53.35      |
|         |            |           |                          |                    | <b>Check Total:</b> | <b>344.35</b> |            |
| 115611  | 05/23/2023 | 3342      | Roxanne Groves           | A 1010.440-10      | 230291              | 140.00        | 140.00     |
|         |            |           |                          |                    | <b>Check Total:</b> | <b>140.00</b> |            |
| 115612  | 05/23/2023 | 237       | Haws, Nancy F.           | A 2630.440-10      |                     | 28.82         |            |
|         |            |           |                          | A 1621.450-10      | 230718              | 33.96         | 33.96      |
|         |            |           |                          |                    | <b>Check Total:</b> | <b>62.78</b>  |            |
| 115613  | 05/23/2023 | 619       | Reagan Agency Inc        | A 1910.400-10-0116 | 230269              | 132.00        | 132.00     |
|         |            |           |                          |                    | <b>Check Total:</b> | <b>132.00</b> |            |
| 115614  | 05/23/2023 | 3500      | VSP Vision Care          | A 9060.800-10      | 230275              | 302.87        | 302.87     |
|         |            |           |                          |                    | <b>Check Total:</b> | <b>302.87</b> |            |

## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 71: May 23, 2023 Multifund Cks For Dates 5/1/2023 - 5/31/2023



| Check # | Check Date | Vendor ID | Vendor Name    | Account       | PO Number | Check Amount           | Liquidated      |
|---------|------------|-----------|----------------|---------------|-----------|------------------------|-----------------|
| 115615  | 05/23/2023 | 2922      | Bonnie Ziegler | A 1010.440-10 | 230292    | 140.00                 | 140.00          |
|         |            |           |                |               |           | <b>Check Total:</b>    | <b>140.00</b>   |
|         |            |           |                |               |           | <b>Warrant Total:</b>  | <b>2,203.13</b> |
|         |            |           |                |               |           | <b>Vendor Portion:</b> | <b>2,203.13</b> |

Number of Transactions: 10

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 10 in number, in the total amount of \$ 2,203.13. 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.

5/31/23 [Signature]  
Date

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 2,203.13. 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.

5/31/23 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 10, 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.

6/1/23 [Signature] Treasurer  
Date Officer's Signature Title

## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For OT - 10: May 2023 OT cks For Dates 5/1/2023 - 5/31/2023



| Check # | Check Date | Vendor ID | Vendor Name             | Account             | PO Number | Check Amount           | Liquidated   |
|---------|------------|-----------|-------------------------|---------------------|-----------|------------------------|--------------|
| 6710    | 05/03/2023 | 240       | Amazon Capital Services | OT 2850.400-00-DRAM | 230677    | 17.27                  | 17.27        |
|         |            |           |                         | OT 2850.400-00-DRAM | 230677    | 70.19                  | 70.19        |
|         |            |           |                         |                     |           | <b>Check Total:</b>    | <b>87.46</b> |
|         |            |           |                         |                     |           | <b>Warrant Total:</b>  | <b>87.46</b> |
|         |            |           |                         |                     |           | <b>Vendor Portion:</b> | <b>87.46</b> |

Number of Transactions: 1

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 87.46. 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.

5/31/23 Kendi Foster  
Date

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 87.46. 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.

5/31/23 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 1, 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.

6/1/23 Katy L. Denke Treasurer  
Date Officer's Signature Title



## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For TA - 25: PR 5/12/23 TA Disbursements For Dates 5/12/2023 - 5/12/2023



| Check #                   | Check Date | Vendor ID | Vendor Name | Account | PO Number       | Check Amount | Liquidated |
|---------------------------|------------|-----------|-------------|---------|-----------------|--------------|------------|
| Number of Transactions: 6 |            |           |             |         | Warrant Total:  | 238,301.68   |            |
|                           |            |           |             |         | Vendor Portion: | 238,301.68   |            |

## 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 \$ 238,301.68. 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.

5/31/23 Kindi Foster  
Date

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 238,301.68. 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.

5/31/23 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.

6/1/23 Kathy L Denton Treasurer  
Date Officer's Signature Title

## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For TA - 25: PR 5/12/23 TA Disbursements For Dates 5/12/2023 - 5/12/2023



| Check # | Check Date | Vendor ID | Vendor Name               | Account | PO Number           | Check Amount      | Liquidated |
|---------|------------|-----------|---------------------------|---------|---------------------|-------------------|------------|
| 115564  | 05/12/2023 | 2961      | Cortland County Sheriff's | TA 32   |                     | 71.72             |            |
|         |            |           |                           |         | <b>Check Total:</b> | <b>71.72</b>      |            |
| 115565  | 05/12/2023 | 11        | CSEA, Inc.                | TA 31   |                     | 853.01            |            |
|         |            |           |                           | TA 39   |                     | 66.30             |            |
|         |            |           |                           |         | <b>Check Total:</b> | <b>919.31</b>     |            |
| 600829  | 05/12/2023 | 27        | EFPTS                     | TA 26   |                     | 13,971.68         |            |
|         |            |           |                           | TA 26   |                     | 13,971.68         |            |
|         |            |           |                           | TA 22   |                     | 17,427.18         |            |
|         |            |           |                           | TA 26   |                     | 3,267.61          |            |
|         |            |           |                           | TA 26   |                     | 3,267.61          |            |
|         |            |           |                           |         | <b>Check Total:</b> | <b>51,905.76</b>  |            |
| 600830  | 05/12/2023 | 28        | NYS Income Taxes          | TA 21   |                     | 9,250.88          |            |
|         |            |           |                           |         | <b>Check Total:</b> | <b>9,250.88</b>   |            |
| 600831  | 05/12/2023 | 1548      | Omni Group                | TA 29   |                     | 2,967.65          |            |
|         |            |           |                           | TA 29   |                     | 2,042.30          |            |
|         |            |           |                           | TA 29   |                     | 590.00            |            |
|         |            |           |                           | TA 29   |                     | 50.00             |            |
|         |            |           |                           |         | <b>Check Total:</b> | <b>5,649.95</b>   |            |
| 600832  | 05/12/2023 | 3410      | NBT Bank                  | TA 10   |                     | 170,504.06        |            |
|         |            |           |                           |         | <b>Check Total:</b> | <b>170,504.06</b> |            |

## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For TA - 26: PR 5/26/23 TA Disbursements For Dates 5/26/2023 - 5/26/2023



| Check # | Check Date | Vendor ID | Vendor Name                    | Account | PO Number           | Check Amount      | Liquidated |
|---------|------------|-----------|--------------------------------|---------|---------------------|-------------------|------------|
| 600833  | 05/26/2023 | 27        | EFPTS                          | TA 26   |                     | 14,247.88         |            |
|         |            |           |                                | TA 26   |                     | 14,247.88         |            |
|         |            |           |                                | TA 22   |                     | 17,703.85         |            |
|         |            |           |                                | TA 26   |                     | 3,332.18          |            |
|         |            |           |                                | TA 26   |                     | 3,332.18          |            |
|         |            |           |                                |         | <b>Check Total:</b> | <b>52,863.97</b>  |            |
| 600834  | 05/26/2023 | 28        | NYS Income Taxes               | TA 21   |                     | 9,438.84          |            |
|         |            |           |                                |         | <b>Check Total:</b> | <b>9,438.84</b>   |            |
| 600835  | 05/26/2023 | 628       | NYS Local Empl. Retirement Sys | TA 18   |                     | 1,243.32          |            |
|         |            |           |                                | TA 1801 |                     | 1,674.00          |            |
|         |            |           |                                |         | <b>Check Total:</b> | <b>2,917.32</b>   |            |
| 600836  | 05/26/2023 | 1548      | Omni Group                     | TA 29   |                     | 3,174.85          |            |
|         |            |           |                                | TA 29   |                     | 2,042.30          |            |
|         |            |           |                                | TA 29   |                     | 590.00            |            |
|         |            |           |                                | TA 29   |                     | 50.00             |            |
|         |            |           |                                |         | <b>Check Total:</b> | <b>5,857.15</b>   |            |
| 600837  | 05/26/2023 | 3410      | NBT Bank                       | TA 10   |                     | 173,736.42        |            |
|         |            |           |                                |         | <b>Check Total:</b> | <b>173,736.42</b> |            |



## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For TA - 26: PR 5/26/23 TA Disbursements For Dates 5/26/2023 - 5/26/2023



| Check #                   | Check Date | Vendor ID | Vendor Name | Account | PO Number       | Check Amount | Liquidated |
|---------------------------|------------|-----------|-------------|---------|-----------------|--------------|------------|
| Number of Transactions: 5 |            |           |             |         | Warrant Total:  | 244,813.70   |            |
|                           |            |           |             |         | Vendor Portion: | 244,813.70   |            |

## 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 \$ 244,813.70. 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.

5/31/23 [Signature]  
Date

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 244,813.70. 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.

5/31/23 [Signature] 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.

6/1/23 [Signature] Treasurer  
Date Officer's Signature Title